



Krishna KantaHandiqui State Open University

Tender Document for Courier Service

**Tender enquiry No.KKHSOU/Courier Service/24/2017/10
Dated 25.07.2018**

**Krishna KantaHandiqui State Open University
H.O. Patgaon Rani, Guwahati-781017
City Office: Dispur, Last Gate, Guwahati-781006
Tel. 8811016584 Email. info@kkhsou.in**

Annexure-I**NOTICE INVITING TENDER**

Date: _____

Quotations are invited from registered courier for distribution of materials in all districts of Assam.

Interested parties who fulfill the eligibility criteria may submit their quotation in the prescribed format. The general terms and conditions and other details for bidders are at Annexure- I to VI.

Details of tender are as follows:

Tender Reference No.	KKHSOU/Courier Service/24/2017/10
Last Date and Time for receipt of Tender	17.08.2019 on or before 5 pm
Time and Date for Opening of Bid	21.08.2019, at 3pm
Tender Fee (non refundable)	Rs. 1,000/-
EMD (refundable but non-interest bearing)	Rs. 20,000/-in the form of draft drawn in favour of Registrar, KKHSOU
Contact Telephone Numbers	0361-2235971
For technical Details Contact through E-mail	info@kkhsou.in

The Tender document and details of terms and conditions can be downloaded from our website www.kkhsou.in, the same may be collected from the office of the **Dy. Registrar (Admin) at H.O, Patgaon, Rani, Guwahati - 781014** between 11 AM - 5 PM on any working day.

The bid proposals are to be sent in **three separate** sealed envelopes **(i) Technical Bid(ii) Financial/Price Bid (iii) Tender Fee and EMD kept in one sealed envelope duly superscribed with Tender Reference No. and Tender Notice detail as appended hereunder:**

TENDER FOR Courier Service TENDER REF. NO _____ DATE: _____ LAST DATE FOR SUBMISSION: _____	
To, The Registrar Krishna KantaHandique State Open University Patgaon, Rani Guwahati - 781014	From: M/s ----- Contact No: ----- E-mail ID: -----

Annexure-II**General Terms & Conditions:**

1. Krishna Kanta Handiqui State Open University, Guwahati hereby invites tenders from couriers confirming specifications of tender documents.
2. Any new taxes and duties liable on the subject contract due to change in legislation during the contract period shall be reimbursed subject to the applicability of the said Act to the satisfaction of the purchaser and the production of documentary evidence after availing of statutory concession, benefits etc.
3. The service provider shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.

4. Eligibility criteria :

- i. Must be a registered courier having valid licence for courier service.
 - ii. Must have a trade licence.
 - iii. Must be registered with Custom & Excise Department.
 - iv. Must have PAN
 - v. In case of Private Limited or Limited company, one must have company registration.
 - vi. In case of partnership, firm must have registered deed of partnership.
 - vii. Annual Turn Over should not be less than Rs. 1,00,000/- per year during last 3 years.
 - viii. Must have distribution centre widespread in the state or tie up agreement with the distribution centre. List of distribution centre has to be provided.
 - ix. Must ensure delivery of the document to the addressee within 48 hours of receipt of the document.
 - x. The courier service unit must have minimum 4 years of experience.
5. The bids submitted without Tender Fees of Rs. 1,000/- (Rupees one thousand only) and EMD of Rs. 20,000/- (Rupees twenty thousand only) and not fulfill up the eligibility criteria will be summarily rejected and no further communications in this regard will be entertained. The university reserves the right to cancel/reject any or all bids without assigning any reason thereof.

SUBMISSION OF OFFER:

1. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender Number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Before the deadline for submission of the bid, The University reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the Institute website.
3. Conditional Tenders will be summarily rejected.
4. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the

bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.

5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.

6. **Price bid must be submitted in enclosed price bid format only at ANNEXURE V.**

7. Tender should be submitted in the Tender Box in the office of the Purchase Section. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.

8. Quoting of Price (s): **Price quoted should be in Indian Currency**

9. **Quantity:** The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.

10. **Other Govt. Taxes:** GST/Other Govt. Taxes: GST, other taxes, levies, etc., are to be indicated separately. BIDDER should mention the GST Registration. PAN Number are to be necessarily indicated in the offer.

11. **Optional items, if any, should be quoted in separate sheet otherwise your quote will be rejected.**

SUPPLEMENTARY /MODIFIED OFFER: Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/ supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

CANCELLATION OF TENDER: Notwithstanding anything specified in this tender document, the University in its sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tenders terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

TERMS OF PAYMENT:

- 1. Bill in triplicate shall be submitted fortnightly or monthly. The bill must be accompanied by the acknowledgement of the receipt of the document.
- 2. Payment will be made within 30 days from the date of receipt of bill.
- 3. Payment shall be made by electronic fund transfer offered by the Bank.

