

TENDER DOCUMENT

FOR

Courier Services

Year-2020-21

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA (PIN 144603)
PUNJAB**

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

NOTICE INVITING TENDER FOR Courier Services

1. E-tenders are invited from Courier Services of Financial Bid for the period of two year and extendable for one more year based on performance of Enterprises.
2. The total annual estimated cost of Courier Services will be about 15 lakhs. This is only estimation. The actual amount shall depend upon the requirement.
3. For participating in the above e-tendering process, the bidders shall have to get them registered in <https://eproc.punjab.gov.in> and get user ID and password Class 2 digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process, please contact Help Desk Number 0172-2970263, 0172-2970284 (on Government working days from 09:00 AM to 05:00 PM) or call at 24 X 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International bidders are requested to prefix 91 as country code. The blank tender document can be obtained from Punjab Government e-procurement website: - <https://eproc.punjab.gov.in>.
4. All bids (both Technical and Financial) should be uploaded in the E-procurement portal (<https://eproc.punjab.gov.in>). No manual bids will be accepted.
5. Bidders are advised to visit the I.K. Gujral Punjab Technical University web site for getting the themselves updation for information on this tender. Corrigendum and addendum (if any) will be uploaded only on E-procurement portal (<https://eproc.punjab.gov.in>) and/or IKGPTU website (www.ptu.ac.in/Tender.aspx). Bidder are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and bidder are supposed to upload the same, duly signed as per the guidelines given in the tender document.
6. Corrigendum/Addendum/Corrections/notice, if any will be published on the website of NIC & IKGPTU.
7. Bids must be submitted online through <https://eproc.punjab.gov.in> before the time specified in the above table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non availability of internet connection or net work traffic for online bids.
8. Bidders shall upload scanned copy of all the papers i.e. proof of PAN Card, GST No. and other documents mentioned in the subsequent pages.

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9. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post/e-mail.
10. Prospective Vendors are advised to start uploading process well in time and not leave it to the last minute as same may take time because of the data involved.
11. If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place.
12. IKG PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
13. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IKG PTU in this regard shall be final and binding.
14. The validity of the offer shall be 120 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to IKG PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then IKG PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.

Registrar

Vijay
July 2015

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA**

NOTICE INVITING TENDER

(e-Tendering mode)

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e - tender for Courier Services, as per the details given below:

Name of work	Courier Services
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Publishing	17-02-2021 at 11.00 A.M.
Document Download Start Date	17-02-2021 at 02.00 P.M.
Start Date for uploading of Bids	21-02-2021 at 11.00 A.M.
Last Date for uploading of Bids	16-03-2021 at 05.00 P.M.
Date of Opening of Technical Bids	17-03-2021 at 03.00 P.M
Date of Opening of Financial Bids	To be intimated later to the bidders, who have qualified technical bid.
Processing Fee	Processing Fee (as mentioned on the web portal) shall be paid through online mode only as Punjab Government e-procurement
Bid document Fee	Rs. 1180/- (Inclusive of GST (applicable)) Mode of payment: online (https://eproc.punjab.gov.in)

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I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

1. ELIGIBILITY CONDITIONS

- (a) Only authorized Firms/Enterprises in the business of providing courier service with minimum experience of 3 years in the services are permitted.
- (b) The Courier Firms/Enterprises is required to have branch offices in all metropolitan cities, state capitals and other major towns of India. The courier service is required to provide a list of stations along with addresses, telephone number, e-mail and Fax where its offices or contact offices are located.
- (c) The Firms/Enterprises should be well equipped to pick up any number of documents to be presented/ handed over in one consignment.
- (d) The Firms/Enterprises must have carried out similar work during the last three years and at least three orders of similar work in Government/autonomous organizations or public sector undertakings or reputed companies. A copy of the award letter satisfactory performance certificate is required to be furnished from at least three of the above organizations.
- (e) 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.
- (f) 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. 2017-18, 2018-19 and 2019-20. Attach Certificates from concerned Clients/Companies.
- (g) The Bidder/Tenderer should have minimum average annual turn-over of Rs. 25 Lacs and should have earned profit during the last three financial years i.e. 2017-18, 2018-19 and 2019-20. Attach Certificate from Chartered Accountant.
- (h) The Tenderer/Bidder has to submit Earnest Money of Rs. 10,000/- through Demand Draft only (payment through cheque or any other mode is not acceptable) in favour of "Registrar, IK Gujral Punjab Technical University" payable at Jalandhar along with the Technical Bid. Tenders without the Earnest Money Deposit will be deemed rejected.
- (i) The Earnest Money shall be forfeited if :-
 - The Bidder/Tenderer withdraws his Tender during the Validity Period of Tender.
 - The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
 - The Successful Bidder/Tenderer fails to comply with the GST and other rules and regulations set forth by Government.

