

**BID FOR APPOINTMENT OF COURIER AGENCIES FOR BHOPAL BRANCH**

**General Instructions**

**General Information valid for all the bidders / vendors / agencies**

UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website [www.utiitsl.com](http://www.utiitsl.com) daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website [www.utiitsl.com](http://www.utiitsl.com).

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

The tender document consists of 3 parts:

**I) General Conditions**

**II) Special Conditions**

**III) Bid Form**

**PART – I**  
**General Conditions**

1. Name of the Bid: **Bid from Agencies for Appointment of Courier agencies:** For dispatch of various documents/articles/envelopes/Box from UTIITSL BHOPAL Branch Office (pick up point) to entire place in Madhya Pradesh.

**2. Important Dates:**

**Last Date of receipt of sealed tender bids:** The last date of receipt of sealed tender bids is up to 3:00 pm on 19/08/2019. After this time, no bids will be accepted.

**Date of opening of the tender bids:** The tenders will be opened on the same day (i.e. the last date of the receipt of the tenders) at 3:30 pm at the venue where the tenders are received. All the bidders are invited for the tender opening. In case, if due to a holiday or an emergency or due to some extra ordinary reasons, if the tenders remain unopened on this date, then, the tenders would be opened on the next working day at the same time and at the same venue.

- 2A. Prebid Meetings / Queries: Prebid Meetings / Queries** The Pre-bid Meetings for this would be held on 09/08/2019 at **11.00 am** at the Office of The Branch Manger, UTI Infrastructure Technology And Services Ltd, Bhopal Branch, Bidders or their representatives may attend the pre bid meeting

Clarifications to queries, amendments, corrigenda, if any, will be available on the official website. UTIITSL reserves the right to change / modified any of the tender terms and conditions before / after the pre bid meeting. Any changes made will be displayed on our website only and the same will form the part of the tender document and will be binding on all the prospective bidders.

The queries should be addressed to the person to whom the tender has to be submitted as given below. However, all queries should be only addressed through the email id [isw.bhopal@utiitsl.com](mailto:isw.bhopal@utiitsl.com) No telephonic discussion or personal meeting would be entertained.

3. **Name and Address for the submission of the bids:** The bids should be addressed to “ The Branch Manger, UTI Infrastructure Technology And services Ltd, 75, Mezzanine Floor, Zone - II, M.P. Nagar, Near Raymonds Showroom, Above DELL Showroom, Bhopal (M.P) - 462011” and deposited in the specified Tender Box at this address by the due date and time.
4. **Superscription:** The envelope containing the tender must be superscribed as “**Bid from Agencies for dispatch of various documents from UTIITSL Bhopal Branch (pick up point) to entire place in Madhya Pradesh.** If

the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

- 5. Earnest Money Deposit (EMD):** The tender should be accompanied by a Demand Draft / Pay Order as Earnest Money Deposit (non-interest bearing) of Rs.5,000/- (Rupees Five Thousand Only)

The Earnest Money Deposit should be paid by way of Demand Draft/ Pay Order in favour of “UTI Infrastructure Technology And Services Ltd”, payable at Mumbai.

For unsuccessful bidders, the same instrument may be returned without encashing. However, the EMD of successful bidder will be returned on the receipt of a Bank Guarantee as specified by UTIITSL either through the same instrument or through the cheque issued in their favour by UTIITSL.

If the EMD in the form of DD / Pay Order is to be placed in a specified envelope, and if the EMD is enclosed in the envelope other than the specified envelope or enclosed along with Price Bid, the bid will be considered valid only if the requisite amount of EMD is found in the form of Demand Draft / Pay Order.

If the EMD is not enclosed then UTIITSL reserves the right to reject the bid.

The EMD may be forfeited if the bidder fails to honour the terms and conditions of work order placed on the basis of the tenders or does not start the work or does not supply the goods or does not render the services, or fails to provide the requisite Bank Guarantee or fails to enter into an agreement, as the case may be, which in the opinion of UTIITSL may delay or adversely affect the contract.

