

F. No. 25-1/2012-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

123-C Wing, Shastri Bhawan, New Delhi-1
Dated, the 13 March, 2012

Subject: Tender for Award of contract for clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development.

Sir,

Sealed quotations are invited for awarding yearly contract for clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development from bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Central/State Governments, Semi-Government organizations, including Public Sector Undertakings, Autonomous Bodies and satisfying all other terms and conditions in this tender document.

1. Instructions to the tenderers

Quotations will be invited in two bid system (i) Techno-commercial Bid & (ii) Price Bid. The 'Techno-commercial Bid' will be made and put in the first envelope containing the title 'Techno-commercial Bid'. It should contain full information as required in Annexure-I. The 'Price Bid' will be made and put in a second envelope containing the title 'Price Bid'. It could include full information as required in Annexure – II. Both bids should be put in a third envelope which should be prominently super-scribed as **“QUOTATION FOR CONTRACT FOR CLEARANCE OF INCOMING AND DISPATCH OF OUTGOING CONSIGNMENTS AND HIRING OF TATA-407, TEMPO AND HIRING OF LABOURERS ETC. IN THE MINISTRY OF**

Sanjeev
13/3/12

HUMAN RESOURCE DEVELOPMENT” and addressed to “Under Secretary (S&S), Department of Higher Education, Room No. 123 C, Shastri Bhawan, New Delhi – 110 001”, and put in the Tender Box placed at Information & Facilitation Centre, Ministry of Human Resource Development, Gate No.6, Ground Floor, Shastri Bhawan, New Delhi-110001 on or before **9th April, 2012** till **3.00 PM**. The tenders will be opened on the same date at **3.30 PM**.

2. Period of Contract

The contract will initially be for a period of one year which can be extended further for two years, one year at a time, subject to satisfactory performance of the contractor and will also depend upon the price trend for the services/products in the market on the date of extension.

3. Scope of Work

- (i) Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development.
- (ii) Promptly attending to the orders placed by the Department of Higher Education, and the Department of School Education & Literacy, Shastri Bhawan, New Delhi in this regard.
- (iii) The rates finally approved/accepted by the Department shall be valid for the whole of the contract period and no upward revision will be allowed under any circumstances.
- (iv) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority.
- (v) Delays in work will not be permissible on the grounds that the vehicle, labour etc. are not available.

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4. Eligibility Criteria

The Contractor/Firms shall furnish the following documents attached with the quotation for Techno-commercial Bid failing which the bid will be summarily rejected.

- A. The agency applying needs to be a reputed firm and should have Income Tax PAN No. and should have a minimum experience of 01 year in Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in Central Government/State Government Semi-Government including Public Sector Undertakings/Autonomous Bodies.
- B. Copies of the following documents should be submitted :
- i. Income Tax PAN No.
 - ii. Experience Certificate of 01 year in the above said business in Central Government/State Government, Semi-Government Organization including Public Sector Undertakings/Autonomous Bodies.
 - iii. The Earnest Money Deposit (EMD) of Rs.16,000/- (Rupees sixteen thousand only) through a Demand Draft/Pay Order (No..... & Date

5. Evaluation of Bids

Note: Quotations should be in two bid system (i) Techno-commercial Bid & (ii) Price Bid. The 'Techno-commercial Bid' will be made and put in the first envelope containing the title 'Techno-commercial Bid Bid'. It should contain full information as required in Annexure-I. The 'Price Bid' will be made and put in a second envelope containing the title 'Price Bid'. It could include full information as required in Annexure – II. Both bids should be put in a third envelope which should be prominently super-scribed as “**QUOTATION FOR CONTRACT FOR CLEARANCE OF**

INCOMING AND DISPATCH OF OUTGOING CONSIGNMENTS AND HIRING OF TATA-407, TEMPO AND HIRING OF LABOURERS ETC. IN THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT". In the event of this procedure not being followed, the bid will be summarily rejected.

- (i) The Techno-commercial Bid will be evaluated first.
- (ii) The Price Bid will be evaluated only if the tenderer's Techno-commercial Bid is found satisfactory in all respects by the tender committee. The tenderer will have no rights whatsoever to insist that his Price Bid be evaluated in the event of the tender committee rejecting his Techno-commercial Bid as unsatisfactory.

