

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Ground Floor, Block "A", Vishwakarma Government Engineering College Campus

Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424. Tel/Fax No. +91 79 2397 2583

Notice Inviting Quotations

No. IITGN/ADMIN/SERVICE/2012-13/00205

Date: - 30.08.2012

Subject: - Rate Contract of Courier Service Providers for Domestic and International Operations

1)

1.1 Indian Institute of Technology Gandhinagar invites financial sealed bids in the proforma as per Terms & Conditions mentioned in Annexure-1 & Annexure - 2 from the eligible & interested agencies for the Rate Contract for Courier Service on the following terms & conditions:

1.2 Eligibility of firms:

The bidder(s) must have:

- i) Valid PAN No.
- ii) Experience of Providing Courier Service to the reputed organizations for minimum period of two years. The experience and capability must be supported through documents.
- iii) Each bidder must submit their telephone No., Mobile No, email and address for easy communication.

1.3 EMD Amount- Rs: - 1000/-

1.4 Quotation should have validity of 120 days from the date of opening.

1.5 The time period of operation 1 year (Which will be decided at the time of awarding the order)

1.6 Sealed quotation marked "Quotation for RC of Courier Service for IIT Gandhinagar" consisting of envelope containing financial sealed bids must reach the following address latest by 05:00 pm on 19.09.2012 to Assistant Registrar (MM), IIT Gandhinagar, Vishwakarma Government Engineering College Campus, Ground Floor, Block "A", Visat-Gandhinagar Highway, Chandkheda, Ahmedabad - 382424.Tel/Fax No. +91 79 2397 2583.

EMD must be placed in the separate envelope.

The financial bids of all the bidders will be opened and considered, who have submitted full EMD in requisite form. The Institute will have the right to evaluate the certificates / brochure statements & visit the office premises with the prior intimation if required. Date and time of opening of financial bid shall be opened on 20.09.2012 at 11.00 AM.

2 Time Period:-

Time period for the work is as given in the Para 1.5 above from the date of award of work, which shall be extendable for a period of one more year at the same rate, terms and conditions, if the services are found satisfactory/excellent.

3 General Terms and Conditions for procurement:-

- 3.1 The Director, IIT Gandhinagar reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
- 3.2 Any quotation received after the date and time specified in para 1.6 will not be accepted.
- 3.3 Canvassing in connection with Quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 3.4 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.

4 RATES AND PRICES:-

- 4.1 Bidders should quote the price in the prescribed proforma. **Rates should be inclusive of all taxes including pick up delivery. However service tax shall be mentioned extra.** Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 4.2 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 4.3 The rates should quote in figures as well as in words.
 - i) Special care should be taken to write the rate and amounts in figures as well as in words in such a way that interpolation is not possible. The total amount should be written before the figure of Rupees and word paisa should be written at the end (unless the rates in whole rupees) and followed by the word only. It should invariably be up to two decimal places. While quoting the rates in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
 - ii) In case of any discrepancy between the rates quoted in figures and words that rate on which the amount has been worked out shall be taken as correct. In case of any discrepancy between the rate quoted and the amount worked out, the rate quoted in figures and words shall be taken as correct.
- 4.4 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.

5 Place of Collection of mails/service:-

Place of collection of mails/service shall be IIT Gandhinagar campus presently located at VGEC Campus, Chandkheda, Ahmedabad including its hired premises unless otherwise specified. No additional freight or any other charges would be payable towards transportation etc.

6 EMD: -

- 6.1 The EMD should be in the form of Bank Guarantee (in approved format of a nationalized bank), **a Banker Cheque / Demand Draft drawn in favour of "IT Gandhinagar Main Account"** payable at **Ahmedabad** and **it should be placed in the separate envelope only otherwise Bid will not be considered.**
- 6.2 Bid received without EMD will not be considered.
- 6.3 The EMD shall not carry any interest.
- 6.4 EMD of unsuccessful bidders will be returned within 30 Days after the award of contract/ bid is decided.
- 6.5 The EMD shall be forfeited:-
- i) If the bidder withdraws his bid during the validity period of the bid.
 - ii) In the case of successful bidder, if he fails to furnish the required items/ deliver services within the specified time limit.
- 6.6 The EMD of successful bidder shall be refunded after awarding the Rate Contract.

7 Security Deposit:-

A security deposit of Rs. 5000/-(Rupees Five Thousand Only) has to be submitted by the bidder /service provider in favour of "IT Gandhinagar" to whom the contract will be awarded. The security deposit will be refunded three months after the completion of the period of contract provided the services of the firm have been satisfactory. No interest shall be payable on security deposit. The security deposit shall be forfeited in case the firm fails to abide by any of the terms & conditions of the contract.

8 Taxes:-

Rates quoted by the bidders shall be inclusive of all taxes and nothing extra shall be payable, However service tax shall be mentioned extra. Recoveries as per the government norms shall be made while making payment.

9 Liquidated Damages:-

If the bidder fails to execute the work as per our work order in full or part as per the terms and conditions stipulated therein, the Institute can recover liquidated damages from the firm up to 1% per week of the value of undelivered services subject to a maximum of 10% of tendered cost. It will also be open to this institute to procure the required service(s) from any other source at the risk and expense of the bidder.

10 Payment:-

Monthly payments shall be made based on the actual satisfactory services rendered.

11 Termination:-

In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contract after giving 15 days notice in writing.

12 Authorized Certificate of Franchisee:-

The Firm/Service Provider has to submit the authorized certificate of franchisee with the financial bid if the firm is engaged under the main service Provider Company.

13 IIT Gandhinagar reserves the right to modify any terms / conditions at the time of agreement.

I/We hereby declare and affirm that I/We have read and understood the terms and condition of the contract.

Sign of bidder:- _____

Date: - _____

Name of the bidder:- _____

Firm's Name:- _____

Terms & Conditions for Rate Contract of Courier Service:-**A.**

1. The courier service provider must have its branches/service centres in all the states of India and in foreign countries.
2. The Courier Collection boy will have to collect letters/mails from dispatch section of IIT Gandhinagar everyday at about 05.00 PM. In case of some urgent mail, it should be collected within one hour from the time of telephonic intimation to do so.
3. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
4. The agency must have On-Line Tracking Facility as well as adequate arrangements for service outside India.
5. The courier service provider should ensure that they should not collect the letters addressed to the places which are not covered by them. If they collect the mail and return it to IIT Gandhinagar with the reason that the services are not available at the addressee station in that case the Courier service provider will have to pay double of the amount which they have charges from IIT Gandhinagar.
6. The Courier service provider will raise the bills on completion of each calendar month and payment will be made within a reasonable time.
7. In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, IIT Gandhinagar reserves the right to deduct the amount from the monthly billing of the courier service.
8. In case of refusal by addressee, the name and designation of the person refusing the article or his relationship with the addressee shall be clearly mentioned on the unreserved article.

B. Experience: - Details of RC works executed especially with reputed organizations (Please submit certificates from the authorities not below the rank of Assistant Registrar or equivalent. Please add additional pages/sheets if required)

- 1
- 2
- 3

C. Details of Offices (Define Location, area etc.):--

D. Proposal to carry out the work at IIT Gandhinagar:-

E. Declaration:-

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in **NIQ No. IITGN/ADMIN/SERVICE/2012-13/00205, Dated:-30.08.2012.**

Sign of bidder:-_____

Date: - _____

Name of the bidder:-_____

Firm's Name:-_____

(Please add additional pages/sheets if required)

Subject: - RC of Courier Service Providers for Domestic & International Operation
Financial Bid Proforma

*The Bidders are required to quote their lowest competitive rates for courier services to be provided throughout India and outside India in the following manner separately for Document and non Document Type.

Sr. No.	Place	1gm to 100gm	101gm to 250gm	251gm to 500gm	501gm to 1 Kg	Above 1 Kg	Taxes	Remarks