



## Centre for Development of Imaging Technology (C-DIT)

Chithranjali Hills, Thiruvallom, Tvpm-695 027  
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# TENDER FOR ENGAGING COURIER SERVICE AGENCY (RE-TENDER)

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Ref: C-DIT/3/GNL/17/T519 Dt 04.3.17

C-DIT INVITES competitive bids for undertaking COURIER SERVICES / TRANSPORT OF PARCELS under single bid system from reputed and experienced agencies of COURIER SERVICES. The interested agencies are required to submit the bid before the due date to the Registrar, C-DIT, Thiruvallom, Thiruvananthapuram-27. The Courier Agency has to collect the parcels/packages/boxes from the various office locations of C-DIT and has to deliver the parcels/packages at the receivers address.

The Bid must accompany with an EMD of amount Rs 25,000/- in the form of Demand Draft in favor of Registrar, C-DIT payable at Thiruvananthapuram. (Those who have submitted EMD in the earlier bid need not submit EMD again) The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be downloaded from the website: [www.cdif.org](http://www.cdif.org).

### **Eligibility Criteria for Tendering:**

1. The bidder must be a firm legally constituted, who possess the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
2. The bidder should have own vehicles and facilities/arrangement to transport the goods to various locations in kerala by door delivery

3. The Courier Service provider Agencies shall have all kerala net work including places like Idukki, Wayanad, Palakkad, Kannur & Pathanamthitta. Financial Turnover during the last 3 years, ending 31st March 2016 should be at least Rs. 25 Lakh per year from business transactions in Thiruvananthapuram and around Rs. 50 Lakhs from all kerala business transactions. Documentary evidence including copy of latest audited Balance Sheet has to be provided, 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 has to be submitted.

5. There should be no case with the police/Court against the proprietor / Partner/ Director or the bidder Company/Firm/ Agency.

6. The bidder shall have the following Registrations and details of the same be provided in the Bid.

a. Registration with the various statutory bodies as necessary for carrying out the business.

b. Service Tax Registration

c. PAN Number

#### GENERAL CONDITIONS:

- I. Tenders are invited for providing Courier Services as mentioned in this document in the office of C-DIT located at Thiruvallom (Main Campus), Chirakkulam Road (Technology Extension Division), Thycaud (Motor Vehicles Dept), Vazhuthacaud (Web Service, Digitization Dept) and Gorkhy Bhavan-Bakery Junction (Communication Group) from the agencies that fulfill the Eligibility Criteria as mentioned above.

- II. The bidders shall pay Bid Security (EMD) of Rs 25,000/- (Twenty Five Thousand Only) in form of Demand Draft favouring The Registrar, C-DIT payable at Thiruvananthapuram. The EMD amount of unsuccessful bidders will be returned without interest as soon as the tender is finalized and orders have been released and the EMD of the successful bidder will be retained till the completion of contract period. **(Those who have submitted EMD in the earlier bid need not submit EMD again)**
- III. A copy of the terms and conditions shall be signed on each page and submitted with the bid as token of acceptance of terms and conditions
- IV. The bid shall be valid and open for the acceptance of the Competent Authority of C-DIT for a period of 60 days from the date of opening of the tenders and no request for any variation in quoted rates and/ withdrawal of tender on any ground by the successful bidder shall be entertained. In case any bidder withdraw or alter its bid during validity period (60 days), the EMD shall be forfeited.
- v. Contract would be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per tender document.
- VI. The rate quoted should be with applicable tax, if any which should be shown separately and there should not be any upward revision of rate other than the statutory tax during the period of contract for which bidder shall produce documentary evidence
- VII. C-DIT reserves the right to accept or reject any or all bids without assigning any reasons. C-DIT also reserves the right to reject any bid which in its opinion is non- responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

- viii. Any changes/Corrigendum with respect to this tender shall be notified through website: [www.cditi.org](http://www.cditi.org). All bidders are advised to please check C-DIT website regularly for any latest amendment/corrigendum.

### **Scope of work**

1. General: The agency shall provide Courier Services of our Documents / letters/ Packages to various destinations in kerala, both Urban and Rural areas.

2. Other Terms & Conditions:

I. 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.

II. It shall be the responsibility of the courier agency to promptly respond to C-DIT calls, and to ensure safe delivery of the documents/Packages to the destination without any damage.

III. Proof of Delivery (POD) of the samples should be given to C-DIT. POD should invariably contain the consignee stamp & signature.

IV. 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.

V. Before submission of the bill, the Agency shall ensure that the materials/ samples are properly delivered in good conditions and POD enclosed.

VI. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.

VII. The TDS/ Income tax as applicable shall be deducted at source from the bill unless exempted by the Income tax Department

VIII. An agreement shall be signed with the successful agency as per specimen enclosed

IX. 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.

X. Ordinarily the Agency 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.

XI. 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.

XII. Termination; the contract may be terminated by C-DIT by giving one month notice, in case the agency a). Assigns or 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 the contract, it shall be the responsibility of the agency to discontinue the services.

XII. Jurisdiction: In case of any dispute, the jurisdiction shall be the Court at Thiruvananthapuram

XIII. The last date for submission of bids: 14.3.17, 11AM. The bid opening will be at 11.30AM, same day.

Sd/ Registrar, C-DIT

Dated 04.3.17

BID FORM

<b>Weight of the Packet(gms)</b>	<b>Charges for delivery of packets within Kerala</b>	<b>Charges for delivery of packets within South India</b>	<b>Charges for delivery of packets in North India</b>	<b>Remarks</b>
100				
250				
500				
1000				
Addl 500gms				

Signature

BIDDER NAME

ADDRESS (with details including Phone Number, Mobile Number & email address)

Seal

## **FORMAT OF AGREEMENT**

(To submit in Rs.200/00 worth stamp paper by the successful bidder)

THIS AGREEMENT is made on ---- day of ----- Two thousand Seventeen between Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27 has one part hereinafter called C-DIT and M/S -----, having its registered office at ----- hereinafter called the "Agency" for courier service on the other part.

The courier undertakes to arrange through their accredited representative to take service delivery of the packets/packages/parcels containing documents/cartridges/papers/foils etc for dispatch to the addressee/consignee on all working days and any other day (except for holidays intimated to the couriers in advance). The courier undertakes to acknowledge the receipt of the packets and issue receipt in both cases.

WHEREAS the C-DIT is desirous to engage the ----- (Agency) for courier service for its various offices located at Thiruvananthapuram on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various laws and all statutory/ obligations. The C-DIT shall have no liability in this regard.
2. Penalty: In case of non-compliance with the contract, the C-DIT reserves its right to: -
  - a) Cancel/ revoke the Contract; and/or
  - b) To impose penalty up to maximum 10 % of the total value of contract during the period of operation or forfeit the deposit whichever is higher.
3. Termination: The Contract can be terminated by giving one month"s notice, in case the Agency: a) Assigns or sub-contracts any of this service. b) Violation/Contravention of any other terms and conditions mentioned herein. c) Does not improve the performance of the services in spite of instruction. d) Any violation of instructions/agreement or suppression of facts. On termination of the contract, it shall be the responsibility of the agency to discontinue the services immediately. C-DIT shall



not indemnify any loss caused to the agency by such termination, whatsoever it may be.

4. There would be no increase in rates payable to the agency during the contract period.

5. The Agency also agrees to comply with the Terms and Conditions and amendments thereto from time to time.

6. The C-DIT will pay to the courier, charges of the said services, as per agreed rates, details thereof are given below:-

Weight of the Packet(gms)	Charges for delivery of packets within Kerala (From Tvpm)	Charges for delivery of packets within South India (From Tvpm)	Charges for delivery of packets in North India (From Tvpm)	Remarks
100				
250				
500				
1000				

Additional 500 gms				
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7. The courier, through their accredited representatives, undertakes to carry the said packets by surface Transport in the order of priority having due regard to the expeditious dispatch of documents and to deliver the same to the addressee within 12 hours from the handing over to them except due to circumstances beyond their control, time being essence of the contract . In case, the courier fails to deliver the packets/parcels within the stipulated period, they would be under obligation to explain the reasons for the same to the satisfaction of C-DIT. Deductions due to delay, caused in delivery, shall be as under:-

Period of delay	Deductions in the courier charges
Delay up to 2 days	5% cut in charges payable on delayed consignment.
Delay of more than 2 days	20% cut in the charges payable on delayed consignment. The penalty will be recovered by the paying office(s) against settlement of their own bill.

8. The courier undertakes to observe absolute security, safety, secrecy and confidential nature of the documents/parcels while giving its services and to arrange that the packets/packages are delivered in the same condition duly closed and sealed as given by the office. However, if due to security reason, the courier has to open the packet on the instruction of police/ security people, such cases is considered as beyond their control. In that case, Courier has to re-pack and to seal again on such packets.

9. It is expressly understood that the C-DIT is always at liberty to utilize the courier services provided by other agencies or postal services provided by Government, in addition to or otherwise, of the services that may be availed by C-DIT from the courier agency.

10. Jurisdiction: In case of any dispute or differences between the Agency and C-DIT, C-DIT shall have the right to decide. However all matters of jurisdiction shall be at the local Courts located at Thiruvananthapuram.

THIS AGREEMENT will take effect from ----- day of ----- Two thousand Seventeen and shall be valid for one year which may be extended on mutual consent, if the services are found to be satisfactory on the same terms and conditions.

IN WITNESS WHERE OF both the parties have set and subscribed their respective hands with their Seal in Thiruvananthapuram in the presence of the witness:

On behalf of C-DIT	Bidder
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Witness



**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

**Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27**

**Phone: 0471-2380910, 2380912 Email: headoffice@cdit.org**

**TENDER FOR COURIER SERVICES (RE-TENDER)**

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