6. **Earnest Money Deposit**

The quotations should be accompanied by Earnest Money Deposit of Rs. 16,000/- (Rupees sixteen thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, drawn in favour of Pay & Accounts Officer(Education), Department of Higher Education, Shastri Bhawan, New Delhi – 110001, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract. A format of Bank Guarantee is enclosed at Annexure – III.

7. **Performance Guarantee (Security Deposit)**

The successful bidder shall give **performance security in the form of Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank amounting to Rs.35,000/- (Rupees thirty five thousand only)** in favour of the Pay & Account Officer (EDU), Department of Higher Education, Shastri Bhawan, New Delhi-110001. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded

only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Department that the contractor firm may invite upon themselves due to any of the reasons specified above. A format of Bank Guarantee for performance Security is enclosed at Annexure-IV.

8. The contract will be governed by the following Terms and Conditions :

1. The charges for goods cleared for dispatch against railway receipt would be reimbursed, on actual payment basis, alongwith transportation charges etc.
2. Representative of the contractor will have to visit this Department at least once a day for inquiring whether any goods have to be booked / cleared / transported from the places mentioned in the Annexure-II.
3. While obtaining delivery of the incoming parcels from the Railway Authorities, the contractor will be required to check carefully each individual package to see that the parcels are not in damped condition or have not been tampered with.
4. After obtaining the delivery of the incoming parcels from the Railway Authorities, the contractor will be required to make arrangements for handing over the parcels to the authorized concerned official/Sections of this Ministry within the minimum possible time on the same day on which the goods are cleared. No extra lifting charges of the parcels from the floors of Shastri Bhawan Building, will be allowed. The rates quoted for booking/clearance will also include the lifting charges of these parcels to the concerned Section/Official.
5. The Railway Freight charges will be paid by the Ministry for dispatch/clearance of the parcels/consignments etc. The terminal tax, wharfage, demurrage charges including freight/booking/clearance charges etc. on the consignments booked/cleared from Goods Transport/Air India, Indian Airlines/Lufthansa/German Airways etc. and

where it is not possible to issue credit notes by the Ministry, will invariably be paid by the contractor in the first instance and re-imburements claimed from this Ministry afterwards through bills.

6. If the contractor is not able to take delivery of the goods in time, the demurrage charges will have to be borne by the contractor.

7. The contractor will be required to collect the outward parcels for booking and to deliver the inward parcels to the different concerned Sections of the Ministry during normal office hours on working days. In case he finds that on any working day, the incoming parcels can be delivered at this office premise only after office hours, he will inform the Section Officer (S&S) in Room No. 123-C before 5.00 PM on that day so that arrangements may be made to depute some one from this Ministry to receive parcels after office hours.

8. It may be noted that the contractor or his authorized representative will be required to obtain an acknowledgement of the delivery of the parcels from the concerned Sections, failing which the contractor will be responsible for any loss or damage to any parcels which he leaves without taking proper acknowledgement.

9. The loading and unloading of the luggage/furniture/office records etc. on Tempo/Truck etc. and its safe delivery will be the responsibility of the contractor.

10. The rates quoted for Tata-407/Tempo should invariably be inclusive of loading/unloading/labour charges/delivery of goods/articles to the consignees/representative of this Ministry/Sections/Rooms in any of the floors of Shastri Bhawan building. No extra charges for coolies or for any other such services will be paid by the Department.

11. The Quotations should be accompanied by earnest money of Rs.16,000/- (Rupees ten thousand only) in the form of Demand Draft of any nationalized bank drawn in favor of Pay & Account Officer (Education), Department of Higher Education, New Delhi,

without which the quotation will not be considered. The earnest money will be returned to all the unsuccessful tenderers.

12. The Department of Higher Education reserves the right to accept or reject all or any of the tenders without assigning any reason.

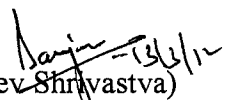
13. In case of failure by the contractor to carry out the job in accordance with the provisions of the contract, the undersigned will have the right to cancel the contract and award it to any other agency. Any loss sustained thereby will be recoverable from contractor. Any dispute arising in this regard will be referred to the Deputy Secretary (Administration) in the Ministry of Human Resource Development (Department of Higher Education) whose decision will be final and binding on the parties.