- 6. Bank Guarantee:** For successful bidder/s a Bank guarantee of appropriate amount as decided by UTIITSL will have to be given by the bidder at the time and date specified by UTIITSL. The EMD would be returned thereafter.
- 7. Tender Fee:** A non refundable tender fee of Rs.500/- (Rupees Five Hundred Only) should be paid by way of Demand Draft / Pay Order in favour of “UTI Infrastructure Technology And Services Ltd”, payable at Mumbai.
- 8. Validity of the bids:** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance, subject to increase in the validity of period by mutual consent. However, in case of rate contract, the rates will be valid for a period of minimum two years, extendable by mutual consent for one more year. The agreement

which would be entered into with the bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.

- 9. Authorized Signatory:** The bid can be forwarded by bidder or bidder's representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this offer or when demanded by UTIITSL, otherwise the offer is liable to be considered null and void at any stage as per the decision of UTIITSL.
- 10. Conditions for tenders sent by post/courier:** The tenders may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
- A. Tender should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the tender in the specified Tender Box.
  - B. Tender should be sent only to the address as given above in the name of the person / designation specified.
  - C. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
  - D. Tender should be superscribed as advised above. The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened, or be opened with some other tender or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTIITSL.
  - E. UTIITSL takes no responsibility for any tender not reaching in time.
  - F. UTIITSL takes no responsibility for tender not reaching at all.
  - G. UTIITSL takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders may not be accepted at all and are liable for rejection.
  - H. In case of tenders sent by post or any other mode, if it reaches the address given for submission, duly superscribed, then the role of UTIITSL is limited and restricted to put it in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
  - I. It is, therefore, advised that prospective bidders should deposit the tender

directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post. Tenders, which are not super scribed or which are not addressed properly, are liable to be not considered.

**11. Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, GST and other taxes:**

The bid should be exclusive of all the applicable taxes, cess and any other outgoing payable to any authority. The rate should be exclusive of any other present or future outgo (for the period of contract) by whatever name called. The GST as per applicability should be also exclusive. All such outgoings will be reimbursed on showing the proof of payment to the respective authorities. Income Tax or other statutory levies, in accordance with rules as applicable will be deducted at source by UTIITSL from the quoted amount."

**12. Central Excise:** Only in case of the applicability of the excise duty, the bidder/ vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the applicable government law, they would get registered with Central Excise. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability from Central Excise by virtue of this contract coming into force.

**13. Insurance: Wherever applicable,** the insurance for the work carried out upto the stage of handover or insurance for the goods to be supplied upto the stage of handover and the requisite insurance policy as required by law for the personnel involved in the services to be rendered would have to be necessarily be taken by the bidder. In addition to this, the bidder should take insurance for any liability towards Third Party. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability on the part of UTIITSL.

If required, UTIITSL may at its discretion take insurance policy and deduct the amount from the payment to the bidder/vendor. However, this does not absolve the bidder of his responsibility of not taking the requisite insurance policy as required. To clarify, the bidder is responsible for taking the insurance policy and is also responsible for the consequences of not taking it.

**14.** The liability of the work carried out or the goods supplied would remain with the bidder / vendor till such time UTIITSL takes possession of the work / goods in writing. The bidder / vendor would be responsible for any loss before taking over by UTIITSL.

**15. Safety Norms:** The bidder hereby undertakes to follow all the safety norms as specified in the law for the assignment awarded to him through this tender. The bidder, merely by filling in this tender, indemnifies UTIITSL of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also clarified that any order, whether verbal or written, given by any official / representative of UTIITSL, would not be valid if it is in

contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.

- 16. Agreement:** A suitable agreement would have to be entered into with UTIITSL, failing which the EMD/ the Bank Guarantee as provided, may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTIITSL reserves the right to reject the tenders or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by UTIITSL, will constitute a contract between UTIITSL and vendor / bidder.
- 17. Right of Rejection:** UTIITSL reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.
- 18.** UTIITSL reserves the right:
- i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work.
  - ii) To award the contract to one or more number of bidders / vendors, either on lowest price, equal price or on different prices. To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more agencies as UTIITSL may deem fit.
  - iii) To place ad hoc order simultaneously or at any time during the period of the contract with one or more agencies for such quantity and for such jobs as UTIITSL may deem fit.
  - iv) UTIITSL does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.
  - v) In the event the resultant L1 rate(s) obtained through this tender are perceived to be substantially higher than the rates at which the goods or services were being procured on the earlier tender then, UTIITSL reserves the right to:
    - A. Request the L1 bidder of this tender to negotiate and try to match the rate on which the order was placed as per the earlier tender.
    - B. If L1 vendor agrees to do so, the work order will be placed to him. If not, this tender would be cancelled and the earlier bidder, who is presently carrying out the services / work would be then asked to continue on the old/ existing rates till new tender is floated and finalized.
    - C. The idea is to obtain the most beneficial rates for UTIITSL.
    - D. The decision of the Tender Evaluation and Awards Committee would be final in this case.
- 19. Negotiation:** Generally, no negotiations would be carried out. However, if deemed fit, negotiation may be carried out only with the lowest bidder and if the order has to be split to more than one bidders then it could be done on

L1 or negotiated rates with L1, whichever is lower.

- 20. Testing: Wherever applicable,** UTIITSL reserves the right to get the material tested at the cost of the vendor/bidder.
- 21. Samples: Wherever required,** the bidders are advised to acquaint themselves with the samples and specifications before bidding to have more clarity. For this, they may contact the designated officer to whom the tender has to be submitted as per the address given herein above.
- 22. Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of not less than two years in the same area as put to bid, for supply/service to other organizations of repute. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.
- 23. Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for such type of work / supply / services for which they are bidding through this tender. It may or may not involve manpower. In case manpower is required, then the bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws in force including manpower. The bidder also confirms merely by filling the tenders, to comply with any future laws that may be enforced upon by the statute.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect.

Valid registrations viz., Sales Tax / VAT / Central Excise and with any other authorities as per requirement should be available with the vendor and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTIITSL of any or all such consequences.

- 24. Blacklisting/Debaring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if

they have been disqualified by any of the Government agencies.

- 25. False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTIITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
- 26. Indemnity:** Further, by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of noncompliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.
- 27. Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the period as stipulated in the agreement.
- 28. Extension of contract:** As stipulated by UTIITSL, after the period of expiry, the agreement can be extended on mutual consent for a further period of one year or upto the period till new contract comes in force. However this option can be exercised only by UTIITSL.
- 29. Readiness:** The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned.
- 30. Delay:** If the agency does not start the work or if it is felt at UTIITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTIITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.
- 31. Right to reject the work/ service which is not as per the specifications or the terms:** UTIITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms of the tender / work order or are not as per the standards. No Charges will be paid for the defective work. UTIITSL reserves the right to reject the items of brand other than specified. This can be done at any stage of the work.
- 32. Penalty:** UTIITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The



penalty amount would be one percent of the amount put to tender per week subject to a ceiling of 10%. This penalty would be more clearly specified in the agreement to be entered into.

- 33. Termination of Contract:** In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTIITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTIITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.  
As also UTIITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTIITSL to go in for a fresh contract.
- 34. Volume/Quantity of work:** Volume/Quantity is only indicative and the same may vary as per the requirement of UTIITSL. **The volume indicated is for one year** or the period specified in the work order / tenders. The work order would be more specific and binding.
- 35. Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

**Only if applicable** to this tender, the Agency should certify in writing that the design / colour scheme of any document being printed/ processed for UTIITSL is not used / shall not be used by the Agency for any other Organization / Entity under any circumstances. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages apart from taking action under the appropriate Law.

**Only if applicable** to this tender, the Agency will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTIITSL should be with the agency once the work is over on a daily basis.

- 36. Usage of data / documents / information :** **Only if applicable** to this tender, the Agency shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the bidder, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTIITSL in writing. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect UTIITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages from the vendor apart

from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTIITSL.

