

National Seeds Corporation Limited

Beej Bhawan, Pusa Complex,
New Delhi

NOTICE INVITING TENDER (Tender No.NSC/Courier/2013-14)

National Seeds Corporation Limited (NSC) invites tender from eligible firms for the work "Providing Courier Services for Corporate Office at Beej Bhawan and other Offices of NSC etc.".

Contract Period	:12 Months
Sale of Tender Document	:15.07.2013 to 19.07.2013
Last Date and Time of tender submission:	22.07.2013 time 3.00 PM
Date and Time of opening Tender	:22.07.2013 time 3.30 PM

For detailed information log on to www.indiaseeds.com . Tender documents can be purchased from office of the Assistant Manager (Welfare), National Seeds Corporation Limited, Beej Bhawan, Pusa Complex, New Delhi - 110012. The tender documents can also be downloaded from the website of the NSC, in that case parties have to submit the tender fee in the form of DD/Banker Cheque alongwith the tender documents.

Assistant Manager (Welfare),
National Seeds Corporation Ltd;
Beej Bhawan, Pusa Complex,
New Delhi

National Seeds Corporation Limited

Application Form/Tender Documents for providing courier services in NSC

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National Seeds Corporation Limited

Tender No NSC/COURIER/2013-14

Dated :09.07.2013

NOTICE INVITING TENDER

Sealed quotations are invited from Delhi based bonafide, competent and experienced courier agencies of good repute, credentials, and sound financial standing for providing courier service in NSC office.

Technical Requirements

- (1) Only authorized agencies in the business of providing courier services with minimum experience of 3 years in the services are permitted.
- (2) Average annual turnover from similar works of last 3 years should be greater than or equal to Rs.2.60 lakhs.
- (3) An EMD of Rs.6000/- in form of demand draft/pay order/banker's cheque in favour of "National Seeds Corporation Limited " payable at Delhi is to be submitted.
- (4) The tender documents can also be downloaded from the website of the NSC, in that case parties have to submit the tender fee in the form of DD/Banker Cheque alongwith the tender documents.

The contractor should have to submit the following documents duly attested along with quotation:

- (1) Income Tax returns for last 3 years along with copy of PAN card.
- (2) Audited Balance sheet for the last three years
- (3) DVAT registration certificate.
- (4) A list of similar works executed during the last three years alongwith their proof (eg. Client certificate)and contracts in hand.
- (5) Service Tax registration No -----and date of registration.
- (6) Proof of legal entity.
- (7) (i) Tender form will be available for sale in the office of the undersigned (on all working days) from 15.07.2013 to 19.07.2013 10.00 to 1700 hrs.) Tender documents describing the eligibility criteria, scope of work/services and the terms & conditions for the contract are available for purchase on payment of a non-refundable fee of Rs.1575/- (Rupees One thousand five hundred seventy five only) through DD/Bankers Cheque drawn in favour of National Seeds Corporation Limited Payable at Delhi.

(ii) Duly signed/filled up tender form may be submitted latest by 15.00hrs in sealed cover on 22.07.2013

(iii) The tender will be opened at 15:30 hrs on 22.07.2013

The Agency should also have competence, infrastructure and expertise to provide the said service. The Agency should have adequate financial and technical competence and should be able to carryout the work.

1. Quotations can be submitted to the office of the undersigned in Sealed Cover up to 1500 hours on 22.07.2013 .
 2. The submissions received after the stipulated time and date shall not be entertained.
 3. NSC Limited takes no responsibility for delay , loss or non-receipt of the quotation document sent by post/courier.
 4. NSC Limited reserves the right to reject any or all quotations without assigning any reason whatsoever.
 5. NSC Limited also does not bind itself to accept the lowest rate.
 6. Telex/FAX/E-mail offers will not be accepted.
- Encl:

Assistant Manager (Welfare),
National Seeds Corporation Ltd;
Beej Bhawan, Pusa Complex,
New Delhi

SCOPE OF WORK

- 1 The Authorized representative of Courier agency will collect parcels/letters
2. The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
3. The Courier agency will arrange to deliver parcels/letters within 24 hours in all major cities which are connected by Air, within 48 hours in smaller cities, with in 96 hours in remote stations and 3-4 days for international deliveries.
4. 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 any body other than the recipient.
5. 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.
6. The Courier agency will return the undelivered parcels/letters within two weeks.
7. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
8. The quantities mentioned in the financial offer are tentative for evaluation of tender only actual quantities may vary.

TERMS AND CONDITIONS

1. 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.
2. The Courier agency is required to have branch offices in all metropolitan cities, state capitals and other major towns of India. 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 are located.
3. An EMD of 6000/- will have to be submitted in a separate cover at the submission of the tender.
4. The successful tenderer is required to deposit an amount of Rs.50,000/- only as performance guarantee. The EMD submitted by the tenderer will be adjusted against the performance guarantee of the successful tenderer. The balance performance guarantee of Rs.44000/- will have to be paid by the contractor within three days after issuing of LOA. The performance Guarantee will be refunded only after the completion of work in all respects by the contractor.
5. The period of contract shall be two years in the first instance from the dated of taking position by the Contractor. The company may extend the contract beyond the original.
6. The agency shall have their representatives accessible either by person or by phone during office or after office hours and if called for to attend work concerning delivery of Dak.
7. The agency shall ensure safe delivery and confidentiality of the document entrusted to it.
8. The agency shall observe the highest standard of ethics during the execution of the contract.
9. NSC will reject a proposal for award if it determines that the Courier agency recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question. NSC will also declare the firm ineligible indefinitely or for a stated period of time.
10. The agency shall indemnify and keep indemnified the NSC against any loss,

demand, action, proceeding, damages, cost charges and expenses which may be made or brought or commenced against NSC by any of its act contrary to the terms of the agreement.

11. The tenderer shall observe the laws applicable and the rule or code of conduct of the agency.

12. Arbitration

i) In the event of any question, dispute/difference arising shall be referred to the sole arbitration of CMD,NSC or his nominee.

ii) The award of the arbitrator shall be final binding on the parties.

13. In case of untimely or non-delivery of parcels/letters etc or damage to the parcels/letters, an amount equivalent to five times the amount incurred on Courier Service will be deducted from the monthly billing of the Courier Service.

14. The contract is not transferable/assignable.

15. Renewal of the contract will be considered by mutual consent of both the parties.

16. If any of the terms and conditions provided herein or any direction issued is not complied with or agency is found to have committed any breach thereof the security deposit/performance guarantee shall be forfeited without any further notice besides terminating the contract. The decision of NSC shall be final in this regard.

Penalty Clause

A penalty of 100/- will be imposed for any omission/negligence/delay in delivery for national letters and 500/- for international letters. If the performance/service of the company is found unsatisfactory the contract will be terminated without giving any notice.

Payment Terms

1. The Courier service will raise bills on completion of each calendar month along with proof of delivery of the previous month and payments will be made within a reasonable time.

2 In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, NSC reserves the right to deduct the amount from the monthly billing of the Courier Service.

3. Letters which cannot be delivered due to non availability of services of the agency can be sent to the addressee by registered post at the agencies cost.

FINANCIAL OFFER

RATES FOR DOMESTIC SECTORS

Place	Weight	Rate (Rs.)
Delhi	250 Gms.	
	Every addl. 250 gms	
Ghaziabad, Gurgaon, Fridabad, Noida and NCT Region	250 Gms	
	Every Addl. 250 Gms.	
Rest of India	250 Gms	
	Every Addl. 250 Gms.	

Taxes, if any :