Security Deposit (SD): The earnest money will be retained as Security Deposit for the successful bidders.

Liquidated Damages (L.D): (a) If a firm fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages for delay in delivery from the firm at the rate 0.5% of the value of the orders per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Order terms as decided by the Vice Chancellor.

(b) It will also be open to this University alternatively, to arrange dispatch of the required documents from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.

VALIDITY OF THE OFFER: 1 year from the date of submission of offer.

EVALUATION OF OFFER:

1. The University will evaluate technical and commercial acceptable offers on the basis of supporting documents and offered rate.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender document, The University shall construe that the BIDDER had accepted the clauses as per the invitation to tender.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. **The date and time of opening of Price Bid shall be intimated to technically qualifying bidders only.**
6. The Purchaser shall correct arithmetical errors on the following basis:
 - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
 - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
12. The Purchaser reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in

unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.

13. **REASONABILITY OF PRICES:**

- a) **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same service on lesser rates than those being offered to the university to any other customer nor they will do so till the validity of offer or execution of the order, whichever is later.
- b) Copies of **at least last three orders of the last 3 years** received from other customers along with details of such service preferably in Govt. organisation **must be submitted with the offer if they have any**, giving reasons of price difference of their order & those quoted to us, if any. Non-submission of such Order copies may lead to rejection of their bid.
- c) The party must give details of identical or similar service, if any, supplied to any University during last three years along with the final price paid and Performance Certificate from them.
- d) A client list along with the satisfactory certificate of similar service to Govt./ Semi govt./ reputed private Institute must be submitted, without which their offer may not be considered for evaluation and rejected.

LEGAL MATTER: All Domestic and International disputes are subject to Guwahati Jurisdiction Only.

If selected, the following terms & conditions will have to be followed by the Courier

1. Documents has to be collected from the office premises of the University.
2. Bill in triplicate shall be submitted fortnight or monthly. The bill must be accompanied by the acknowledgement of the receipt of the document.
3. Details of the vehicle deployed for the courier service or the Lease agreement with the vehicle owners is to be submitted.
4. Payment will be made as per the University Rules.

**Dy.Registrar/Asst. Registrar
KKHSOU**

FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY

(To be typed on Non-judicial stamp paper of the value of Indian Currency of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

To,
Registrar,
KKHSOU
Patgaon, Rani, Guwahati - 781017

IN ACCORDANCE WITH YOUR TENDER for supply of, M/S (hereinafter called the "Bidder") having its Registered Office at wish to participate in the said bid for the supply as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. (Rupees) valid upto (180 days from the date of issue of Bank Guarantee), is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition within the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee:

We, (Bank name) having its Registered Office at guarantee and undertake to pay immediately on first demand by the amount of Rs (Rupees) without any reservation, protest, demur and recourse. Any such demand made by the University shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to (180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf the Guarantee is issued.

Notwithstanding anything contained herein

- i. Our liability under this Bank Guarantee shall not exceed Rs.....
(Rupees.....) .
- ii. This Bank Guarantee shall be valid up to(date).
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before
(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at
(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of guarantee period.

Annexure IV**TECHNICAL BID (All the information is to be supported by necessary documents as indicated in the previous pages)****General Information**

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Registration with Custom & Excise Department
5. Company Registration (in case of Private Limited or Limited company)
6. Registered deed of partnership (in case of partnership)
7. Trade License
8. GST Certificate
9. PAN Card
10. Annual Turn Over in last 3 years (should not be less than Rs. 1,00,000/- per year)
11. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date, Drawn on (Bank).
12. List of Distribution Centres in the state or tie up agreements with the distribution centre.
13. Supporting documents for experience of minimum 4 years.

Annexure V**Tender Format**
PRICE BID

Tender Reference No.:

Date:

Rates to be offered (inclusive of all taxes) for Courier Service within Assam

Sl. No.	Destination	Rate to be offered (inclusive of all taxes)	
		Upto 3 kg	Above 3 kg (rate per kg)
1.	In all districts of Assam		

Annexure-VI**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To

The Registrar,
 Krishna KantaHandique State Open University
 Patgaon, Rani,
 Guwahati - 781017

Sub: Authorization for release of payment / dues from Krishna KantaHandique State Open University,
 Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City_____ Pin Code_____

E-Mail ID_____ MobNo:_____

Permanent Account Number(PAN)_____

3. Particulars of Bank:

Bank name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and cod number)			
IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

 Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable

