

Tender no. IIMA/CCSP/42/2016-17 dated 2.01.2017

Tender for Annual contract for courier services at IIM Ahmedabad

Part-1- Pre Qualification

Client

Chief Manager (ES&E)
Indian Institute of Management Ahmedabad - 380015
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Notice inviting Tender and schedule of Events

Online tenders are invited from experienced & reputed contractors for the job given below:		
Clause No.	Title	Description
101	Name of work	Tender for Annual contract for courier services at IIM Ahmedabad
102	Tender no.	IIMA/CCSP/42/2016-17 dated 2.01.2017
103	Name of the Bidder	
104	Tender submission cost	Rs. 3000=00 (Rs. Three Thousand only/-) by DD or pay order in favour of IIM Ahmedabad. The fee is non refundable. Please upload scanned copy of DD. The hard copy should be sent to IIMA through courier/ hand delivery.
105	Earnest Money Deposit (EMD)	Not Applicable
106	Contract Period	One year from 1.04.2017 extendable for further four year period on year to year basis upon mutual consent. The rates shall be firm till 31.03.2018. Then it will be reviewed every year. In extra ordinary circumstances, the rates may be reviewed in between period also.
107	Liquidated Damage	Not Applicable
108	Initial Security Deposit (ISD)	Not Applicable
109	Running Security Deposit (RSD)	Not Applicable
110	Interest on Security Deposit	Not Applicable
111	Release of RSD	Not Applicable
112	Release of ISD	Not Applicable
113	Defect Liability Period	Not Applicable
114	Issue of the bid Document	For details and bid documents please visit website: https://eprocure.gov.in/eprocure/app
115	Pre - Bid meeting followed by site visit	11.00 am on 10.01.2017 at CM (ES&E) office
116	Online Submission of Bid Documents	Start from 11.00 am on 19.01.2017 till 3.00 pm on 24.01.2017
117	Opening of Bids	PART-I i.e. Pre Qualification bid shall be opened on 03:00 PM i.e. 25.01.2017 in the presence of authorized attending representatives of contractors.
		PART – II (Price Bid) of the Pre qualified bidders shall be opened at a later date.
118	Type of Contract	Item rate service contract. Actual executed quantities to be measured and paid.
119	Scope of Work	As mentioned in Clause no. 159

120	Essential Technical Requirement	It is desired that, the bidder must have all statutory registrations like PAN, TAN, Sales Tax/ VAT Service Tax, PF, ESIC etc. as applicable from time to time with respect to this contract.
121	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
122	Contract Agreement	If required by IIMA, the successful Bidder shall be required to execute a contract Agreement with IIMA on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIMA reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.
123	Insurance	The Successful bidder (Contractor) shall take third party insurance to cover any accident or accidents of any nature, for an amount AS REQUIRED FOR this type of work against damage/loss/injury to property or persons or loss of life during the complete period of the contract. A copy of the Insurance Policy will be handed over by the contractor to the concerned authority of the Institute before Starting Date of the work as specified in the Work Order/Letter of Indent. In case the Contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the Contractor, alternatively, the Institute may stop payment of bills to the contractor till Insurance is arranged by the Contractor or terminate the contract at the risk and cost of the Contractor.
124	Work and risk cost	The Institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
125	Indemnity	The Contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, Sales Tax, Royalty, Excise Duty, Octroi, Works Contract etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or By laws. <u>The Contractor shall not employ child labour.</u> Payment to workers must be according to Minimum wages act.
126	Compliance with owners rules and regulations	The Contractor shall comply with all norms stipulated by the Owner such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and Around the work site, Safety Precautions and Safety Regulations.
127	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration subject to Arbitration Act of 1940 and its amendments, modifications to-date. Arbitration cost to be shared equally by the owner and the contractor.
128	Authorization	The Contractor shall submit to the Institute the names and designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions/notices etc. on behalf of the Contractor.
129	Safety and Security	Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

130	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates taking in to account of all Taxes, Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess etc. and all other expenditure required to be incurred by him/her for providing required construction work etc. during the contract period as indicated under his contract and after wards no variation on any account unless otherwise specifically mentioned will be allowed. ONLY SERVICE TAX will be paid extra if applicable.
131	Bid Validity	Bid submitted by bidder shall remain valid for a period of THREE Months from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED" and EMD shall be forfeited without any reference to the Bidder.
132	Award of similar type of work on same rates	Not Applicable
133	Access to site	Not Applicable
134	Rejection of bid(s)	The Owner reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
135	Quantum of work	This contract is basically an item rate contract. The rates fixed for a particular PERIOD shall remain same throughout that period. Actual executed quantities shall be measured and paid.
136	Assignment and sub contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with approval of the owner of premises. However the job shall be sublet only to the party approved by the owner.
137	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be.
138	Inspection and testing by IIMA	The Owner shall be entitled to inspect and / or test by itself or through any of its representative or an independent agency any premises of the Contractor and materials stored therein for use pursuant to the Contract and/or any ingredient to be used. If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Owner or his authorized representative shall be final) the Contractor shall not use such material, and shall keep the Owner indemnified from and against any claim.
139	Interpretation	The Special conditions of Contract shall be read in conjunction all other documents forming of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
140	Vacation of the premises	Not Applicable
141	Water	Not Applicable
142	Electricity	Not Applicable
143	Payment of Bills	Payments will be made by crossed account payee cheques only OR e - payment.
	Advance against material on site	Not Applicable
	Running Account Bills	Not Applicable
	Monthly OR fort nightly bill OR as per trips as the case may be	Payments will be made within 50 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of the Owner

144	Escalation / De-escalation of rates	The rates shall be firm till 31.03.2018. Then it will be reviewed for every new financial year. It will be decided based on mutual consent. In extra ordinary circumstances, the rates may be reviewed in between period also.
145	Basic Rates	Not Applicable
146	Non tender items/ Extra Items	In case of items which the contractor has to execute which are not covered in the tender, the rates shall be paid based on MUTUALLY agreed rates duly certified by Mail & Dispatch, In charge
148	Exit Clause	The contract can be terminated after giving one months' notice period from either side.
149	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
150	Taxes, Labor laws and Other regulations	
		The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.
		The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto.
		Any legal matter or issues arise and all court matters if arise for this contract are subjected in Ahmadabad courts jurisdictions only.
151	Pre qualification requirements	Agency to submit the documentary proof in support for the eligibility criteria mentioned above. A simple undertaking by the agency for any of the above points shall not be considered for evaluation
	151.1	The bidder should be in business of COURIER SERVICES or in similar services for a minimum period of FIVE years as on 31.03.2017. Please attach the Copy of Proprietorship OR Partnership Deed OR Memorandum of the Articles of Association
	151.2	Agency must have its own offices located at Ahmedabad with adequate infrastructure to carry out such business. (Please attach relevant document as a proof)
152	Bid format	The bid shall be submitted online in order as follows.
	Part-I-Pre Qualification	Scan copy of DD for price of the BID documents
		Relevant experience certificates as per PQ criteria
		Copy of Service tax registration, Sales tax/ VAT registration and PAN no. as applicable for this contract
		Any other information bidder would like to upload
	Part-II-Price Bid	BOQ file to be filled online and upload it.

153	System of Bid Evaluation	The institute intends to classify two categories of courier :
		The institute will categorize bidders in broadly two categories
		A - Business Class – Important and urgent Based on Authenticity, Reliability and consistency of maintaining the standards
		B - Economy Class – For local documents / bulk / ordinary documents
		Classification of catagoriy will be based on the following Parameters / attributes / dimensions:
153.1		Extent and Quality of Experience in providing/managing courier services
153.2		Size of current business (turnover)
153.3		Extent of national presence
153.4		Client list, retention record and size/distribution of contracts completed/under execution
153.5		Systems and processes followed for document management
154	This tender is for annual rates for providing courier services at IIMA.	
155	Mere submission of the tender does not award right to the bidder for award of the work.	
156	The rates shall be compared and a recommended rate will be worked out and the bidders whom IIMA consider qualified to provide the services shall be called for award of the works in their expertise in relevant CATAGORY from time to time. The works will be distributed as per the expertise in relevant CATAGORY and performance of the service provider . IIMA's decision would be final and binding to all service providers.	
157	Bidders are requested to fill the rates in which they are expert and are willing to take up those area of services	
158	A list of shortlisted firms (Empanelled) will be declared. Looking at the type of service developing in Ahmedabad, IIMA will empanel more agencies from time to time depending upon the quality and potential of new agencies who express their willingness to provide services. All agencies shall have to provide services based on the recommended rates declared by IIMA from time to time.	
159	Scope of work and Other conditions	
159.01	Transit time shall be 4.30 PM onward on all working days.	
159.02	Services should be attached with computerized tracking system.	
159.03	Agency through its authorized representative shall collect dispatch material (dak, samples, packets, drawings etc.) from HQ office of IIMA on every working day as per transit time given above.	
159.04	Agency shall ensure delivery of the letters within 24 to 72 hours depending upon the destination excluding pick up.	
159.05	Agency shall be responsible for safe delivery of all consignment. No service fee shall be payable for the consignments that are delivery in damaged/tear & wear condition and IIMA shall deducted the actual damage of the consignment.	
159.06	For every lost/misplaced consignment Rs. 150/- for inland dispatch will be deducted from the bill of the party. In cases where the value of the consignment is higher (value to be declared on dispatch), party will be liable to compensate IIMA the full value plus penalty as mentioned and consequential losses.	
159.07	In the event of failure on the part of the agency to execute the order, IIMA Reserves the right to get the same executed through some other sources and the extra cost thereof including the duties and taxes shall be recoverable from the contractor.	

159.08	In case of failure on the part of the agency in providing courier services on any working day, a penalty @ Rs. 1000/- per day or the actual loss to be borne by IIMA on this account whichever is higher shall be charged by IIMA from the agency.
159.09	IIMA have right to claim from the Agency for any kinds of loss/damage which shall be borne by IIMA for the mistakes on the part of agency or its representative for his lapse/mistakes in following the prevailing rules & regulations/sub-rules & regulations/notices of government (Central or State).
159.1	Agency shall be liable for any mischief/malpractices/unfair-practice of its employees. Agency shall ensure that its representatives have valid gate pass while entering office/work premises. In case of any damage to IIMA by the representative of the agency, agency will have to compensate the same to IIMA.
159.11	The agency shall submit the monthly bill in triplicate along with POD for payment. The agency should submit bill for the consignment(s) dispatched by him along with hard copy of POD and for consignment against which he does not provide the hard copies of POD, payment shall be made by supplementary bill in the following month subject to non-receipt of any complaint from the consignee. Payment will be considered on the basis of computerized statement. Bill without POD will be paid after a period of 2 months on production of supplementary bill.