14. Intending firms are advised to quote rates for such items also which are relevant to the above jobs and which have not been included in this letter.

15. Failure to comply with the terms and conditions would constitute breach of the contract and would entail forfeiture of Security money, besides other action to be taken against the contractor.

16. The rates may be quoted in figures as well as in words. Cuttings, Overwriting should be avoided.

17. It will be the duty of the contractor themselves to obtain the permission etc. from concerned authority for movement of truck / tempo.


(Sanjeev Shrivastva)

Under Secretary to the Government of India

Tele: 23073109

Copy to :

- 1) All Ministries/Departments of Govt. of India
- 2) Programmer (CMIS) – For putting the tender document on the Website of the Department.
- 3) CPP Portal of the Government of India.

ANNEXURE-I

Techno-commercial Bid

Tender for Award of contract for clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development

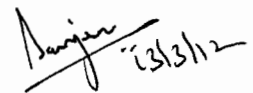
Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm	
2.	Name, Designation, Address and telephone No. of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, Address and Telephone No. of Directors/Partners Fax No. E-mail Address.	
5.	Copy of PAN No. issued by Income Tax Department	
6.	Experience Certificate of 1 year in the above said business in Central Government/State Government/Semi-Government including Public Sector Undertakings/ Autonomous Bodies.	
7.	Details of Bid Security/Earnest Money deposit : a) Amount : b) Demand Draft/Pay Order/ Banker Cheque No. : c) Date of issue : d) Name of issuing Bank :	
8.	Any other information	

Declaration by the bidder :

This is to certify that I/We have read and fully understood all the terms and conditions contained in the tender and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Note : Please indicate the page numbers where documents attached. The entire tender document should be serially page numbered including enclosures.


Signature
13/3/12

ANNEXURE-II
Price Bid

Tender for Award of contract for clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development

Item No.	Description of the Item	Rates for weight upto 50 Kg. Or part thereof.	
1.	Rates for clearance of incoming & despatch of outgoing Consignment from / to Old Delhi Railway Station, New Delhi Railway Station/Goods Office at Lahori Gate to the Offices located at :- (a) Shastri Bhawan (b) Curzon Road (c) R.K. Puram (d) Jeevan Deep Building		
2.	From/to Roadways Offices of Road transporters in Delhi to the Offices located at : (a) Shastri Bhawan (b) Curzon Road (c) R.K. Puram (d) Jeevan Deep Building		
3.	Incoming/outgoing consignments From Air India/Indian Airlines/Lufthansa/German Airways etc.		
4.	Unloading of Wagons.		
5.	Rates for engagement of Tata-407, Tempo within the radius of (Including labour charges, loading/unloading etc) :		
	(a) Tata-407 (1-helper loading/unloading)	For Full Day	For one trip
	i) 10 Kms. in Delhi/New Delhi ii) 20 Kms, in Delhi/New Delhi iii) Beyond 20 Kms. in Delhi/N. Delhi		
	(b) Tempo (1-helper loading/unloading)	For Full Day	For one trip
	i) 10 Kms. in Delhi/New Delhi ii) 20 Kms. in Delhi/New Delhi iii) Beyond 20 Kms. in Delhi/New Delhi		

Sanjay
13/6/12

Annexure-III

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas

.....
(hereinafter called the "tenderer")
has submitted their offer dated
for the supply of
(hereinafter called the "tenderer")
against, the purchaser's tender enquiry
No..... KNOW ALL MEN by these
presents that WE of
..... having our registered
office at are bound unto
..... (hereinafter called the "Purchaser")
in the sum of
for which payment will and truly to be made to the said Purchaser, the Bank binds itself,
its successors and assigns by these presents. Sealed with the Common Seal of the said
Bank this day of 20.....

THE CONDITIONS OF THIS OBLIGATION ARE :

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: -
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch
11 of 12

Danjir
13/3/12

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The President of India

WHEREAS

.....
.....(name and address of the supplier)
(hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of
(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reason for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of,
20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Sanjay
23/3/12