

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION
A-20-21, Institutional Area, Sector 62, NOIDA

TENDER DOCUMENT FOR CONTRACT FOR COURIER SERVICE FOR NITS

BIDDING DOCUMENT

Chapters 1 to 5 as below:

- 1. Instructions to Bidders**
- 2. Conditions of Contract**
- 3. Schedule of Requirements**
- 4. Specifications and allied Technical Details**
- 5. Price Schedule(to be utilized by the bidders for quoting their prices)**

Price: Rs. 100/-

(If downloaded from web site, the price of the Tender Document should be deposited in the form of a demand draft in favour of “NITS” / “Bureau of Indian Standards, New Delhi” along with the bid)

**TENDER DOCUMENT
FOR
CONTRACT FOR COURIER SERVICE FOR NITS, NOIDA**

Chapter 1: Instructions to Bidders

Quotations are invited from professional and experienced courier service firms for providing courier services to NITS, NOIDA

The courier services agency (referred to as 'agency' herein after in this document) is required to submit the technical and financial bid in two separate sealed covers clearly super-scribed "Technical Bid" and "Financial Bid". The quotations in a sealed cover super-scribed "Quotations for the Courier Services" should reach the Head (NITS), National Institute of Training for Standardization, A-20-21, Institutional Area, Sector 62, NOIDA **latest by 1500 h on 13th February 2006**. Each page of the Technical bid and Financial bid shall be signed by the bidder as token of acceptance of the conditions of tender and contract.

Quotations will be opened on the same day at 1530 h in the presence of such bidders or their duly authorized representatives as may be present. As a token of acceptance of all the terms and condition mentioned in this document, **the bidder is required to sign all pages of this document and return the same along with their bid**. Unsigned document will be rejected. The price bid of those bidders will be opened who fulfill all the requirements of the technical bid.

Chapter 2: Conditions of Contract

1. NITS reserves the right to accept or reject summarily any or all tenders in whole or in part without assigning any reason whatsoever, or increase or decrease of quantities of any item of the work and the successful tenderer shall perform the same at the rate quoted.
2. NITS takes no responsibility for delay, loss or non-receipt of a quotation after dispatch.
3. Earnest Money Deposit (EMD) of Rs. 5000/- in form of DD/pay order in favour of NITS/Bureau of Indian Standards, New Delhi shall be deposited at the time of submission of tender. Tender received without EMD shall be summarily rejected.
4. No transportation charges will be paid by NITS on any account or services.
5. The agency shall ensure to take all measures to adhere to the stipulated response time without fail.
6. The agency must be registered with Registrar of Companies and with NOIDA/Delhi Sales Tax Department for Works Contract Tax. Necessary document(s) in support must be attached.

7. The agency must be currently providing courier services to atleast three Govt. Deptt./Public Sector Undertakings (PSUs)/Reputed Companies at any location in Delhi/NOIDA. *Copy of such work order or any other documentary evidence clearly demonstrating the claims shall be attached.*
8. The agency must have satisfactorily provided courier services in the last three years to at least three Govt. Deptt./Public Sector Undertakings (PSUs)/Reputed Companies at any location in Delhi/NOIDA. *Necessary documents in support are also required to be attached.*

Performance Security Deposit

The contractor shall be required to deposit a sum equivalent to 5% of the total work order at the time of signing the contract as performance security deposit in demand draft/fixed deposit receipt from a commercial bank or provide a bank guarantee for the said amount from a scheduled bank, pledged in favour of Scientist-F & Head, NITS. No interest shall accrue on this amount. The security amount shall be re-payable after 60 days of the expiry of the contract after deduction of penalty/other dues, if any. The EMD of the successful bidder will be refunded after signing of the agreement and after deposit of security amount.

Payment Terms and condition

The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, raised by the contractor and based on past performance. TDS, as applicable, will be deducted before making the payment.

Termination of Contract and Penalty

The terms and condition of the contract would be as per the tender document.

Arbitration

In the event of any dispute or difference relating to the courier services and application of the provisions of the contract, the same shall be settled amicably through mutual discussions, or shall be referred to the sole arbitrator appointed by the Head, NITS .

Jurisdiction

The courts at NOIDA (Gautam Budh Nagar) alone shall have the jurisdiction in any matter arising out of or relating to or touching this agreement.

Note: Any further clarification may please be obtained from the Head (NITS).

Chapter 3: Schedule of Requirements

1. The courier services will be provided from 1400 h to 1800 h (Monday to Friday) and on request on other timings/days.

2. The agency shall provide courier services through experienced and competent personnel who shall visit NITS from 1400 h to 1800 h on all working days or whenever requisitioned within three hours of call.
3. Successful bidders shall be required to submit a letter of acceptance of all the conditions of contract as contained in the tender document and the letter of acceptance shall be deemed to result in a binding contract. The contract will be initially for one year. The contract may be renewed for two years, one year at a time, at the discretion of NITS and based on satisfactory services by the agency.
4. The agency shall be responsible for safe and timely delivery of all posts/parcels at the designated stations. All liabilities arising out of delay in delivery and/or damage to post/parcel shall squarely rest with the courier service agency.

Chapter 4: Specifications and allied Technical Details

Document(s)/Information Required:

Technical Bid

Sealed envelope super-scribed "Technical Bid", shall contain the following information:

1. Name, address, set-up and status of the organization and name/contact number of the concerned person.
2. The bidder shall be a company registered with the Registrar of Companies and registered with Delhi/NOIDA Sales tax for Works contract Tax. *Document in support of registration with the Registrar of companies and with the Delhi/NOIDA Sales Tax Department for Works Contract Tax.*
3. EMD of Rs. 5000/- in form of DD/pay order in favour of NITS, NOIDA /Bureau of Indian Standards, New Delhi.
4. **The agency shall furnish a certified/attested list, clearly enlisting the cities/stations where it can and shall ensure delivery of post/parcel within 48 hours (two days).**
5. List of clients with name, complete address and contact person with telephone number where the agency is currently providing courier services in NOIDA/Delhi as per the performa enclosed. *Copies of two such work order or any other documentary evidence from Govt. Deptt./PSU/Reputed Company clearly showing demonstrating the claims shall also be attached.*

Sl. No.	Name of Govt. Deptt./PSU/Firm (with Name/Contact No. of the Concerned Person)	Details Services being provided	Period of Contract	Contract Value (Rs. in lakhs)

6. List of Such courier service contracts satisfactorily executed by the agency in last three years. Minimum three such contracts should be listed. *Performance Certificate to this effect from at least three Govt. Deptt./PSUs/Reputed Firms shall be furnished.*

Sl. No.	Name of Firm/Govt. Deptt./ PSU	Details of Services provided	Period of Contract	Contract Value (Rs. in lakhs)

7. Tender document (Doc-I) duly signed in each page.

Chapter 5: Price Schedule

The price bid should contain the quotation for maintenance charges per item in terms of yearly basis only as listed in Doc-III. Price quoted by the tenderer shall be inclusive of all taxes and levies applicable. No escalation of prices would be permitted on any ground. It should be enclosed in a separate sealed cover super-scribed "Financial Bid".

Annexure

A. Cities/Stations where the Agency can/shall ensure Delivery of Post/Parcel within 48 hours (2 Days) at the start of the contract

Sl. No.	Name of City/Station	Weight of Post/Parcel (in gram/kilogram)	Rate per Post/Parcel (Rs.)

B. Weight of Post/Parcel may be categorized as:

Sl. No.	Weight of Post/Parcel (in gram/kilogram)	Rate per Post/Parcel (Rs.)
1.	Up to 100 gram	
2.	Up to 250 gram	
3.	Up to 500 gram	
4	Up to 750 gram	
5	Up to 1 kilogram	
6	Parcel rates above 1 kilogram (Surface)	
7	Parcel rates above 1 kilogram (Air)	
8	Parcel rates above 5 kilogram (Surface)	