Annexure-I

- (a) Average annual turnover from similar works of last year's should be greater than or equal to Rs. 5.00 lakh from any contract/ party.
- (b) Tenders received without requisite documents, including demand draft of EMD, shall not be

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- entertained.
- (c) Bidders declared by Government of India to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices shall not be eligible.
 - (d) The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. An undertaking in this regard from the Company Secretary or Authorised Signatory.
 - (e) The bidder should not be blacklisted/terminated by any Government organization/ agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices.
 - (f) **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication will be liable to be rejected.

2. SPECIFICATION OF REQUIREMENTS

2.1 Scope of Work

- (a) The Authorized representative of Courier Firms/Enterprises will collect parcels/letters from the I.K Gujral Punjab Technical University- Jalandhar Kapurthala Highway Kapurthala 144603.
- (b) The Firms/Enterprises should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
- (c) The authorized representative of Courier Firms/Enterprises will be required to furnish receipt of the parcels/letters collected.
- (d) The Courier Firms/Enterprises will return the undelivered parcels/letters within two weeks.
- (e) The Courier agency will arrange to deliver parcels/letters within 24 hours in all major cities which are connected by Air, within 48 hours in smaller cities, within 96 hours in remote stations and 3 to 4 days for international deliveries.
- (f) The courier Firms/Enterprises will ensure that all the parcels/letters are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
- (g) The Courier Firms/Enterprises will furnish proof of delivery of parcels/letters every week after getting signature of the recipient, his/her name and telephone number. The Representatives of Courier Service will write the name and telephone number of the recipients themselves.
- (h) The quantities mentioned in the financial offer are tentative for evaluation of tender only actual quantities may vary.

3. GENERAL CONDITIONS OF TENDER

3.1 Period of Contract

- (a) The contract will be valid for a period of two years initially subject to successful completion of the probationary period of three months from the date of taking over charge. Probation period shall automatically end after the expiry of three months if no termination / extension letter is issued by the IKGPTU within in Probation period.

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- (b) On expiry of two years, the IKGPTU reserves the right to extend the contract for another one year 4*
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(c) [maximum period of three years] on the same terms & conditions in writing, if the service of the Firms/Enterprises found satisfactory. Firms/Enterprises shall have no right or claim for the extension of the contract in any circumstances and decision of the IKGPTU shall be final and absolute.

3.2 Termination of the Contract

- 3.2.1 IKGPTU may terminate the contract without assigning any cause by giving three months notice in writing. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by both the parties during the period of termination notice and the same must be satisfied before this agreement is terminated.
- 3.2.2 The Firms/Enterprises shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by the IKGPTU
- 3.2.3 The Institute without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Firms/Enterprises for a suitable period without giving any notice in case he fails to honour his bid or contract without sufficient grounds or found guilty for breach of condition /s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. IKGPTU's decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, the IKGPTU will have the right to put in place any other Firms/Enterprises for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the agency.

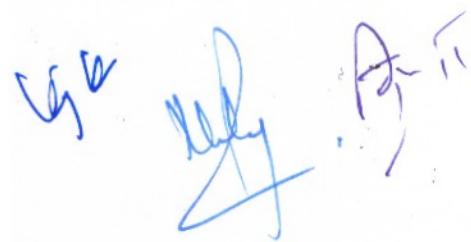
If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge, IKGPTU reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

3.3 Liquidated Damages

- (a) The timely and accurate delivery of the letters/articles/packets/ documents etc with utmost promptness is the essence of this tender. Extensions of the time limit of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, penalty at the rate of 20% of the bill value for each day of delay or part thereof, subject to maximum 100% of total agreement value of delivery rate. Quantum of liquidated damages assessed and levied by the IKGPTU shall be final and not challengeable by the Firms/Enterprises.

