

म.प्र. जन अभियान परिषद्

(योजना आर्थिक एवं सांख्यिकी विभाग, म.प्र. शासन)

35 राजीव गांधी भवन-2, श्यामला हिल्स, भोपाल: 0755-2660203, 2660235, फ़ैक्स:0755-2660250
Website- www.mpjap.org

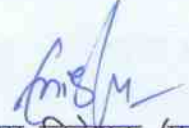
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भोपाल, दिनांक 05 / 07 / 2018

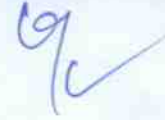
कोरियर सेवाओं हेतु द्वितीय निविदा आमंत्रण

म.प्र. जन अभियान परिषद् के भोपाल स्थित राज्य कार्यालय में कोरियर सेवाओं हेतु एक वर्ष की अवधि के लिये अनुबंध करने हेतु दरें आमंत्रित हैं।

निविदा संबंधी विस्तृत जानकारी परिषद् की वेब साईट www.mpjap.org से प्राप्त की जा सकती हैं। निविदा फार्म राशि रु. 500/- जमा कर कार्यालयीन समय में विज्ञप्ति दिनांक से दिनांक 27.07.2018 को सांय 5 बजे तक प्राप्त/जमा किये जायेंगे। निविदा खोलने की सूचना पृथक से दी जायेगी।



उप निदेशक (प्रशा.)
म.प्र. जन अभियान परिषद्



M.P. JAN ABHIYAN PARISHAD

TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY

Tender Document

(A) GENERAL INSTRUCTIONS AND GUIDELINES FOR THE BIDDER

1. Eligibility Conditions
2. Guideline for submission of tender /Bids
3. Amendment of Tender

(B) SPECIFICATION OF REQUIREMENTS

1. Scope of work


(C) GENERAL CONDITIONS OF TENDER

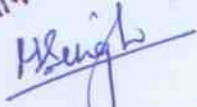
1. Period of Contract
2. Termination of The Contract
3. Earnest Money Deposit (EMD)
4. Impound of EMD
5. Payment Terms
6. Liquidated Damages
7. Indemnity
8. Force Majeure
9. Arbitration
10. Jurisdiction


(D) CHECK LIST


(E) ANNEXURE-


1. Technical bid
2. Financial Bid (Commercial Bid)
3. Declaration & Acceptation
4. Execution of Agreement


प्रकाश कुमार
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टॉस्क मैनेजर
क्षमता निर्माण सेल (हार्ड स्किल)
म.प्र. जन अभियान परिषद

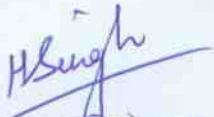

(प्रमोद कुमार शर्मा)
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(A) GENERAL INSTRUCTIONS AND GUIDELINES FOR THE BIDDER-

1- ELIGIBILITY CONDITIONS


- a. Only authorized agencies in the business of providing courier service with minimum experience of 3 years in the services are permitted.
- b. The Courier agency is required to have branch offices or network of contact offices/distributors in all Zones, Districts and Blocks of State. 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/Distributors are located.
- c. The Agency should be well equipped to pick up any number of documents to be presented/ handed over in one consignment.
- d. The agency 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 details of inputs / information required to be submitted by the agency is as per the Annexure-I.
- f. Average annual turnover from similar works of last three year's should be greater than or equal to Rs. 25.00 lakh from any contract/ party.
- g. Tenders received without requisite documents, including demand draft of EMD, shall not be entertained.
- h. 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 Authorized Signatory.
- i. 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.


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2- GUIDELINE FOR SUBMISSION OF TENDER /BIDS-

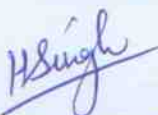
- a. **Authorized Signatory:** Each and every page of the tender document should be signed by Authorized person / signatory and to be enclosed with the Financial Bid form and the work experience certificate. The bid can be forwarded by owner or owner's representative. Representative will have to enclose the Letter of Authority / the Power of Attorney along with this offer or when demanded by JAP, otherwise the offer will be considered null and void at any stage as per the decision of JAP.
- b. **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.
- c. **The Sealed bids are to be submitted in two separate envelopes**
 - (i) **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft of Rs.25,000/- (Rupees Twenty Five Thousand only) towards EMD, drawn in favour of Executive Director, MP JAN ABHIYAN PARISHAD payable at BHOPAL, and other requested document mentioned in Annexure – I, placed in sealed envelope super-scribed "TECHNICAL BID -Tender for Appointment of Courier Service Agency" Tender Document received without EMD shall not be entertained.
 - (ii) **FINANCIAL BID:** Sealed Financial Bid placed in a separate envelop super-scribed: "FINANCIAL BID - Tender for Appointment of Courier Service Agency".

The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "Tender for Appointment of Courier Service Agency". This bigger envelop, should be addressed to -


The Executive Director,
MP Jan Abhiyan Parishad,
35, Rajiv Gandhi Bhawan
Shyamla Hills, Bhopal - 462002


And must reach to the JAP head office either by Registered Post/Speed Post/Courier or submitted by hand at reception counter at Head Office of JAP in Bhopal not later than

05.00 p.m. on 27th July 2018.


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(प्रमोद कुमार शर्मा)
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- d. Tenders received after the stipulated date and time shall not be entertained under any circumstances whatsoever. The JAP shall not be liable for any postal delays whatsoever. Conditional tenders shall not be entertained.
- e. The bidder(s) shall quote rates inclusive of all statutory levies, taxes, fees, cesses, duties, rate charges, surcharges, GST, octroi, transport, freight, costs & other taxes and components etc. No component of cost / tax or any other charges shall be paid by the JAP unless the same is included specifically in the quotations and agreed by the JAP. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
- f. The JAP reserves the right to reject or accept any or all bid(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many bidders are received satisfying the basic pre-requisite criteria.
- g. The financial Bids shall be opened on such date, as may be notified by JAP. Financial bids of only those agencies will be opened who qualify the technical bid requirements. Information regarding the opening of the financial bid will be communicated to technically qualified bidders. Bidder or their authorized representatives, (not more than one person) may be present at the time of opening of tender, if they so desire. In the event of due date being a close day or declared holiday, the due date for opening of the bids will be the following working day at the time and venue.


3- Amendment of Tender


- a. At any time prior to the last date for receipt of Bids, the JAP, may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum. Any such amendment issued along with the original Tender document will constitute Revised Tender.
- b. The addendum/corrigendum will be uploaded on the JAP website. The Bidders are requested to visit the website frequently to check for any amendments.


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क्षमता निर्माण सेल (हार्ड स्किल)
म.प्र. जन अभियान परिषद

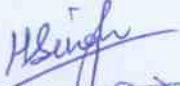

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(B) SPECIFICATION OF REQUIREMENTS-


1- SCOPE OF WORK-

- I. The Authorized representative of Courier agency will collect parcels/letters from the office MP Jan Abhiyan Parishad, 35, Rajeev Gandhi Bhawan, Shyamla Hills, Bhopal.
- II. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
- III. The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
- IV. The agency will also be responsible for packing of the material as per the requirement.
- V. The Courier agency will return the undelivered parcels/letters within two weeks.
- VI. The Courier agency will arrange to deliver parcels/letters within 03 days to all zonal headquarters, within 05 days to all district headquarters, within 07 days at block levels and within 10 days at village level on normal rates excluding packing.
- VII. The Courier agency will arrange to deliver parcels/letters within 04 days in all major cities of country which are connected by Air, within 05 days in smaller cities of country, within 07 days in remote stations of country
- VIII. In special circumstances and situation of urgencies the Courier agency will arrange to deliver parcels/letters with in half of the time as stated in point VI & VII above or the time period suggested by JAP to all zonal headquarters, district headquarters, block levels and village level instead of major cities, smaller cities & remote area in the country. For this purpose the agency may charge premium rates. If the consignment could not be delivered by the agency within the stipulated time period then the payment would be made at normal rate.
- IX. The courier agency 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.
- X. The Courier agency 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.
- XI. The quantities mentioned in the financial offer are tentative for evaluation of tender only actual quantities may vary.


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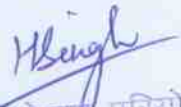
(C) GENERAL CONDITIONS OF TENDER-

1- Period of Contract-

- I. The contract will be valid for a period of one year initially subject to successful completion of the tasks.
- II. On expiry of one year, the JAP reserves the right to extend the contract for another one year on the same terms & conditions in writing if the service of the agency found satisfactory. Agency shall have no right or claim for the extension of the contract in any circumstances and decision of the JAP shall be final and absolute.


2- TERMINATION OF THE CONTRACT-


- I. JAP 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.
- II. The Agency 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 the agency have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by the JAP.
- III. The Parishad without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Agency for a suitable period without giving any notice in case the agency fails to honor its 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. JAP'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 JAP will have the right to put in place any other agency for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the agency.


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- IV. 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, JAP reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.


3- EARNEST MONEY DEPOSIT (EMD)

- I. The Earnest Money Deposit (EMD) of Rs. **25,000/- (Rupees: Twenty Five Thousand only)** in the form of Demand Draft/pay order drawn in favour of Executive Director, MP JAN ABHIYAN PARISHAD payable at Bhopal only is to be submitted along with the technical bid.
- II. Tenders received without the prescribed Earnest Money Deposit (EMD of Rs. 25000/-) shall not be entertained
- III. The EMDs of the unsuccessful bidders will be refunded without any interest or bank charges. The EMD of the Successful bidder will be deposited in the bank account of the parishad. After successful completion of the contract period the amount of EMD without any interest or bank charges shall be returned back to the agency.


4- IMPOUND OF EMD

EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfill any of the following conditions:

- I. If the Bidder withdraws its offer during the period of contract period.
- II. If after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
- III. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
- IV. The Agency does not commence Courier services within seven days of the stipulated date for commencement of Courier services,


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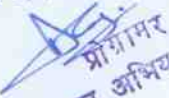
5- PAYMENT TERMS

- I. The Courier service will raise bills on completion of each calendar month. The proof of Delivery (PODs) will be preserved and maintained by courier agency and should be submitted along with the monthly bill payment. The Payment will be made within a reasonable time after scrutinizing and verifying the bills and PODs.
- II. In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, JAP reserves the right to deduct the amount from the monthly billing of the Courier Service.


6- LIQUIDATED DAMAGES-


- I. 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 JAP shall be final and not challengeable by the Agency.
- II. The Agency 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. JAP shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.
- III. All the material shall be deemed to be in the possession of the Agency and in its care and custody, at its risk and responsibility from the moment they have been handed over to and accepted in writing by the Agency or his representative at the pickup point and till such time they are delivered to the addressees under proper acknowledgement. The Agency 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 JAP shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.


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