

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

No.C-DIT/PUR/GEN/2021-22/T284

Date: 10.02.2022

TENDER NOTICE
PROVIDING COURIER SERVICE

Sealed tenders are invited for providing Courier Service. The envelopes containing the tender should bear the superscription “*Tender for Providing Courier Service* “ and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **25.02.2022, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on 25.02.2022** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions governing the supply can be downloaded from our website www.cdit.org

Thiruvananthapuram

10.02.2022

Sd/-

REGISTRAR

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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FORM - A

TENDER FOR PROVIDING COURIER SERVICE

This tender is invited for the selection of courier service providers for providing courier related services. The selected agency shall provide services as the rate contract agreement for a period of one year.

SCOPE OF WORK

- I. The agency shall provide Courier Services of our Documents/Letters/Packages to various destinations in India, both Urban and Rural areas.

ELIGIBILITY CRITERIA OF TENDERER

1. To qualify for award of the work, the intending bidder must be a legally constituted firm, who possess required licenses and registration as per law valid at least 12 months from the date of opening the tender.
2. The bidder should have necessary infrastructure, sufficient man power, own vehicles and facilities/arrangements to transport the goods to various locations in Kerala by door delivery.
3. The bidder shall have a good network of courier service in Kerala including places like Idukki, Wayanad, Plalakkad, Kannur and Pathanamthitta. Financial turnover during the last three year should be at least 10 lakh per year from business transactions in Thiruvananthapuram and around 25 lakh from all kerala business transactions. Documentary evidence including copy of latest audited Balance Sheet has to be provided and duly attested by the agency.
4. 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 may please be submitted.
5. There should be no case with the police/Court against the proprietor /Firm/Partner or the Company and also not blacklisted by any institutions/agencies of State/Central government.
6. The bidder shall have a valid PAN Number, GST registration and Registration with the various statutory bodies as necessary for carrying out the business. Copy of the same shall be provided along with the bid.
7. The bidder should have an On-line Developed Consignment Tracking Software available on its official website so as to enable C-DIT to track the status, date and time of delivery of each consignment handed over to the bidder.

GENERAL TERMS AND CONDITIONS

1. Tenders are invited for providing courier services in the office of C-DIT located at Thiruvallam (Main Campus), statue and Vanrose Junction, from the agencies/bidders.
2. The bidder shall pay an EMD of ₹ 10,000/-(Rupees Fifteen Thousand only) in the form of DD drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.
3. The rate should be quoted inclusive of tax, which should be shown separately. Tenders which do not indicate this essential information will not be considered. No upward revision of rate is applicable during the period of contract. Rates quoted by the bidder shall be valid for a period of 12 months from the date of opening of the tender.
- 4. The supplier shall submit the price offers in “FORM B” in a sealed envelop.**
5. The rate quoted for the courier service shall be firm and no enhancement will be allowed under any circumstances.
6. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to provide the service at the rates quoted. C-DIT reserve the right to split the contract among one or more bidders, at the sole discretion.
7. C-DIT reserves the right to cancel any or all the tenders without assigning any reason whatsoever.
8. C-DIT also reserves the right to reject any bid which in its opinion is non-responsive or violation any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
9. The period of contract shall be one year, which may be extended on mutual consent, if the services are found to be satisfactory, on the same terms and conditions.
10. It shall be the responsibility of the bidder to promptly respond to C-DIT calls, and to ensure safe delivery of the documents/packages to the destination without any damage.
11. Proof of Delivery (POD) of the samples should be given to C-DIT. POD should invariably contain the consignees stamp and signature.
12. C-DIT shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable except as under the contract.
13. Before submission of the bill, the Agency shall ensure that the materials/packets are properly delivered in good condition.
14. It shall be the responsibility and obligation of the bidder to ensure safety and security of the consignment/ parcels entrusted to him for carriage and to effect the delivery to the designated place in the same sound condition as received by him and within the time schedule stipulated. Any destruction, deterioration or damage or breakage caused to the consignment, charges will be charged from the bidder.

15. Ordinarily the bidder has to deliver the consignment on the next day of collecting the document from C-DIT office except in exceptional circumstances or on force majeure conditions. In case of delay, the same to be informed to C-DIT with proper justification.
16. Penalty : In case of non compliance of the terms and condition of the contract the C-DIT, reserve the right to impose penalty or forfeit the deposit whichever is higher.
17. Termination : The contract may be terminated by C-DIT by giving one month notice, in case the agency/bidder a) Assigns sub-contract this service. b) Violation/contravention of any of the terms and conditions mentioned herein. c) Does not improve the performance of the services in spite of instructions. d) Any violation of instructions/agreement of suppression of facts. On termination of contract, it shall be the responsibility of the bidder to discontinue the services.
18. Agreement: The Successful bidder within 7 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper.
19. Payment: On Monthly basis against submission of bills along with POD with consignees stamp and signature.
20. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation Act(Amended), 2015. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
21. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.
22. In case of doubt: If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Sri Lal Mohan V HoD(Purchase), in Mobile Number: **9895788166**

The last date for submission of tender 25.02.2022 at 3.00 PM.

The tender will be opened on the same day at 3.30 PM

Sd/
REGISTRAR, C-DIT
Dated 10.02.2022

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FORM - B

TENDER FOR PROVIDING COURIEER SERVICE

Sl. No	Weight of the packet (in gms)	Charges of delivery of packets within Kerala (in ₹) inclusive of GST	Charges of delivery of packets within South India (in ₹) inclusive of GST	Charges of delivery of packets within North India (in ₹) inclusive of GST	Remarks
1	100				
2	250				
3	500				
4	1000				
5	For Additional 500 gms				

* All rates shall be quoted inclusive of GST

Signature

Name of the Bidder/Firm/Agency

Address (including Phone number, Mobile number and e-mail id)

Office Seal