- 37. Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTIITSL. Apart from the above, UTIITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
- 38. Essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services or supply of goods as per specified quality in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail UTIITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTIITSL by the Vendor. Further the UTIITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTIITSL against any loss, damage, expenses, costs etc, incurred by UTIITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
- 39. Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
- 40. Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTIITSL from time to time, by 10<sup>th</sup> of every month (or any other date specified) for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTIITSL by the end of the month or earlier. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.

The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for timely clearance.

- 41. Inspection: Wherever required,** UTIITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls,

work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTIITSL to help UTIITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTIITSL on periodic basis also.

- 42. Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
- 43. Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of UTIITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling in this tender agree to this delegation of power to UTIITSL to decide in this matter.
- 44.** UIITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
- 45.** The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.
- 46.** UTIITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

# UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

## **PART II**

### Special Conditions:

- A. Specifications and Quantity
- B. Delivery Schedules
- C. Right to place the orders in parts
- D. Validity of Bids
- E. Unit Rate

### **A. Specifications and Quantity:**

#### **Specifications: Scope of Work and Other Conditions**

##### **Scope of work and other Conditions:**

1. The bids are invited for Agencies for Courier Services to dispatch of documents from our branch at Bhopal to entire place in Madhya Pradesh
2. The quoted rates (load of 500 grams) would be valid for the consignments from pick up point to destination.
3. In case, the load exceeds 500 grams, then the charges for the additional 500 grams will be calculated @ of 25% of the rate quoted for 500 grams. As for example, if the charges quoted for 500 grams is Rs. 10/- then the charges for a parcel weighing 1 kg (500+500) would be Rs.12.50/- (10+2.50). The same method of calculation will be applicable for every additional weight of 500 grams.
4. Termination of Contract: In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTIITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTIITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.

As also UTIITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTIITSL to go in for a fresh contract.

**UTIITSL shall have the right to forthwith discontinue/terminate the Agreement for any other reason not specifically herein above enumerated but is sufficient enough to discontinue / terminate the contract in sole view of UTIITSL without any prior notice.**

## **B. Delivery Schedules.**

5. The consignments should be collected **after 4.00 p.m.** from Bhopal branch on working days or any other day as per our instruction by UTIITSL Bhopal branch and be delivered to the destination within **maximum 48 hours, separate list mentioning place wise delivery time has to be enclosed.**
6. The agency who bids lowest from the point of pickup to the point of destination point will be considered as L1, (lowest) subject to satisfying the other conditions of tender document. The pick up point will be from the Bhopal branch of UTIITSL. Also UTIITSL reserves the right and method of allotting work.

## **C Right to place the orders in parts**

The entire job will be given to L1 vendor only.

7. The Courier agency should possess a software package/solution whereby they should be able to assign airway bill reference number of each of the pick ups and immediately thereafter should be able to convey the details to us via-email in excel format. We should also be in a position to track the docket from the time of pick up till its delivery.
8. The agency should provide identity cards to its employees who shall submit the same for verification to UTIITSL or its representative whenever demanded. Also the employees should submit the copy of police verification along with the copy of employee identity card.
9. An acknowledgement is to be obtained from addressee and date & time of delivery (and telephone/mobile number) is to be noted against each delivery.
10. The proof of Delivery (PODs) will be preserved and maintained by courier agency and will be submitted along with the monthly bill payment.
11. In the event of Loss of the sealed packet or the cover containing the PAN Card/ Other document is found to be opened or reported to have been found open or tampered with, the courier agency shall be liable to pay UTIITSL the compensation for the actual loss suffered by UTIITSL and a penalty of Rs. 100/-

for per consignment which ever is higher. However, the decision of UTIITSL will be final in this regard.

12. As a proof for consideration for empanelment the intending courier agency should submit a reference certificate in original from a Nationalized Bank or a PSU or a Government Department as per the following format (without which the order will not be placed) This is an essential condition.
13. In case it is found that the services are not as per the acceptable standard the contract will be terminated at any time during the contract period without any compensation.
14. The vendor/agencies shall provide the services as per stipulated time. Hence time and safety of the consignment are the essence of the contract. Not adhering to the time schedule and safety norms shall enable UTIITSL to rescind the order and in which case there shall not be any claims for damages against UTIITSL by the vendor /supplier/agencies.
15. The agency shall ensure the delivery of packets/covers to the addressee against acknowledgement. In case of non availability of the addressee after at least two visits on different days and by leaving suitable message at the address, the details of undelivered packets/ cover should be reached for tracking purposes and the packet should be returned to UTIITSL – Branch office immediately.
16. The required reports and updation of delivery details as per the prescribed format will have to be submitted to UTIITSL in printed form or soft file as decided by UTIITSL.
17. The rates to be quoted are for a load of upto 500 grams only in the Financial bid. GST as applicable will be reimbursed separately after production of proof as per the Government Rules.

#### **E. Validity of Bids**

The bids will be valid till 90 days form the date of opening of quotations.

#### **F. Unit Rate :**

Only one rate to be quoted for load of 500 grams.

18. **Validity of Rates** : The rate will be validated for **TWO** years from the date of placing the work order. There will be no increase in rates for the Two years for any reason whatsoever.

**Format of Certificate to be enclosed along with the tender documents.**

**To Whomsoever it May Concern**

This is to certify that M/s. \_\_\_\_\_ (name of the agency submitting the bid for empanelment) of address \_\_\_\_\_

\_\_\_\_\_ has been empanelled with us as a courier agency since last two years. They have been carrying out the courier services for us.

Their services have been found to be satisfactory.

Signature of the official:

Name of the official:

Official seal:

Name of the Organisation:

Address of the Organisation:



**Part III**

**(To be printed on Courier Agency Letter head)**

**FINANCIAL BID FORM**

The Branch Manager,  
UTI Infrastructure Technology And Services Ltd,  
75, Mezzanine Floor, Zone - II,  
M.P. Nagar, Near Raymonds Showroom,  
Above DELL Showroom,  
Bhopal (M.P) - 462011

Sir,

**Sub : Appointment of Courier Services at Bhopal Branch.**

**This is with reference to your tender due on 19/08/2019. We are interested in getting our Agency empanelled in your organization as** Agency for Courier Services for dispatch of various documents from UTIITSL BHOPAL Branch Office (pick up point) to entire place in Madhya Pradesh.

We have read and understood the details as given in the tender information regarding the Scope of Work and Terms and Conditions for the selection and the same are acceptable to us. We have been given all the required information by UTIITSL. We have submitted the required certificate as per the format. We certify that we are eligible as per the said Terms. The duly signed copies of all the tender pages are attached herewith.

We have quoted the rates as given in the below mentioned Table.

For services from Bhopal to destination points to entire place in Madhya Pradesh.

	<b>Rate to be quoted exclusive of all taxes GST, cess, duties etc.</b>  <b>(GST, wherever applicable will be reimbursed separately by UTIITSL after production of proof as per the Government rules.)</b>	
	<b>A</b>	<b>B</b>
	Upto 500 grams	Every Additional 500 grams
Rate to be quoted for dispatch of per envelope / Box /articles from Bhopal to destination points entire place in Madhya Pradesh	Rs. _____Ps. _____ (In Figures)  Rs. _____ _____ _____	25% of the rate quoted in column A

**An EMD of Rs. 5,000.00 (Rupees Five thousand only) issued vide DD/Pay Order No. \_\_\_\_\_ Dated \_\_\_\_\_ of \_\_\_\_\_ Bank/Branch in favour of “UTI Infrastructure Technology And Services Ltd, payable at \_\_\_\_\_”. is enclosed.**

We understand that cost comparative statement will be prepared & L1 (Lowest) will be decided on basis of lowest rate quoted.

In case of any ambiguity between arithmetic calculations, the rates in words will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the Tender.

Thanking you,

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of Firm:

Address :

Location : \_\_\_\_\_ Date: \_\_\_\_\_

PAN of Agency: