



सिपेट : सी एस टी एस औरंगाबाद को कूरियरसेवाएं प्रदान कराने हेतु निविदा

ई निविदा संख्या: सिपेट/औरं/कूरियर सेवा प्रदान करना/21-22/04 दिनांक: 10.01.2022

निविदा जमा कराने की अंतिम तिथि: 24.01.2022

सिपेट: सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सीएसटीएस)

(रसायन एवं पेट्रोसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

प्लॉट न जे 3/2, एम आय डी सी औद्योगिक क्षेत्र, चिकलथाना, औरंगाबाद 431 006

दुरभाष : 0240- 2478305/307, ई-मेल aurangabad@cipet.gov.in

**Tender Document for Providing Courier Services to various destination from
CIPET: CSTS, Aurangabad Plot No J-3/2, MIDC Industrial Area, Chikalthana,
Aurangabad - 431 006**

Tender Doc. No: CIPET/AWB/Courier_Services/21-22/04 Dated 10.01.2022

Last Date of Submission 24.01.2022 up to 14.00 hrs.

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)

Department of Chemicals & Petrochemicals (Ministry of Chemicals & Fertilizers, Govt. of India)

Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

Telephone: 0240- 2478305/307, **Email:** aurangabad@cipet.gov.in

Newspaper Advertisement published in Lokmat on Dated: 10.01.2022

निविदा आमंत्रण सूचना / Notice Inviting Tender

CIPET: CSTS, Aurangabad invites Tenders from registered and authorized Courier Services Agency in two Bid Systems (Part 1 Technical and Part 2 Financial) for providing courier services to various destination of Maharashtra state and out of state in India from Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006

महत्वपूर्ण जानकारी एव तिथि / Important Information and Dates

Sl. No	Description	Details
1	Purchaser	CIPET: CSTS, Aurangabad
2	Tender No	Tender Doc. No: CIPET/AWB/ Courier_Services/21-22/04 Dated: 10.01.2022
3	Tender submission of bid	CIPET: CSTS Aurangabad
4	Online Tender information available at	www.cipet.gov.in /
5	Tender Fees (including GST) Non Refundable	Rs. 500/- (Rs. 500/- Tender Fees+90/- GST) (Five hundred Ninety only)
6	Earnest Money Deposit EMD (in Rs.)	Rs. 10,000/- (Ten Thousand only)
7	Security Deposit (in Rs.)	Rs 50,000/- (Fifty Thousand only)
8	Date of Tender Publication	10.01.2022
9	Date of Time of Issue Tender	10.01.2022; 10.00 hrs onwards
10	Last Date and Time for sale of Tender	23.01.2022; up to 16.00 hrs
11	Last Date and Time for Submission of Tender	24.01.2022; up to 14.00 hrs
12	Date, Time and place of opening of Technical bid	24.01.2022; 16.30 hrs CIPET: CSTS, Aurangabad Plot No J 3/2, Chikalthan, Industrial area, Aurangabad 431 006
13	Date and Time of opening of Financial bid	Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
14	CIPET: CSTS, Aurangabad online Bank Details	State Bank of India Branch: Industrial Area Branch Branch Code: 03449 IFSC Code: SBIN003449 MICR: 431002006

NOTICE INVITING TENDER FOR EMPANELMENT OF FIRMS FOR PROVIDING COURIER SERVICES

Director & Head, CIPET: CSTS Aurangabad, Plot No J 3/2, Chikalthan Industrial Area, Aurangabad 431 006 invites Sealed Tenders on '**Two Bid System**' as mentioned hereunder in the attached prescribed format from reputed firms/establishments having adequate experience in the field of providing courier services on contract basis.

Interested firms/establishments may submit bids **in two separate envelopes** duly super-scribed as "**Technical Bid**" and "**Financial Bid**". Both these bid should be put in **one big envelope super-scribed "TENDER FOR EMPANELMENT OF FIRMS FOR PROVIDING COURIER SERVICES"**. The Bidder/Tenderer is requested to sign all the paper comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/Tenderer is requested to quote rates in the '**Financial Bid**' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. The Bidder/Tenderer has to submit Earnest Money Deposit of Rs. 5,000/- through online. The EMD will be accepted in Online Transfer RTGS/NEFT State Bank of India "CIPET AURANGABAD Current A/c No- 11162576624 IFSC: SBIN0003449. Tenders without the Earnest Money Deposit will be deemed rejected.

Interested firms/establishments can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their own letter head from the Office of Director & Head, CIPET: CSTS Aurangabad, Plot No J 3/2, Chikalthan Industrial Area, Aurangabad 431 006 along with Cash payment / submission of a non-refundable online payment of Rs. 590/- (Rupees Five Hundred Ninety Only) on all working days (Monday to Friday) between 11.00 hrs to 16.00 hrs.

The time schedule of tendering is specified below:-

1	Issue of Tender Document	From 10.01.2022 to 23.01.2022 between 11.00 hrs to 16.00 hrs on all working days (Monday to Friday).
2	Tender Document Fee (Non-refundable)	Rs. 590/- (Rupees Five Hundred Ninety Only).
3	Last Date and Time for submission of Tender	24.01.2022 upto 14.00 hrs
4	Date and Time of opening of Technical Bid.	24.01.2022 upto 16.30 hrs
5	Date and Time of opening of Financial Bid.	Will be intimated to the Technically qualifying bidders at a later date.
6	Earnest Money Deposit (EMD).	Through online only of Rs. 10000/- (Rupees Ten Thousand Only) to be placed in the sealed Envelope of "Technical Bid". Payment of E.M.D. Through any other mode is not acceptable.

The Tender Document can also be downloaded from the website www.cipet.gov.in and the same will be accepted along with the Tender Fee of Rs. 590/- (Rupees Five Hundred Ninety Only) through online which is required to be placed in the envelope containing Technical Bid.

All amendments/information with respect to this Tender will be unloaded on the Website www.cipet.gov.in and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates.

Director & Head, CIPET: CSTS Aurangabad, reserves the right to reject all or any Tender without assigning any reason, whatsoever.

Director & Head, CIPET: CSTS Aurangabad

ELIGIBILITY CRITERIA

1. The Bidder/Tenderer should be based at Aurangabad and operating their business from Aurangabad Maharashtra. **Attach photo-copy of proof.**
2. The Bidder/Tenderer should have a proper established office premises having necessary infrastructure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient courier services. Tender received from Firms/establishments operating from residential premises and not having proper established office premises having necessary infrastructure and manpower on its rolls shall be rejected. The decision of Director & Head, CIPET: CSTS Aurangabad, in this regard shall be final and binding on the Bidders/Tenderers.
3. The Bidder/Tenderer are hereby informed that the CIPET will arrange inspection of the office premises and infrastructure facilities of Bidder/Tenderer through a Committee of Officials of the CIPET and/or through an Investigator appointed for the purpose to verify the existence and status of firm/establishment with necessary infrastructure facility in providing satisfactory and efficient courier services. To take a decision about the equal qualification of Technical Bids of Bidder/Tenderer. The decision of Director & Head, CIPET: CSTS Aurangabad, in this regard shall be final and binding on the Bidders/Tenderers.
4. The Bidder/Tenderer should have a minimum experience of Three years in the field of providing courier services.
5. The Bidder/Tenderer should have a valid PAN Number issued by Income Tax Authority. **Attach photo-copy of PAN Card.**
6. The Tenderer/Bidder should be registered with Goods & Service Tax Authority and should have a valid GST Number issued by Statutory Authority and should be ready to issue GST Compliant Bills/Invoices for release of payment. **Attach self-attested photo-copy of GST Registration with GST number.**
7. The Bidder/Tenderer should have rendered satisfactory courier services to **at least two** Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking/ Autonomous Institute/Corporate Establishment of repute having minimum paid-up capital of Rs. 5 Lacs during the last three years. Financial Years. Attach Certificate of Experience and providing satisfactory Courier Services from concerned Establishments/Companies.
8. The Bidder/Tenderer **should have a On-line Developed Software available on its Official Website so as to enable the Company to track status, date and time of delivery of each consignments** handed over for delivery to the Bidder/ Tenderer. Soft copy of Daily Feedback of deliveries/ status of consignments will be required to be submitted by the Bidder/Tenderer.
9. The Bidder/Tenderer should furnish List of Clients to whom satisfactory courier services are given by them **during the last three financial years i.e. 2018-19, 2019-20 and 2020-21. Attach Certificates from concerned Clients/ Companies. Attach list of present and past clients as per Annexure III.**
10. The Bidder/Tenderer should have **minimum average annual turn-over of Rs. 5 Lacs** and **should have earned profit** during the last three financial years i.e 2018-19, 2019-20 and 2020-21 **Attach Certificate from Chartered Accountant in this regard as per format given in Annexure IV.**
11. The Company will debar Bidders/ Tenderers having relatives working in CIPET from tender in any capacity. A Non-relationship Certificate is required to be submitted as per **Annexure II** of the Tender Document.
12. The Bidder/Tenderer will have to submit "Acceptance Letter" on its Letter Head as per specimen given in **Annexure V.**

- 13.** The Tenders from Individual/ Firm/ Organization including its Partners/ Shareholders/ Directors who have been black listed/ prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in **Annexure VII** is required to be submitted along with Technical Bid.
- 14.** The tenders (directly or indirectly) from any firm/ establishment whose services have not been found satisfactory by CIPET authorities earlier shall not be entertained.
- 15.** The Tenders from Bidders whose Technical Bid(s) were earlier rejected by CIPET on account to fake supporting documents etc. shall not be entertained.

TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDDERS

1. The CIPET intends to empanel firms for providing Courier Services to the CIPET.
2. The Tenders/Bids shall be valid for a period of **at least two months from the date of opening of “Technical Bid” of the Bidders/ Tenderers.**
3. The Tenders are invited on **“Two Bid System”** i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on the sealed envelopes their name, address and contact details.
4. Both the sealed envelopes i.e. **Envelope No. 1 “Technical Bid”** and **Envelope No. 2 “Financial Bid”** should be kept in a big **Envelope No. 3**. This sealed envelope superscribed as **“TENDER FOR EMPANELMENT OF FIRMS FOR PROVIDING COURIER SERVICES”** addressed to Director & Head, CIPET: CSTS Aurangabad, Plot No J 3/2, Chikalhana Industrial Area, Aurangabad 431 006 on or before **16/02/2018 by 4.00 PM.**
5. The Tenderer/Bidder has to submit Earnest Money of Rs. 10,000/- through **(payment through cheque/ Demand Draft or any other mode is not acceptable)** Online Transfer RTGS/NEFT State Bank of India “CIPET AURANGABAD Current A/c No- 11162576624 IFSC: SBIN0003449 **Copy of Payment submitted along with the Technical Bid.** Tenders without the Earnest Money Deposit will be deemed rejected.
6. The Earnest Money shall be forfeited if the Tenderer withdraws his Tender during the period of Tender Validity. The Earnest Money will also be forfeited if in the case of the successful Tenderer, the Tenderer fails to comply with all the terms and conditions of the Tender Document.
7. The Earnest Money shall be forfeited if:-
 - (i) The Bidder/Tenderer withdraws his Tender during the Validity Period of Tender.
 - (ii) The Successful Bidder/ Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
 - (iii) The Successful Bidder/ Tenderer fails to comply with the GST and other rules and regulations set forth by Government.
8. As per Public Procurement Policy of Government of India, exemption from payment of Earnest Money Deposit is allowed to Micro and Small Enterprises (MSEs) provided such MSEs enclose certified copy of Valid Certificate of Registration as MSEs issued by appropriate Registering Authority and letter from such Registering Authority certifying exemption from payment of Earnest Money Deposit to such MSEs. Kindly note that if these documents are not attached with the Technical Bid of Tender Document submitted by MSE Bidder/ Tenderer their Bid/Tender shall not be considered/ entertained and shall be treated as rejected.
9. The successful Bidder/Tenderer, on empanelment of their firm to provide courier services to the CIPET, shall be required to **keep a deposit of an amount of Rs. 25,000/- (Rupees Twenty Five Thousand Only) as Security Deposit** with the CIPET within 10 days from the date of receipt of Empanelment Letter. The EMD of the successful Bidder/Tenderer will be merged with the Security Amount. Thus **total Security Amount of Rs. 25,000/- (Rs. Twenty Five Thousand Only)** will remain with the Company throughout the duration of empanelment with the CIPET. This deposit will remain with the Company during the currency of the empanelment with the CIPET and **no interest will be paid on this security deposit amount.** This Security Amount will be refunded to the Bidder/Tenderer on completion / termination / cancellation of the contractor after deducting any dues payable to the CIPET on what so ever account subject to Bidder/Tenderer submitting a **“No Dues” Indemnity Bond** on a non-judicial stamp paper of requisite value duly notarized **as per specimen given in Annexure VIII of the Tender Document.**

- 10.** All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, **Annexures I to VII** and other necessary documents are required to be attached with the “Technical Bid” to be legible for opening of “Financial Bid” as these documents will help in evaluating the Technical Bid of the Tenderer.
- 11.** Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.
- 12.** Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The CIPET will not accept any responsibility for the tenders lost in transit or delivered elsewhere and as such the tenders lost in transit or delivered elsewhere will not be considered and treated as rejected.
- 13.** At first instance only “Technical Bid” will be opened on the scheduled date and time given in the “Notice Inviting Tender”. The Technical Bids will then be valued on the basis of documents / information furnished and eligibility criteria. The CIPET will arrange inspection of the office premises and infra-structure facilities of Bidder/Tenderer through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose to verify the existence and status of firm/establishment with necessary infra-structure facility in providing satisfactory and efficient courier services so as to take a decision about the qualification of Technical Bids of Bidder/Tenderer. The decision of Director & Head, CIPET: CSTS, Aurangabad, in this regard shall be final and binding on the Bidders/ Tenderers.
- 14.** The Tenderer/Bidder who will qualify in the “Technical Bid” will only be eligible for opening of their “Financial Bid”. The date and time of opening of “Financial Bid” shall be intimated to individual qualified bidders.
- 15.** All over-writings/corrections should be duly signed by the Tenderer/ Bidder.
- 16.** Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/ firm/ company.
- 17.** Convassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
- 18.** Tenders/Bids must be received by/submitted to Director & Head, CIPET: CSTS Aurangabad by the date and time stipulated in the Notice Inviting Tender. The CIPET may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the CIPET and the Tenderer/Bidder will be the same. The information there of will be available on the CIPET Website and Notice there of will not be published in any newspaper. All Tenderers/ Bidders are, therefore, advised to visit the website regularly for updates.
- 19.** The Contract with the Bidder/Tenderer can be cancelled by the by giving one month's notice in writing without assigning any reason, whatsoever.
- 20.** In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months notice in writing to the Company otherwise the Security Deposit lying with the company will be forfeited and not refunded.
- 21.** The Bidder/Tenderer is required to sign an Agreement (enclosed as Annexure VI) with the CIPET containing various terms and conditions and penalty clause
- 22.** Director & Head, CIPET: CSTS Aurangabad reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

23. ARBITRATION IN CASE OF DISPUTE

(A) In the event of any question, dispute or difference arising under this agreement or in connection therewith whether before or after the determination, abandonment or breach of the Contract except as to matter the decision of which is specifically provided under this Contract, which cannot be settled amicably by negotiation, the same shall be referred to Sole Arbitration of the Director & Head, CIPET: CSTS Aurangabad by either party within 15 days of the failure of negotiation.

(B) The agreement to appoint an Arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof. There will be no objection to any such appointment that the Arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Director & Head, CIPET: CSTS Aurangabad or the said Officer shall appoint another to act as Arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

(C) The Arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid, arbitration and Conciliation Act, 1996 and the Rules made thereunder, any modification thereof from the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

(D) The venue of the Arbitration proceeding shall be the Office of the Director & Head, CIPET: CSTS Aurangabad, or such other places as the Arbitrator may decide.

(E) The Contractor shall not be entitled to suspend the provision of the Office Canteen Services, pending resolution of any disputes and shall continue to render the services notwithstanding the existence of any dispute between the Contractor and the CIPET or the subsistence of any arbitration or other proceedings.

24. FORCE MAJEURE

If any time, during the continuance of this Contract, the performance in whole or in part by either party or any obligation under this Contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or Act of God (herein after referred to as events) provided, notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this Contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the Contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the Contract.

25. JURISDICTION :

It is made clear that the Agreement shall be deemed to be concluded at Aurangabad, Maharashtra and the parties agree that only Courts in this place shall have jurisdiction in the event of any dispute whatsoever, whether during the currency of the Agreement or before that or after termination of the Agreement. No other Court shall have jurisdiction in such matter.

Director & Head, CIPET: CSTS Aurangabad

SCOPE OF SERVICES AND PAYMENT TERMS AND CONDITIONS

1. The Bidder/Tenderer is required to provide the courier services for **an initial period of one year**. However, the contract for providing courier services can be **renewed there after on one year basis by increasing the existing rates/rates quoted by the tenderer/bidder by 10%** subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
2. The Bidder/Tenderer will arrange to collect courier letters/packages twice daily i.e. At 11.00AM and 4.30 PM on every working day from CIPET: CSTS Aurangabad.
3. The Bidder/ Tenderer will arrange **delivery of courier letters/ packets** handed over to them by CIPET: CSTS Aurangabad to the destination **within 36 hours in Metro Cities and NCR and 48 hours in other cities from the date of receipt of courier letters/packages from CIPET.**
4. The Bidder/Tenderer is required to submit PODs of the letters/packages collected from the various departments as proof of delivery of letter/package within seven days from the date of collection of letter/ package to the CIPET for record/ verification. In the event of non-submission of PODs for the courier/packages sent, no payment will be made to the Bidder/Tenderer.

5. PANELTY/DEDUCTION FOR LATE DELIVERY OF CONSIGNMENTS

If the Bidder/Tenderer or its franchises/agents fails to deliver the consignments on time or within the stipulated period mentioned above for any reason, the deduction or penalty will be deducted from the amount payable to Bidder/Tenderer as under:-

For One Day delay beyond Delivery Schedule mentioned at Serial No. 3	100% of the Rate quoted by the Bidder/Tenderer.
For Each Day Delay after One Day delay beyond Delivery Schedule mentioned at Serial No. 3	Rs. 25/- per day as Penalty for Late Delivery Charges.

6. That in case the Bidder/Tenderer or its franchises/agents :-
 - (i) Manipulates the delivery particulars;
 - (ii) Damages the consignments;
 - (iii) Mis-handles the consignments, which result in loss in full or any part/item of the consignments;
 - (iv) Submits wrong bills;
 - (v) Submits unreliable delivery status report or which is found to be incorrect.
 - (vi) Picks up a consignment and then returns it on the plea that the address is outside the area of operations of the First Party; then The CIPET shall impose a panel charge of Rs. 2000/- (Rupees Two Thousand Only) per consignment or the amount of consequential loss suffered by the Second Party, whichever is more.
7. The Bidder/Tenderer will submit monthly bills to CIPET for the letters/packages received from CIPET for courier along with PODs for verification and certification of amount payable as per approved rates for release of payment.
8. The payment of bills received in CIPET, as per procedure given in Serial No. 5 shall be released within 15 working days from the date of receipt of bills in CIPET: CSTS Aurangabad
9. The Bidder/ Tenderer is required to deposit Goods and Services Tax and any other tax with

the respective authorities and keep record of the same.

- 10.** The Bidder/Tenderer should have a On-line Developed Software available on its Official Website so as to enable the Company to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/ status of consignments will be required to be submitted by the Bidder/Tenderer.
- 11.** The Bidder/Tenderer on empanelment by the CIPET is/are required to keep a **deposit of an amount of Rs. 25,000/- (Rupees Twenty Five Thousand Only) as Security Deposit** with the CIPET. This deposit will remain with the CIPET during the currency of the contract and no interest shall be paid on this amount.
- 12.** The Bidder/Tender is required to **sign an Agreement** containing detailed terms and condition and penalty clause in case the Bidder/Tenderer fails to deliver the courier within the specified time. The specimen of the **Agreement is enclosed as Annexure VI of the Tender Document.**

Director & Head, CIPET: CSTS Aurangabad

CIPET: CTS Aurangabad
'TECHNICAL BID'

The Bidder is requested to furnish the following information.

SL.NO.	DESCRIPTION	PARTICULARS
1	Name of the Firm / Establishment.	
2	Registered Address of the Firm / Establishment.	
3	Number of Branch Office of the Firm/Establishment in India. Attach list of offices along with its addresses.	
4	Number of Franchise of Firm / Establishment. Attach list of Franchises with its addresses.	
5	Year of Establishment	
6	Whether the Firm / Establishment is proprietorship / partnership / Pvt. Ltd. Or Public Limited Company. Attach self attested copy of document with Registration No.	
7	Whether the Bidder/Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits. If yes, attached self-attested copy of Valid Certificate of Registration as MSEs along with letter from Registering Authority certifying exemption from payment of EMD and benefits.	
8	(A) Name of authorised contact person. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	
9	PAN Number of the Firm / Establishment. Attach Self-attested photo-copy of the PAN Card.	
10	Goods and Service Tax Number of the Firm / Establishment. Attach Self- attested photo-copy of the GST Registration Number.	
11	Office Website Address of the Bidder/Tenderer where On-Line Tracking of Status of delivery, delivery time and date can be checked.	
12	Experience in the field of providing courier service on Contract Basis. Attach Certificate of Experience and Satisfactory Completion of work awarded from Govt. Establishments / PSU / Companies.	
13	Bank Account Details of the Firm (A) Bank Account No. (B) Bank Name and Address (C) IFSC Code (D) MICR Code. Attach photo-copy of cancelled cheque.	

14	List of existing Clients along with proof which should include atleast two Government / Public Sector Undertaking or any Private Company having minimum Rs. 5 Lacs paid-up capital during the last three financial years i.e. 2018-19, 2019-20 and 2020-21. Attach Certificate from clients / organisations.	
15	The Tenderer should have minimum average annual turn-over of Rs. 25 Lacs for the last three financial years i.e. 2018-19, 2019-20 and 2020-21 Attach Certificate from Chartered Accountant in this regard.	
16	Enclose online payment details of Rs. 10000/- as “Earnest Money Deposit”. Payment through cheque/ Demand Draft or any other mode is not acceptable.	UTR No. Date Amount
17	Enclose online payment details of Rs. 590/- as “Tender Fee” in case Tender Document is downloaded from our Website. Payment through cheque/Demand Draft or any other mode is not acceptable.	UTR No. Date Amount
<p>SIGNATURE WITH STAMP :</p> <p>NAME OF FIRM :</p> <p>NAME OF AUTHORISED PERSON :</p> <p>CONTACT NUMBER :</p> <p>E-mail ID :</p> <p>DATE :</p>		

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

Sr. No.	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1	Earnest Money Deposit (E.M.D.) of Rs. 10,000/- (Rupees Ten Thousand Only) online transfer only (payment through cheque/Demand Draft or any other mode is not acceptable)		
2	Tender Fee of Rs. 590/- (Rupees Five Hundred Ninety Only) inonline transfer only (payment through cheque/Demand Draft or any other mode is not acceptable)		
3	Proof of the Tenderer/Bidder being based in Aurangabad, Maharashtraand their operation in these areas. Attach self-attested copy ofproof.		
4	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Tenderer/Bidder self-attested copy of Goods and Service Tax Registration along with Goods and Service Tax Registration Number.		
6	Copies of Experience Certificate of minimum 03 (three) years in the field providing courier services issued by clients/organisations. Attachphoto-copy of proof.		
7	The Tenderer should have rendered similar satisfactory servicesto at least two Public Sector Insurance Company / Public SectorBank / Central or State Government Undertaking / AutonomousInstitute / Corporate Establishment of repute during the last five years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments/Companies.		
8	Self-attested copy of Valid Certificate of Registration as Micro and Small Enterprises (MSEs) issued by anappropriate Registering Authrotity with letter certifying exemption from payment of EMD.		
9	Non-relationship Certificate for participation of near relative of employee intheTender asperAnnexure II.		
10	List of existing Clients along with proof which should include Government/Public Sector Undertaking or any Private Company having minimum Rs. 5 Lacs paid-up capital duringthe last three financial years i.e. 2018-19, 2019-20 and 2020-21 Attach Certificate from clients/organisations as per Annexure III.		
11	The Tenderer/ Bidder should have minimum annual turn-over of Rs. 5 Lacs for the last three financial years i.e.2018-19, 2019-20 and 2020-21. Attach Certificate from Chartered Accountant as per Annexure IV.		
12	Tenderer/ Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm/ Company.		
13	Acceptance Letter duly signed and stamped by authorized official of Bidder/Tenderer as per format enclosed as Annexure V.		
14	Undertaking regarding Non-Blacklisting of Firm of Bidder/ Tenderer as per format enclosed as Annexure VII.		

FORMAT OF NON-RELATIONSHIP CERTIFICATE

I/We/Our organization, _____

including our Partners / Share-holders / Directors hereby certify that none of my / our relative(s) is/ are employed in CIPET: CSTS Aurangabad.

In case at any stage, if it is found that the information given by me / us is false / incorrect, CIPET: CSTS Aurangabad shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Signature of the Tenderer with Seal _____

Name of the Tenderer _____

Date _____

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS.

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organisation With complete postal address Mentioning Pvt.Sector/ Govt Body/ PSU/Public Limited Company.	Name and Designation of the Contract Person with TelephoneNo./ MobileNo./E-mail ID.	Period for which contact for courier Service was awarded.	Nature of Work	Annual Turnover

SIGNATURE WITH STAMP : _____

NAME OF FIRM :

NAME OF AUTHORISED PERSON: _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____

**CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST
THREE FINANCIAL YEARS**

I/We, M/s _____, the tenderer/ bidder for providing courier services on Contract Basis, hereby confirm that the average total turn-over of the firm/company and profit during the last three financial years i.e. 2018-19, 2019-20 and 2020-21 is more than Rs. 5 Lacs. The financial year-wise break-up is given below:-

S.NO	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
1	2018-19	Rs. _____	Rs. _____
2	2019 -20	Rs. _____	Rs. _____
3	2020-21	Rs. _____	Rs. _____

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. _____ are correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ACCEPTANCE LETTER

To, The Director & Head,
CIPET: CSTS Aurangabad
Plot No J 3/2,

Dear Sir,

Re: Acceptance of CIPET: CSTS Aurangabad Tender Conditions.

The tender document for empanelment of firms for providing Courier Services floated by CIPET: CSTS Aurangabad have been purchased / downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions and scope of services of the tender document of CIPET: CSTS Aurangabad and I / We shall abide by the conditions/clauses contained in the tender document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and The CIPET: CSTS Aurangabad shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money absolutely deposited by me / us along with the tender document.

I/We here by unconditionally accept all the terms and conditions of the Tender Document for Empanelment of Firm for providing Courier Services in its entirety.

The required Earnest Money is transfer online to CIPET: CSTS Aurangabad Bank Account.

Thanking you,

Yours faithfully,

SIGNATURE OF BIDDER/ TENDERER
WITH DATE AND RUBBER STAMP

ANNEXURE VI

(To be submitted and signed on Empanelment of Bidder/Tenderer)

AGREEMENT

This Courier Service Agreement (here in after referred to as "Agreement") is made at Aurangabad on this _____ day of _____ month of the year 2022 and is being executed

BETWEEN

M/s _____ (here in after referred to as "**FIRST PARTY**", which expression shall include the legally constituted signatories, heirs, successors and assigns) having its registered office located at _____ On the **FIRST PART**;

AND

CIPET: CSTS Aurangabad (here in after referred to as the "SECONDPARTY", which expression shall include the legally constituted signatories, heirs, successors and assigns) having its office located at Plot No J 3/2, Chikalthan Industrail Area, Aurangabad 431 006 on the **SECOND PART**.

WHEREAS THE **FIRST PARTY is a courier company**, inter-alia engaged in the business of collecting consignments and delivering them to the location/addresses through-out the country and internationally; and

WHERE AS FIRST PARTY has approached the SECOND PARTY, claiming them selves to be in the business of providing courier services for several years and hence earned peoples goodwill out of the impeccable services rendered by them.

As party of Second Part, it is in the need of a reliable Courier Agency and its branch offices in order to ensure delivery of letters/packets and other correspondence to its offices and offices of its clients/parties without delay and as the FIRST PARTY claims it can do so effectively, the party of Second Part has agreed to hire the services of party of First Part subject to the terms and conditions of the Tender Document and mentioned here after :-

NOW THERE OF IN WITNESS OF THE UNDERST AND IN GHEREIN ABOVE AND MUTUAL CONVENANTS, THERE AFTERT HE PARTIES AGREEAS FOLLOWS:-

1. That the Courier Service Agreement will take effect from 1st day _____, 2022 and will be initially for a period of one years from the date of contract. However, the contract for providing courier services can be renewed thereafter on one-year basis by increasing the existing rates/rates quoted by the tenderer/bidder by 10% subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory. The contract can be terminated by the Second Party by giving 30 days notice of cancellation of Courier Service Contract in writing.
2. That contract can be terminated by the First Party by giving three months notice of cancellation of Courier Service Contract in writing to the Second Party.

- 3.** That the Party of First Part shall collect the consignments from office of the Second Party on all working days except Saturdays, Sundays and Holidays as per procedure mentioned in the Tender Document. However, if Second Party so desired the First Party shall collect the consignments on Holidays as and when required. The First Party shall issue receipt/invoice/airway bill/shipper copy against each consignment at the time of take the same for delivery.
- 4.** That in view of the number of consignments to be picked up from the Office(s) of the Second Party and the load of work, the First Party agrees to appoint its representative(s) in the office(s) of the Second Party to meet with their demand and urgency of the situation of picking up consignments for timely delivery at the destination.
- 5.** That the First Party agrees and undertakes the timely and safe delivery of all consignments at their destination within the stipulated period of time i.e. 36 hours in Metro Cities and NCR and 48 hours in other cities or sometime even earlier by quick means of delivery if the Second Party so desires, at no extra cost for all types of consignments.
- 6.** That the First Party undertakes to instruct its sub-offices/agents/delivery boys etc. To ensure safe and timely/punctual delivery of all consignments of the Second Party to the correct destination, safely, intact and promptly and obtain signature, name, phone number, relation with the addressee, date and time of delivery. The First Party shall hand-over Proof of Delivery (POD) in original to the Second Party after making delivery of each consignment within seven days from the date of receipt and also at the time of submission of bills to the respective departments of the Company for verification/ certification etc.
- 7.** That all the entries on the PODs shall be true, correct, reliable and obtained at the time of delivery and not interpolated later on. It is made abundantly clear that if any discrepancies are noticed, then the liability thereof will be of the party of First Part only. That the First Party shall make all efforts for the delivery of the consignments and not return them un-delivered without recording valid reasons. Daily feedback of deliveries/status/tracking of each consignment will be provided to Second Party through First Party Website (Software will be provided by First Party).
- 8.** That the Second Party shall seal their documents with proper care with proper material so that it is not damaged in transit. That the Second Party shall give correct and full address on the face of the consignment of the addressee together with the phone number, if available, to facilitate its timely delivery.
- 9.** That in case any consignment remains un-delivered even after the best efforts of the First Party, the same shall be returned to the Second Party's Pick-up office within 7-10 days of the scheduled time of delivery clearly and emphatically mentioning the reason(s) for non-delivery and the attempts made to deliver the consignment.
- 10.** That in case of urgent/important consignments required to be delivered within the stipulated time sharply, if any consignments remains un-delivered, the First Party shall inform the Second Party immediately after the expiry of the scheduled time of delivery and return the consignment so that the latter may arrange immediate delivery through other means.
- 11.** That the First Party shall submit the bills on monthly basis to the Second Party duly verified/certified as per procedure mentioned in the Tender Document. Payment in settlement of the bills will be made through E-transaction in the Bank Account of First Party within 30 days from the date of receipt of the bill. In case of any anticipated delay in releasing the payment within stipulated time, necessary intimation shall be given by Second Party to First Party.
- 12.** The Company will make invoice to invoice payments to the First Party on receipt of the bills and will not make any Advance or On Account Payment to First Party.

13. SERVICE FAILURE

(A) DEDUCTION FOR LATE DELIVERIES OF CONSIGNMENTS:

That in case First Party or its agents fail to delivery the consignments on time /with in stipulated period mentioned in this agreement and Tender Document for any reason with in the control of First Party, the deduction/penalty will be as under:-

For One Day beyond Delivery Schedule mentioned here-in-above in the Agreement.	100% of the Agreed Rate.
For Each Day After One Day beyond Delivery Schedule mentioned in the Agreement	Rs. 25/-per day as Penalty for Late Delivery Charges.

14. That in case the First Party/its agents.

- (i) Manipulates the delivery particulars;
- (ii) Damages the consignments;
- (iii) Mis-handles the consignments, which result in loss in full or any part/item of the consignments;
- (iv) Submits wrong bills;
- (v) Submits unreliable delivery status report or which is found to be incorrect.
- (vi) Picks up a consignment and then returns it on the plea that the address is outside the area of operations of the First Party; then The First Party shall pay to the Second Party, a panel charge of Rs. 2000/- (Rupees Two Thousand Only) per consignment or the amount of consequential loss suffered by the Second Party, which ever is more.

15. First Party shall not be liable for any loss or damage to the consignments or delay in picking up or delivery of the consignments, if it is due to Acts of God, force majeure occurrence including but not limited to strikes, riots, political and other disturbances, fire, accident of vehicle or caused due to any factors beyond the control of First Party.

16. The First Party agrees to charge the company for giving courier services of the consignments at the following agreed rates which are based on the rates quoted in the Financial Bid by the First Party and the Second Party i.e. Company agrees to make payments to the First Party on these rates:-

S.NO.	Place	RATE (in Rs)							
		Surface				Air			
		100 gm	250gm	500 gm	1 Kg	100 gm	250gm	500 gm	1 Kg
1	Aurangabad (Local)								
2	Marathwada								
3	Metro City Mumbai								
4	Maharashtra								
5	Rest of India								
6	J&K and North East								
7	Fasted Services								
	Regional								
	Zonal								
	Metro								
	National								
8	Post Office Service (Post Charges actual) Only Fuel Charges								

17. Conditional Offers will not be considered.

18. ARBITRATION IN CASE OF DISPUTE

(A) In the event of any question, dispute or difference arising under this agreement or in connection therewith whether before or after the determination, abandonment or breach of the Contract except as to matter the decision of which is specifically provided under this Contract, which cannot be settled amicably by negotiation, the same shall be referred to Sole Arbitration of the Director & Head, CIPET: CSTS Aurangabad by either party within 15 days of the failure of negotiation.

(B) The agreement to appoint an Arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof. There will be no objection to any such appointment that the Arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Director & Head or the said Officer shall appoint another to act as Arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

(C) The Arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid, arbitration and Conciliation Act, 1996 and the Rules made thereunder, any modification thereof from the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

(D) The venue of the Arbitration proceeding shall be the Office of the Director & Head, CIPET: CSTS Aurangabad or such other places as the Arbitrator may decide.

(E) The Contractor shall not be entitled to suspend the provision of the Office Canteen Services, pending resolution of any disputes and shall continue to render the services notwithstanding the existence of any dispute between the Contractor and the Company or the subsistence of any arbitration or other proceedings.

19. FORCE MAJEURE

If any time, during the continuance of this Contract, the performance in whole or in part by either party or any obligation under this Contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or Act of God (herein after referred to as events) provided, notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this Contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the Contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the Contract.

20. JURISDICTION:

Subject to Clause 18 above, it is made clear that the Agreement shall be deemed to be concluded at Aurangabad, Maharashtra and the parties agree that only Courts in this place shall have jurisdiction in the event of any dispute whatsoever, whether during the currency of the Agreement or before that or after termination of the Agreement. No other Court shall have jurisdiction in such matter.

Signed on the day, month and year mentioned above between the parties :-

FIRTPARTY

WITNESS:

SIGNATURE: _____

SIGNATURE: _____

WITHSTAMP

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

SECONDPARTY

WITNESS:

SIGNATURE: _____ SIGNATURE: _____

WITHSTAMP

NAME: _____

NAME: _____

ADDRESS: _____ ADDRESS: _____

SPECIMEN OF UNDERTAKING REGARDINGNON-
BACKLISTING/PROSECUTIONOFTHEFIRM

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date: _____

TOWHOMSOEVERITMAYCONCERN

I / We / Our organization, M/s

_____ Here by undertake and declare
that neither me nor our Organization including our Partners / Shareholders /Directors were ever black
listed / prosecuted by any government department / statutory body (ies)/Public Sector Undertaking
sinany Stateorbyany Court of Law.

SIGNATUREOFBIDDER/TENDERER
WITHDATEANDRUBBERSTAMP

NODUESCERTIFICATE

Please do not submit his Indemnity Bond now.

(To be submitted when the Contract is cancelled/Terminated/Completed for refund of Security Deposit)

DEED OF INDEMNITY EXECUTED IN FAVOUR OF THE CIPET (NON-JUDICIAL STAMP PAPER OF RS.100/- DULY NOTARIZED.)

This deed of Indemnity executed on _____ at Aurangabad by Shri/Smt _____ on behalf of (Name and address of the Firm providing Courier Services) (here in referred to as the Service Provider) favouring CIPET: CSTS Aurangabad, witness as follows:-

- (1) The Service Provider had been working for the CIPET: CSTS Aurangabad, for providing Courier Services.
- (2) The Service Provider has made a Security Deposit of Rs. _____ only for Courier Services as provided under Item No. 1 above.
- (3) The Contract for providing Courier Services has been completed/terminated by the CIPET: CSTS Aurangabad /Cancelled by the CIPET: CSTS Aurangabad/Service Provider with effect from _____.
- (4) The Service Provider has paid all dues of the workers engaged in aforesaid Courier Services and has also paid all the bills of franchises for the purpose of the above mentioned Courier Service under Item No. 1.
- (5) The Service Provider having satisfied the CIPET: CSTS Aurangabad that there are no outstanding dues of any sort and also that he has not caused any damage to the property of the CIPET and on the request of the Service Provider the CIPET has agreed to refund the aforesaid Security Deposit of Rs. .
- (6) Now in consideration there of Service Provider agrees and undertakes as follows:-
 - (A) In the event of any dues to the workers found to be still unpaid or any amount found outstanding to the franchises for the purpose of afore said Courier Services as provided under Item No. 1, the Contractor shall, on being required by the CIPET, pay and make good all those dues or damages forth with.
 - (B) In the event of delay of failure to pay or make good any amount in the above connection which the CIPET has to pay or make good any such bills or incur any expenses or defend any proceedings with regard to the above Service Provider (Name of the Service Provider) here by undertakes to indemnify the Principal against all claims, demands, expense, losses, proceedings and all liabilities of whatsoever nature.

In witness whereof the Service Provider has signed his deed of indemnity at the place and date above mentioned in presence of following witness :

Witness
Signature
Name
Address

Signature of the Service Provider with Stamp of Firm

Signature
Name
Address

**INSTRUCTIONS AND TERMS AND CONDITIONS FOR
SUBMITTING FINANCIAL BID**

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The rates quoted by the Tenderers/Bidders **should be valid for a period of One years from the date of empanelment of the firm for providing courier services.** No revision will be allowed during the Rate Contract Period of one years.
6. The Bidder/Tenderer is required to provide the courier services for **a initial period of one years.** However, the contract for providing courier services can be **renewed there after on one-year basis by increasing the existing rates/rates quoted by the tenderer/bidder by 10%** subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
7. The Tenderers/Bidders are advised to refer to Scope of Services and Terms and Conditions of the Tender Document so as to cover all expenses to be borne by him/them for providing courier services be for equating rates in the Financial Bid
8. The lowest rates received amongst the eligible Tenderers/Bidders for each category/slab mentioned in the Financial Bid will be offered to all eligible Tenderers/Bidders for their consideration and acceptance. The Tenderers/Bidders who are ready to provide courier services to the CIPET on the rates offered as above and give acceptance of rates and terms and conditions in writing would be empanelled for providing courier services to the CIPET.
9. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess etc., if applicable will be deducted from the amount payable as per rules.
10. Goods and Service Tax and Cess there on, if any, will be paid in addition to amount quoted by the Bidder/Tenderer.

'FINANCIALBID'

I/We, M/s _____ quote

our rates for providing Courier Services to the CIPET as under:-

S.NO.	Place	RATE (in Rs)							
		Surface				Air			
		100 gm	250gm	500 gm	1 Kg	100 gm	250gm	500 gm	1 Kg
1	Aurangabad (Local)								
2	Marathwada								
3	Metro City Mumbai								
4	Maharashtra								
5	Rest of India								
6	J&K and Noth East								
7	Fasted Services								
	Regional								
	Zonal								
	Metro								
	National								
8	Post Office Service (Post Charges actual) Only Fule Charges								

NOTE: The Tenderers/Bidders are here by informed that the lowest rates received among stall the eligible Tenderers/Bidders for each category/slab mentioned in the Financial Bid will be offered to all eligible Tenderers/Bidders for their consideration and acceptance. The Tenderers/Bidders who are ready to provide courier services to the CIPET on the rates offered as above and give acceptance of rates and terms and conditions in writing by the last date and time would be empannelled for providing courier services to the CIPET.

SIGNATURE WITH STAMP : _____
 NAME OF FIRM/TRAVEL AGENT: _____
 NAME OF AUTHORISED PERSON: _____
 CONTACT NUMBER : _____
 E-mail ID : _____
 DATE : _____

