

GUJARAT NATIONAL LAW UNIVERSITY

(Established Under Gujarat Act No.: 09 of 2003)



Gujarat National Law University

Tender Notice No: PC-24/2017

Tender for Appointment of Courier Agency (2nd Attempt)

Gujarat National Law University

Attalika Avenue, Knowledge Corridor, Koba
Koba (Sub P. O.), Gandhinagar - 382426 (Gujarat), INDIA.

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Tender Notice no: PC-24/2017**1. Tender Notification:**

Gujarat National Law University (GNLU), Gandhinagar, invites sealed tender offers from eligible, reputed and/or their authorized agencies for courier services at GNLU, Gandhinagar as specified in Schedule of Requirement of this tender.

Tender document may be filled on <http://www.gnlu.ac.in/tender.php> by any interested eligible agencies. The prescribed nonrefundable tender fee, as mentioned in the tender document, should be sent with your offer by DD in favour of "Gujarat National Law University, Ahmedabad". Any subsequent amendments in the tender document will be available on above mentioned website.

Duly filled-in tender documents may be submitted to the office of The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat, India by speed post/RPAD or by hand, on or before 17th June 2017 up to 05:00 PM..

1.0	NAME OF WORK	Tender for Appointment of Courier Agencies At GNLU, Gandhinagar Tender for Appointment of Courier Agency (2 nd Attempt)
2.0	Estimated Cost of Tender Work	₹ 1,50,000/- (Approx. Yearly transaction)
3.0	Tender Fee	₹ 1,500/- (Non Refundable)
4.0	Earnest Money Deposit (EMD)	₹ 1,500/-
5.0	Date of issue of Online Tender	9 th June 2017 on http://www.gnlu.ac.in/tender.php
6.0	Last date for receiving hard copy of all the tender documents along with Tender Fees & EMD	17 th June, 2017 up to 05:00 PM.
7.0	Technical Tender Opening Date	Will be intimated to the Participants
8.0	Address for Communication, Queries and Submission of filled tender document.	The Registrar, Gujarat National Law University Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P. O.), Gandhinagar 382426 Gujarat, India.

- Separate DD for Prescribed Tender Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this tender document. Offers received without them will be rejected. **No exemptions.**
- Detailed Technical Specifications, Terms and Conditions, Scope of Work, various format and Performa for submitting the tender offer are described in this tender document.
- Do not change this tender document. Any change/s made in the tender document by the vendor will lead to disqualification. Such offers will be rejected.

2. Eligibility Criteria for the bidder:

1. The bidder may be a proprietary firm, partnership firm, Limited Company, Corporate body 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 Courier Service provider Agencies shall have an all India network.
3. The Bidder shall have experience of providing Courier Services for last 03 years ending 31st March 2017.
4. Financial Turnover during the last 3 years, ending 31st March 2017 should be at least Rs. 1.5 Lac per year. Documentary evidence to be provided duly attested by the Agency.
5. 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.
6. There should be no case with the police/Court against the proprietor /Firm/Partner or the Company.
7. The bidders shall have the following Registrations and details of the same be provided in the Technical Bid.
 - a. Registration with the various statutory bodies as necessary for carrying out the business.
 - b. Service Tax Registration
 - c. PAN No.

GENERAL TERMS AND CONDITIONS

- (1) **Tender Fee:** An amount of ₹ 1,500.00 (Rupees One Thousand Five Hundred only) as tender fee (non-refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of “Gujarat National Law University”, payable at Ahmedabad. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing Tender fee.**
- (2) **Earnest Money Deposit (EMD):** An amount of ₹ 1,500.00 (Rupees One Thousand Five hundred only) in the form of Demand Draft drawn in favour of “Gujarat National Law University”, payable at Ahmedabad as **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. Any bid without EMD will be summarily rejected. No interest is payable on EMD.** EMD will be refunded to the unsuccessful bidder, after 15 days from the completion of the tender process. The EMD of successful agency awarded with the contract to be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected agency after award of contract, fails to execute the same.
- (3) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may either bid directly or authorize their Country/Regional/State Distributors/Dealers/Agencies, to quote with valid authorization certificate, capability to sale and service of the products.
- (4) **PERIOD OF CONTRACT:** This agreement shall be valid initially for a period of 12 (Twelve) Months extendable for a further at the same terms and conditions of the original Agreement subject to satisfactory performance certificate from user department during contract period.
- (5) **Acceptance of Tender:** The Authority of Gujarat National Law University, Gandhinagar does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof. The authority may also decide to empanel more than one firm or their certified authorized agents/dealers and fix a price band for the product specifications offered by different companies/firms, compliant to minimum specifications asked in the tender. This is in view of the spectrum of products available in the market, requirements of the University.
- (6) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (7) **Service:** Response Time should be less than 24 (Twenty four) hours on the same business day.
- (8) **Conditional Offer** will not be accepted.
- (9) **Amendment of Bidding Documents (Corrigendum):** At any time prior to the deadline for submission of bids, GNLU may modify the bidding documents. The corrigendum will be published on website <http://www.gnlu.ac.in/tender.php> In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids GNLU, at its discretion, may extend the deadline for the submission of bids.
- (10) **Period of Validity:** Bids shall remain valid for acceptance for a period of 60 days from the date of opening of the price bid.

- (11) The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to Gujarat National Law University, Gandhinagar by the selected OEM/agency.
- (12) **Past Performance of the agency will be judged at the time of Technical Evaluation.**
- (13) **The University does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee.
- (14) The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the agency in future.
- (15) The Courier Agency shall be responsible for the salary, provident fund, bonus, pension or any other benefits available under the statutes and rules framed thereunder for their staff members. GNLU shall not be responsible for their default whatsoever
- **The person/officer signing** the tender/bid documents should be authorized by the Chief Executive Office/Managing Director / Proprietor / Partner of the Company to sign such documents.
 - **Opening of Price Bids:** The Price Bid(s) of only those agency(s) who are found technically qualified will be opened and the same will be opened before the technically qualified agency(s).
 - Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
- (16) **IMPORTANT:**
- University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind to accept the lowest bid. The University at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the work Order.
 - A bid submitted with false information will not only be rejected but also the firm/agency will be debarred from participation in future tendering process.
 - The Firms/Agency need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in any state level/national organization or educational institute/university.
 - In case of any dispute, the decision of the Director of this University shall be final and binding on the bidders.
 - For any query pertaining to this bid document, correspondence be addressed to: The Registrar, GNLU.

**Signature of the Authorised Signatory
(With seal)**

SPECIFIC TERMS RELATED TO CONTRACT

1. The period of contract of under the scope of work shall be valid for one year which may be extended by two years, one year at a time, if the services are found to be satisfactory on the same terms and conditions and at the discretion of Authority of the GNLU, Gandhinagar.
2. It shall be the responsibility of the courier agency to promptly respond to GNLU calls, No tampering of samples and documentation and ensure safe delivery of the documents to the destination without any damage.
3. Challans of consignment should specify with minimum details as follows: a. Consignment No. & date b. Nature of packing & Weight. c. Consignor and Consignee with stamp & Signature. d. Mode of Dispatch e. Any other details.
4. Proof of Delivery (POD) of the samples should be given to GNLU. POD should invariably contain the consignee stamp & signature. Please mention whether any other proof of delivery other than POD is available (with supporting document). Two copies POD/Booking to be enclosed with the bill.
5. Facilities to track the courier through website should be available.
6. The Agency shall maintain a register/ document for the courier collected and packed in our office premises.
7. To bear all taxes, rates charges, levies or claims, whatsoever, as may be imposed by the State. Central Government or any local body or authority. To furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by the GNLU, Gandhinagar from time to time.
8. Responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by Courier Agency for the purpose at premises of GNLU, Gandhinagar or for any accident caused to them and the GNLU Gandhinagar shall not be liable to bear any expense in this regard.
9. In case of any changes of constitution of the Agency, the rights of GNLU, Gandhinagar should not suffer.
10. All personnel engaged by Agency shall not disclose the identification of the documents details to anyone. In case the same is proved the stringent action shall be taken against the Agency.
11. A local representative of Agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract.
12. The Agency shall ensure that all personnel deployed for lifting the documents is fully loyal-to and assist the GNLU Gandhinagar during normal periods as well as during other emergencies
13. The GNLU Gandhinagar shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable except as under the contract.
14. Before submission of the bill, the Agency shall ensure that the documents/materials are properly delivered in good conditions and POD enclosed.
15. No request for making advance payment on any ground shall be entertained.
16. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
17. The Income tax as applicable shall be deducted from the bill unless exempted by the Income tax Department
18. During the course of the contract period, the Agency shall deposit service tax at prevailing rates as per GOI norms.
19. The decision of GNLU Gandhinagar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
20. An agreement shall be signed with the successful agency as per specimen enclosed.

21. The GNLU, Gandhinagar shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other documents/matters and his decision shall be final and binding.
22. Penalty: In case of non compliance of the terms and condition of the contract the GNLU reserve the right to impose penalty up-to maximum 10 % of the total annual value of the contract during the period of operation or forfeit the security deposit whichever is higher.
23. Termination; The contract may be terminated by GNLU, Gandhinagar giving one month notice, in case the agency a. Assigns or sub-contract of 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.

AUTHORIZED SIGNATORY
With Office Seal

C) APPLICATION FORM

To,

The Registrar
 Gujarat National Law University
 Attalika Avenue, Knowledge Corridor,
 Koba, Koba (Sub. P.O.), Gandhinagar - 382426 (Gujarat), INDIA

Subject: Tender for Appointment of Courier Agency

Sir,

Please refer to your Tender Notice No.PC-24/2017 published in newspapers, Tender for Appointment of Courier Agency .We are hereby applying for the same as per the details here under:

Vendor / Contractor Details	
Firm/Vendor / Contractor Name:	
Status: (Proprietorship / Partnership / JV / Company etc.)	
Firm/Vendor / Contractor Type: (Service Provider / Supplier / Supply-cum-Service Provider)	
Office Location:	
Address:	
City:	
State:	
Telephone:	
E-Mail:	
Pin Code:	
Fax Number:	
Website:	

**Signature of the Authorised Signatory
 (With seal)**

Tax Details

PAN No.:		Company TAN No.:	
VAT No.:		VAT Reg. Date:	
CST No.:		CST Reg. Date:	
STN No.:		STN Reg. Date:	
ESI No.:		ESI Reg. Date:	
PF No.:		PF Reg. Date:	
ECC No.:		ECC Reg. Date:	

Note:

Please enclose copy of all the relevant documents. Failing the same may lead to the rejection of the bid.

Financial Details (Income Tax Return) and Balance Sheet

Financial Year	Turn Over in Lacs	Profit in Lacs	Remarks
2016-17			
2015-16			
2014-15			

Note:

Please enclose the Audited Annual Accounts for the last three financial years along with the tax returns and clearance certificate. Failing the same may lead to the rejection of the bid.

Experience details as per requirement of tender

Sr. No	Name of the Customer	Address of the Customer	Starting Date of Services	Completion Date of the Services	Value of the project in `
1					
2					
3					

Note:

- Submit the copy of purchase order indicating the project value, customer contact details, customer completion certificate, customer satisfaction certificate etc.
- Please mention only those projects which meet the criteria of eligible bidder.

Sr. No.	Item	Amount (In ₹)	Name of the Bank & Branch	Demand Draft No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

Note: - Make sure that the documents are in the same as order as the above list.

**Signature of the Authorised Signatory
(With seal)**

DECLARATION

1. I, ----- Son /Daughter of Mr. -----
-- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----
----- am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/we/am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

**Signature of the Authorised Signatory
(With seal)**

Place:
Date:

Tender for Courier Services
(FINANCIAL BID)

Sr.No.	Place	Upto 250 gm	Beyond 250 gm
1	Local Ahmedabad- Gandhinagar and within Gujarat		
2	Metropolitan Cities		
3	Southern states		
4	Northern states		
5	North-eastern States		
6	Any other States		

Date:

Signature:

Name:

Seal: