



**Bharat Heavy Electricals Ltd.**

**Corporate Administration**

**BHEL House, Siri Fort, New Delhi-49**

**TENDER NO. : AA: GAX: 13: DS: 201**

**Dated : 12<sup>th</sup> April, 2013**

**Due Date for submission of bids : 22<sup>nd</sup> April, 2013 (by 11:00 Hrs.)**

**Subject: Rate contract for domestic courier services for Delhi and NCR based offices**

Dear Sir(s),

Quotations are invited, in two part bid, in a sealed cover with Enquiry No., Enquiry Date & Due Date, legibly super-scribed on it, for the Scope mentioned herewith as per the enclosed Terms & Conditions. The quotation should reach, along with this letter, in the office of the undersigned by 11:00 hrs. on OR before the due date. Part-I bids shall be opened at 11:30 hrs, in our office, on the due date of submission of offers. The tender documents consist of the following:

S.No	Description / Instructions
1.	<ul style="list-style-type: none"><li>a) This letter (Notice Inviting Quotations)</li><li>b) Detailed scope of job/services (Annexure-A)</li><li>c) <b>PART 'I' – Techno- Commercial Bid</b><ul style="list-style-type: none"><li>1. Instructions for the Bidder</li><li>2. Pre Qualifying Criteria</li><li>3. Documents required in support of Pre Qualifying Criteria</li><li>4. General terms and conditions</li><li>5. Security Deposit</li><li>6. Period of Rate Contract</li><li>7. Arbitration</li><li>8. Laws Governing The Contract</li><li>9. Jurisdiction Of Court</li><li>10. Default/Breach Of Contract, Insolvency And Risk Purchase</li><li>11. Terms of Payment</li><li>12. Penalty clauses</li><li>13. Bid Evaluation and award of work</li><li>14. Validity of Rates</li></ul></li><li>d) <b>Part 'II' – Price Bid</b> (Annexure-B)</li><li>e) Declaration certificate (Annexure-C)</li><li>f) No deviation certificate (Annexure-D)</li><li>g) Technical details (Annexure-E)</li><li>h) Bidder's details (Annexure-F)</li><li>i) List of remote locations (Annexure-G)</li><li>j) Check List (Annexure-H)</li></ul> <p><b>IMPORTANT INSTRUCTIONS:</b></p>

<b>2.</b>	<ol style="list-style-type: none"> <li>1. Bidders are required go through all the above mentioned documents before submitting the bid.</li> <li>2. Offers should be submitted in Two Parts as described in Annexure-"A" &amp; "B".</li> <li>3. The prices must be <b>quoted in the enclosed Price Format only.</b></li> <li>4. The offers shall remain valid for three months from the date of opening of Part-I bid or 60 days from the date of opening of Price Bids / Reverse Auction (RA), whichever is later.</li> <li>5. Price Bids opening / Participation in RA shall be for the technically &amp; commercially acceptable bidders based upon Part-I bid evaluation.</li> </ol>
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Part-I offers of the parties shall be opened on the **Due Date of Opening i.e. 22<sup>nd</sup> April, 2013 at 11:30 Hrs, in our office** in the presence of authorized representatives of the parties. Due date for opening of Part-II / participation in RA shall be informed separately to technically and commercially acceptable bidders.

Any corrigendum to this tender, if issued by BHEL in future, shall be uploaded on the BHEL website ([www.bhel.com](http://www.bhel.com)) and e-procurement portal of government of India (<http://eprocure.gov.in/cppp/>). Therefore, the bidders are advised to keep visiting the websites regularly. Any clarification, if required, should be sought from the undersigned.

Thanking you,

Yours faithfully,  
for and on behalf of B.H.E.L.

(Charanjit Chawla)  
Manager (HR-GAX)  
Telephone No. 011-66337404  
Mobile No. 9818688315  
e-mail : [charanjit@bhel.in](mailto:charanjit@bhel.in)

**Detailed Scope of Work / Service**

We are the leading Public Sector Undertaking in the country and wish to empanel courier agency on panel for courier services for our Offices in Delhi and NCR for a period of two years in Local and Domestic Sector. The detailed scope of work will be as follows:

1. Documents / parcels will be collected from our following offices:

- a. BHEL House, BHEL House, Siri Fort, New Delhi
- b. Industry Sector, IO at Lodhi Road, New Delhi
- c. HRDI & PPEI, Sector-16, Noida
- d. PS-TS, SSBG, CQA, PS-HQ At Kribhco Bhawan, Sector-1, Noida, and
- e. Any other office at Delhi / Noida

The documents / parcels will be collected between 14:00 hrs and 17:00 hrs on all working days, duly weighed, documented and registered in the prescribed POD forms giving complete details such as consignment numbers, date, weight, destination, address etc.

- 2. All documents collected must be delivered positively within 24 hrs in Delhi and NCR, within 36 hrs in Metro / Capital cities / Major cities and within 48 to 72 hrs to other locations of the country after collection from the respective offices. The duration indicated above excludes Sunday, national holidays / local holidays. POD / ePOD shall be submitted along with the bill for effecting payment on monthly basis.
- 3. An approximate business of Rs. 128 Lakhs has been estimated for next two years (i.e. a business of more than Rs.17,500.00 per working day). However, it is only indicative and may vary to any extent. Parties are requested to quote their rates accordingly.
- 4. L1 bidder would be decided as per the evaluation criteria (Formula) mentioned in price format and would be awarded 60 % of the work.

Since BHEL intends to empanel 2 parties, counter-offer of L1 Schedule of Rates shall be offered to the next higher bidder in the rank for acceptance, i.e., L2 & so on. The empanelment of second party shall be subject to matching the L-1 rates (Cost to Company). Such party would be awarded 40% of the business.

In case no other bidder matches the L1 rates for empanelment, BHEL reserves the right to award the contract for the entire scope of work on L1 bidder.

## **PART 'I' – TECHNO- COMMERCIAL BID**

### **A. INSTRUCTIONS FOR THE BIDDERS**

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of bidder and signed & stamped on each page shall be submitted as detailed further. Bidder should note specifically that all pages of tender document, including the NIT page (i.e. cover page) for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer, except in the relevant price bid and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office.
2. Tender documents are also available on BHEL web site i.e. **www.bhel.com** and/or e-portal and the same can be downloaded and used as tender document for submitting the bid.
3. All documents submitted by the Bidder in his tender shall be accompanied with a covering letter giving index interlinking all the documents.
4. No overwriting / correction in tender documents by bidder shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
5. Tender must be submitted in two parts, i.e., (i) Part – I 'Techno- commercial bid' along with un-priced bid and (ii) Part-II 'Price Bid'. The bidder must submit their tenders in two separate sealed envelopes prominently super scribed as Part – I 'Techno- commercial bid' and Part-II 'Price Bid', and the NIT No. & due date on each of the envelope. These two separate envelopes shall together be kept in third envelop super scribed with name of Job/ services, NIT No. & due date of opening.
6. Part – I 'Techno- commercial bid' should contain all the documents in proof of Pre- qualifying criteria, signed and stamped tender document including the NIT page (i.e. including the first page), Instructions for bidder, Pre Qualifying Criteria, General terms and conditions, Un-price bid, Scope of Job/ services, all the annexures duly filled & signed by the bidder etc.
7. The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS.
8. Price Bid should contain only the "Part-II, Price Bid Format" after quoting the rates as specified in the Price bid format.
9. Rates should be quoted **inclusive of all taxes but excluding Service Tax** which shall be reimbursed as applicable on actual against documentary evidence. Rates must be quoted in figures as well as in

words. However in case of any conflict/confusion between the two the higher shall be considered for evaluation and lower rate shall be considered for ordering. BHELs decision regarding the same shall be final and binding.

10. On the date of opening of tender, only Techno-Commercial (Part-I) Bid shall be opened.
11. BHEL may finalize successful bidder by **opening of sealed price bid** or by conducting **online Reverse Auction**. Date of opening of sealed Price Bid / conducting of online Reverse Auction will be intimated by phone, by post or e-mail separately to the Techno-Commercially acceptable Bidders.
12. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
13. In case any typing error/other clerical errors is noticed by the bidder, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the bidder.
14. The Bidder should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions are likely to be rejected.
15. The bidders are advised to inspect & examine the BHEL Offices across the Delhi and NCR area i.e. place of services and obtain all the necessary information related to the scope of Job/ services/ specifications, risk & contingencies involved before submitting their offers. Any queries regarding this tender may be clarified from Manager (HR-GAX), on Telephone No. 011-66337404 / mobile No.- 9818688315 or e-mail : charanjit@bhel.in
16. The bidders or their representative may attend the opening of techno-commercial bid (Part-I) and the technically qualified bidders or their representative may attend the opening of Price bid (Part-II).

#### **B. PRE QUALIFYING CRITERIA (PQR)**

- 1) The bidder should have PAN No. & Service Tax Registration No.
- 2) The bidder's average annual financial turnover during the last three financial years (i.e. 2009-10, 2010-11 and 2011-12) ending 31<sup>st</sup> March'12 should be at least **Rs. 19.2 lakhs**.
- 3) In addition to the above, the bidders should have experience of having successfully completed/running **similar Job / services i.e. The work of Courier Services in all the major Cities / Towns of all the states in India**, during last 7 years ending on 30.04.2013. The bidder shall submit the Work order(s) mentioning the duration of the contract and Completion certificate(s)/satisfactory

certificate(s) (in case of running contract(s)) as supporting document(s) for the same (from preferably 3 or more clients).

- 4) The Bidders should have their own computerized / Web based Consignment tracking system.
- 5) Bidder should have sufficient infrastructure to cater courier service to remote locations as per annexure attached (ANNEXURE -G).

**Definition of Similar Work:** “The work of Courier Services in all the major Cities / Towns of all the states in India”

**C. DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT (PQR)**

- a) Complete tender document in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.
- b) Audited copy of Balance Sheet and profits & loss Account statements of last three financial years i.e. FY, 2009-10, 2010-11 & 2011-12 (AY 2010-11, 2011-12 & 2012-13) In case of unavailability of Balance Sheet & Profit & Loss statement for the above mentioned financial years, CA certificate for the same shall be furnished.
- c) Copy of acknowledgements of IT return of last three financial years FY, 2009-10, 2010-11 & 2011-12 (AY 2010-11, 2011-12 & 2012-13).
- d) Copies of Work Orders / award letters (mentioning the duration of contract) along with certificates of completion/satisfactory certificates(s)(in case of running contracts) of the similar job executed by the bidders during last 7 years ending on 30.04.2013 as supporting document(s) against Point no. 4 of PQR. BHEL reserves the right to cross check the documents from the issuing department.
- e) Bidder shall sign the Annexure- G (i.e. List of remote locations) as a token of proof that they are able to provide courier service to various remote locations as mentioned in the Annexure. In case any bidder is not capable of providing Courier services to any of the remote locations mentioned in Annexure-G, the bidder shall mention those specific locations as technical deviations in the No deviation certificate i.e. Annexure-D. BHEL shall have sole discretion over the acceptability of the same as satisfactory.
- f) The Parties should submit the network details available across the country as support of having computerized / Web based Tracking system. Sample/ live demonstration of the same can also be done by the bidders in front of BHEL authorities.
- g) Copy of the PAN card and Certificate of Service Tax Registration No.