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- (b) The Firms/Enterprises shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. IKGPTU shall be at liberty to recover all the damages or any payable amount from the Firms/Enterprises's monthly bills, if the Firms/Enterprises fails in taking care of the consignment in its custody.
- (c) All the material shall be deemed to be in the possession of the Firms/Enterprises and in his care and custody, at his risk and responsibility from the moment they have been handed over to and accepted in writing by the Firms/Enterprises or his representative at the pickup point and till such time they are delivered to the addressees under proper acknowledgement. The Firms/Enterprises shall be responsible for any mishap, accident en- route, the consequences thereof including legal compensations, if any, and payable during the execution of the contract. The IKGPTU shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.
- (d) Subject to clause for Force Majeure if the bidder fails to provide the service as agreed, the IKGPTU at its discretion may without prejudice to any other right or remedy available to the IKGPTU in the tender and the Contract, forfeit the entire performance bank guarantee submitted by the Firms/Enterprises, apart from blacklisting of the agency for further participation in any of the tenders of the IKGPTU.

A handwritten signature in blue ink, appearing to be "W B" followed by a stylized name and initials "P J".

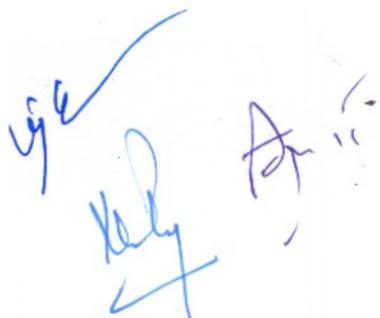
4. ANNEXURES

Annexure -I Technical bid

Details of Inputs/ Information to be provided by the Bidder

Sr. No.	Items	Information /inputs to be filled by the Bidder (if required separate sheets may be enclosed)
1.	Name and address of the Firms/Enterprises , telephone number, fax, mobile number, email address	
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3.	Name and address of the directors/ proprietor /partners	
4.	Year of formation of the company/ experience as a courier agency	
5.	Branches in other cities in India and abroad and contact details	
6.	Name of Agency's 2 largest clients, to whom Agency provides similar Services.	
7.	Details of registration/ membership/ trade license	
8.	Total number of employees of the firm	
9.	24 hour helpline numbers & details of dedicated customer support	
10.	Bar coded AWB facilities	
11.	Online Software for tracking end to end delivery of documents. (Web tracking facility for tracing Consignments)	
12.	Income tax return for the last three financial years	
13.	Total turnover of the courier Firms/Enterprises during last three financial years	
14.	GST No./ certificate / DVAT etc.. (Attach a copy of the Registration Certificate / letter.)	
15.	Income Tax Permanent Account No. (Attach documentary Proof)	
16.	Dispute, if any	

Undertaking:



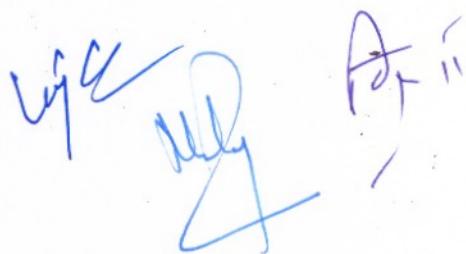
I hereby certify that all the information furnished above is true to my knowledge. I have no objection to IKGPTU verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the Firms/Enterprises

Official seal/ stamp Date:

Place:

A handwritten signature in blue ink, appearing to read "Vik Asif", is placed here.

ANNEXURE-II
Financial Bid (Commercial Bid)

Domestic (Document / Letters)

(Rs)

I / We, M/s _____ quote

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

S. NO.	CATEGORY / SLAB	RATE FOR LOCAL DAK IN INDIA	RATE FOR FOREIGN
1	RATE FOR UPTO 50 GRAMS		
2	RATE FOR 51 GRAMS & UPTO 100 GRAMS		
3	RATE FOR 101 GRAMS & UPTO 300 GRAMS		
4	RATE FOR 301 GRAMS & UPTO 500 GRAMS		
5	RATE FOR 501 GRAMS & UPTO 1 KILOGRAM		
6	RATE PER KG FOR BULK CARGO EXCEEDING ONE KILOGRAM		

NOTE : The Tenderers/Bidders are hereby informed that the lowest rates received amongst all 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 Company 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 empanelled for providing courier services to the Company.

SIGNATURE WITH STAMP _____

NAME OF FIRM / TRAVEL AGENT : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER _____

E-mail ID _____

DATE _____

[Handwritten signatures and initials]