- h) The Bidder must Submit a declaration (enclosed at Annexure – C), that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- i) No deviation certificate as per Annexure – D (enclosed) must be signed and stamped.
- j) Bidder must submit the technical details in the enclosed format (Annexure-E).
- k) Bidder must submit the bidder's details in the enclosed format ( Annexure-F)
- l) The parties should give an undertaking to ensure for delivery of our dak / documents positively within 24 hrs in Delhi and NCR, within 36 hrs in Metro / Capital cities / Major cities and within 48 to 72 hrs to other locations.
- m) Bidder must submit duly filled and signed check list enclosed at (Annexure-H)

#### **D. General Terms and Conditions**

1. An approximate business of **Rs. 128 Lakhs** has been estimated for next two years (i.e. a business of more than Rs.17,500.00 per working day). However, it is only indicative and may vary to any extent. Parties are requested to quote their rates accordingly.
2. The rates should be quoted in the Price Bid format enclosed at Annexure-B. The rates shall remain firm during the entire contract period of **2 years** which is extendable to another one year on the same rate and terms & conditions with the mutual consent.
3. The documents / parcels will be collected between **14:00 hrs and 17:00 hrs** on all working days from the respective offices. However, in case of any delay in collection of documents / parcels, penalty would be levied as per Penalty clauses.
4. There shall be no objection from you, if sister units of our Company decide to operate on the rate contract finalized against this tender, payments for which will be released by the concerned unit. In this regard, separate orders will be issued by the concerned unit.
5. Volumetric charges shall be applicable, in case, the weight of the box is less and size is bigger and box occupies more space. The formula for calculation of volumetric charges shall be as follows:

**Rates if sent by Air (Per Kg.)        =    (Length x Width x Height) ÷ 5000**

**Rates if sent by Surface (Per Kg.) =    (Length x Width x Height) ÷ 6000**

6. Rates should be quoted inclusive of all taxes excluding Service Tax which shall be reimbursed as applicable on actual against documentary evidence.
7. BHEL also reserves the right to terminate the contract if the performance or services of the party shall be found to be unsatisfactory by giving one month's notice. In such a case, security deposit may also be forfeited.
8. No revision of prices shall be entertained after submission of tender. Bid should be free from correction and erasers. Corrections, if any, must be counter-signed. If there is a difference between price quoted in words and figures or there is any other discrepancy in the Price Schedule, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
9. There should be no case or charge under investigation / enquiry / trial against the neither agency, nor conviction in a Court of law or suspended / blacklisted by any organization on any ground.
10. If any information given in the tender is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of contract.
11. The opinion / decision of BHEL regarding the bids shall be final and conclusive. BHEL reserves the right to reject any or all the bids at any time without assigning any reason whatsoever.

#### **E. Security Deposit**

Security Deposit shall be collected from the successful bidder. The rate of Security Deposit will be as below.

**Rs. 4 lakh + 5% of the amount exceeding Rs. 50 lakhs.**

**The contract value shall be calculated on pro-rata basis as per the L1 rate quoted by the bidder**

**(i.e The criteria for pro-rata shall be the contract value arrived at for Grand Total – as quoted by the L1 bidder and comparing the same with the estimates arrived)**

50% Security Deposit should be submitted by the Contractor before the start of the work/ services and the balance 50% security deposit can be recovered from the running bills. No interest will be paid to the Contractor for the amount deposited during the period of agreement.

Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the bidder shall be liable to compensate BHEL for any losses incurred by BHEL. The security deposit shall be refunded within a reasonable time after the date of expiry of the contract subject to the contractor carrying out all obligations / operations as required under the contract.



BHEL reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against this contractor for losses suffered by BHEL due to failures on the part of the contractor due to termination of contract or contractor becoming disqualified because of liquidation / insolvency. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

#### **F. Period of Rate Contract**

The rate contract shall be applicable for a period of 2 Years **(Two years)**. This rate contract may be further extended for next one year on the same rates and terms & conditions on mutual consent in writing.

#### **G. Arbitration**

- a) In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

#### **H. Laws Governing The Contract**

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

**I. Jurisdiction Of Court**

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

**J. Default/Breach Of Contract, Insolvency And Risk Purchase**

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.
- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

#### **K. Terms of Payment**

1. Bills shall be submitted to the respective offices (from where the documents are collected) and payment will be made by the same office.
2. Payment against monthly bill duly supported with 'Proof of Delivery' (POD) / e POD for each consignment will be made within 30 days from the date of receipt of the bill. All applicable statutory recoveries, dues etc. will be affected at source.
3. The volumetric charges shall be paid as per clause No. 5 of general terms and conditions.
4. No additional charges on any account will be paid by BHEL.
5. Service tax if any will be reimbursed on actual against documentary evidence.

#### **L. Penalty Clauses**

1. The documents / parcels will be collected between **14:00 hrs and 17:00 hrs** on all working days from the respective offices. However, in case of any delay in collection of documents / parcels, a penalty of 10% of the quantum of billing of that particular day would be levied.
2. In respect of any loss or damage or non-delivery of any document / letter / packet, the cost of document or Rs.1000/- per consignment, whichever is higher will be levied.
3. In case of late delivery, a penalty of 10% of the quantum of billing of that particular day would be levied.

#### **M. Bid Evaluation and Award of Work**

L1 bidder would be decided as per the evaluation criteria (Formula) mentioned in price format and would be awarded 60 % of the work. In case of R.A, it shall be conducted on the "GRAND TOTAL" i.e. S. No. 10 of Price bid (which is inclusive of all taxes except Service tax which shall be payable extra).

Since BHEL intends to empanel 2 parties, counter-offer of L1 Schedule of Rates shall be offered to the next higher bidder in the rank for acceptance, i.e., L2 & so on. The empanelment of second party shall be subject to matching the L-1 rates (Cost to Company). Such party would be awarded 40% of the business.

In case no other bidder matches the L1 rates for empanelment, BHEL reserves the right to award the contract for the entire scope of work on L1 bidder.

#### **N. Validity of Rates**

The rates quoted in the bid should be valid for at least for 90 days from the date of opening of Part-I bids or 60 days from date of opening of Part-II Bid (Price Bid) whichever is later.

**ANNEXURE: B****PRICE BID****10,000 packets have been considered for Bid Evaluation purposes only\*\***

S. No	Area category	Description of category	Appx. Weightage (%)	Packets (P)	Rate (Rs.) (R)	Total (P)X(R)
1	National cities / Towns (other than Delhi & NCR)	Documents / letters less than 250 Gms	48%	4800		
2	National cities / Towns (other than Delhi & NCR)	Documents / letters > 250 Gms & <500 Gms	5%	500		
3	National cities / Towns (other than Delhi & NCR)	Documents / letters more than 500 Gms (for every addl. 500 gms)	16.5%	1650		
4	Delhi & National Capital region (NCR)	Documents less than 500 Gms	28%	2800		
5	Delhi & National Capital region (NCR)	Documents more than 500 Gms (for every addl. 500 gms)	0.5%	50		
6	National cities / Towns (other than Delhi & NCR)	Non - Documents / parcels less than 500 Gms	0.5%	50		
7	National cities / Towns (other than Delhi & NCR)	Non - Documents / parcels more than 500 Gms (Every 500 gms)	0.5%	50		
8	Delhi & National Capital region (NCR)	Non - Documents / parcels less than 500 Gms	0.5%	50		
9	Delhi & National Capital region (NCR)	Non - Documents / parcels more than 500 Gms (Every 500 gms)	0.5%	50		
10	<b>GRAND TOTAL</b>					

**-Applicable Service Tax shall be payable extra.****Note:** \*\*This BOQ is indicative only and the number of packets mentioned may increase or decrease as per requirement**1. Evaluation criteria Formula is : GRAND TOTAL =  $\Sigma ((P)X (R))$  OR -****GRAND TOTAL = 4800 x (1) + 500 x (2) + 1650 x (3) + 2800 x (4) + 50 x ((5)+(6)+(7)+(8)+(9))****2. Rates should be quoted inclusive of all taxes but excluding Service Tax which shall be reimbursed on actual against documentary evidence.****3. Rates for documents weighing > 500 gms shall be worked out as under:****Document weighing 1 Kg.** = Rate for document weighing > 250 gms but < 500 gms '(2)' + rate for every addl 500 gms weight of document '(3)'**Document weighing > 1 kg but < 1.5 Kg** = Rate for document weighing > 250 gms but < 500 gms '(2)' + 2 x (rate for every addl 500 gms weight of document '(3)')**Document weighing >1.5 kg but < 2 Kg** = Rate for document weighing > 250 gms but < 500 gms '(2)' + 3 x (rate for every addl 500 gms weight of document '(3)')**Document weighing n Kg (rounded off to nearest 500 grams)** = Rate for document weighing > 250 gms but < 500 gms '(2)' + (n-0.5) x 2 (rate for every addl 500 gms weight of document '(3)')**(Signature & seal of the Bidder)**

**DECLARATION**

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication

**(Signature & seal of the contractor)**

Place:

Date:

**No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

**Technical Deviations (if any):**

(List of specific locations where we shall not be able to provide courier services)-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

(Signature & seal of the contractor)

Place:

Date:

**TECHNICAL DETAILS**

<b>TURNOVER (F.Y.)</b>	<b>2011-12</b>	<b>2010-11</b>	<b>2009-10</b>
<b>Rs. Lacs</b>			

<b>EXPERIENCE</b>	<b>No. of Work</b>	<b>Value</b>	<b>Customer's Name</b>

<b>SIMILAR WORKS</b>	<b>Nature of Works</b>	<b>No. of works</b>	<b>Value</b>	<b>Customer's Name</b>

<b>PAN Card No.</b>	
<b>Service Tax No.</b>	

<b>Income Tax Return (F.Y.)</b>	<b>2010-11</b>	<b>2009-10</b>	<b>2008-2009</b>
<b>Details of Web tracking system</b>			

**(Signature & seal of the contractor)**

**BIDDER'S DETAILS**

Name of the Contractor /Party/ Firm	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address ( If Any)	

**(Signature & seal of the contractor)**



**LIST OF REMOTE LOCATIONS**

<b><u>S No.</u></b>	<b><u>Site/City</u></b>	<b><u>State</u></b>
1	ADILABAD	AP
2	KAKATIYA	AP
3	KOTHAGUDEM	AP
4	NAGARJUNA	AP
5	RAMAGUNDAM	AP
6	RAYALSEEMA	AP
7	SIMHADRI	AP
8	VALLUR	AP
9	VIJAYAWADA	AP
10	VIJESHWARAM	AP
11	VIZAG	AP
12	BONGAIGAON	Assam
13	DUBURI	Assam
14	KATHALGURI	Assam
15	KOKRAJHAR	Assam
16	BARH	Bihar
17	BEGUSAI	Bihar
18	BHAGALPUR	Bihar
19	KAHALGAON	Bihar
20	MUZAFFARPUR	Bihar
21	NABINAGAR	Bihar
22	BHILAI	Chattisgarh
23	JANGIR	Chattisgarh
24	KORBA (WEST)	Chattisgarh
25	MARWA	Chattisgarh
26	RAIGARH	Chattisgarh
27	RAJNAD GAON	Chattisgarh
28	SIPAT	Chattisgarh
29	AMRELI	Gujarat
30	BARODA	Gujarat
31	BHAVNAGAR	Gujarat
32	GANDHINAGAR	Gujarat
33	HAZIRA	Gujarat
34	KUTCH	Gujarat
35	PIPAVAV	Gujarat
36	RAJULA	Gujarat

37	SIKKA	Gujarat
38	SURAT	Gujarat
39	UKAI	Gujarat
40	WANAKBORI	Gujarat
41	FARIDABAD	Haryana
42	HISSAR	Haryana
43	JALKHERI	Haryana
44	PANIPAT	Haryana
45	BARAUNI	Jharkhand
46	BOKARO TPP	Jharkhand
47	CHANDRAPURA	Jharkhand
48	JHUMARITALAIYYA	Jharkhand
49	JOJOBERA	Jharkhand
50	KODERMA	Jharkhand
51	LATEHAR	Jharkhand
52	MAITHON	Jharkhand
53	RAMGARH	Jharkhand
54	TENUGHAT	Jharkhand
55	Bellary	Karnataka
56	HUBLI	Karnataka
57	RAICHUR	Karnataka
58	TORANAGULU	Karnataka
59	Yeramarus	Karnataka
60	KAYAMKULAM	Kerala
61	AMRAVATI	Maharashtra
62	AMRAVATI TPP	Maharashtra
63	BELA NAGPUR	Maharashtra
64	BHUSAWAL	Maharashtra
65	BULDANA	Maharashtra
66	CHANDRAPUR	Maharashtra
67	DAHANU	Maharashtra
68	JALGAON	Maharashtra
69	KHAPERKHEDA	Maharashtra
70	KOLHAPUR	Maharashtra
71	MOUDA	Maharashtra
72	NAGOTHANE	Maharashtra
73	NASIK	Maharashtra
74	PARAS	Maharashtra
75	PARLI	Maharashtra
76	TROMBAY	Maharashtra
77	AMARKANTAK	MP

78	BETUL	MP
79	BINA	MP
80	BIRSINGHPUR	MP
81	JHABUA	MP
82	RIHAND	MP
83	SATPURA	MP
84	SINGRAULI	MP
85	DERANG ANGUL	Orissa
86	JAGAT SINGHPUR	Orissa
87	MALIBRAHMANI	Orissa
88	PARADIP	Orissa
89	TALCHAR	Orissa
90	BHATINDA	Punjab
91	GOINDWAL	Punjab
92	LEHRA MOHABBAT	Punjab
93	ROPRAR	Punjab
94	TARAN TARAN	Punjab
95	ARAVALI	Raj
96	BARAN	Raj
97	BARSINGSAR	Raj
98	CHHABRA	Raj
99	DARIBA TPP	Raj
100	DHOLPUR	Raj
101	GIRAL	Raj
102	KOTA	Raj
103	RAJASMAND	Raj
104	SURATGARH	Raj
105	ZAWAR	Raj
106	ENNORE	TN
107	KALPAKKAM	TN
108	NEYVELI	TN
109	NORTH CHENNAI	TN
110	THIRUVALLUR	TN
111	Trichy	TN
112	TUTICORIN	TN
113	ANPARA-D	UP
114	DADRI	UP
115	HARDUAGANJ	UP
116	LALITPUR	UP
117	PARICHA	UP
118	PRAYAGRAJ	UP

119	UNCHAHAR	UP
120	VINDHYACHAL	UP
121	BAKRESHWAR	WB
122	BUDGE BUDGE	WB
123	DURGAPUR	WB
124	FARAKKA	WB
125	HALDIA	WB
126	MEJIA	WB
127	RAGHUNATHPUR	WB
128	SAGARDIGHI	WB
129	SANTALDIH	WB

**CHECK-LIST (TECHNICAL BID)****SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

<b>SNo.</b>	<b>Description of requirement</b>	<b>Yes/ No/NA</b>	<b>Page No.</b>
1	Copies of the Audited Balance sheet and Profit & Loss account statements of last three financial years i.e. FY 2009-10, 2010-11 & 2011-12 or duly certified by CA.		
2	Acknowledgement of I-T return of last three financial years i.e. FY 2009-10, 2010-11 & 2011-12 (AY 2010-11, 2011-12 & 2012-13)		
3	Details of work experience, satisfactory work performance certificates		
4	Network details available across the country as support of having computerized / Web based Tracking system.		
5	Undertaking to ensure for delivery of our dak / documents within 36 hrs in Metro / Capital cities / Major cities and within 48 to 72 hrs to other locations.		
6	Copy of the PAN card.		
7	Copy of Service Tax registration certificate		
8	Declaration enclosed at Annexure – C		
9	No deviation certificate enclosed at Annexure –D		
10	Technical details as per Annexure-E		
11	Bidder's detail as per Annexure- F		
12	All the pages of tender document signed & stamped. (Including the scope of work as defined in Annexure-A)		
13	Signed and Stamped Un- priced bid format		
14	Sealed envelope of duly filled, signed & stamped price bid (Annexure -B)		

**(Signature & seal of the contractor)**