

Annexure-A

(Web Site: www.iimkashipur.ac.in)



TENDER DOCUMENT

FOR RATE CONTRACT FROM COURIER SERVICES AGENCIES

NOTICE INVITING TENDER (NIT) NO.
IIMKASHPUR/PUR DEPTT /NIT/ 13 / 2024-25 DATED 07 NOVEMBER 2024

SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in two bid system from reputed, experienced and financially sound advertisement agencies/companies.

Brief Tender Details:

Brief Tender Details:

Tender Description	EMD (Rs.)
Tender for rate contract from Advertising Agencies	5,000/-

Note: As per Amendment to the Rule 170(i) of General Financial Rules (GFR), 2017 the MSMEs are exempted to submit EMD in case of limited tender enquiry as defined in MSME procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME).

The tender document can be downloaded from Institute website: www.iimkashipur.ac.in and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	07 Nov 2024	1100hrs
2	Bid Submission start date & time	07 Nov 2024	1100hrs
3	Bid Submission close date & time	28 Nov 2024	1100hrs
5	Opening of Technical Bid	28 Nov 2024	1130hrs

INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for rate contract under two bid system (Technical Bid placed as Annexure-I and Financial Bid placed as Annexure-II) from reputed experienced and financially sound parties listed in this NIT. Please super scribe the outer cover of the sealed bid as "RATE CONTRACT FROM COURIER SERVICES AGENCIES", NIT/13 (dated 07 Nov 2024) to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.

1. The Financial bids of only eligible and technically qualified bidders will be taken into account, after the

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same has been ascertained by evaluation of the Bids by the Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.

2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:-

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088270882,7900444090 / 321
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	28 Nov 2024 at 1100hrs hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Technical Bid	28 Nov 2024 at 1130 hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender.

3. **Cost of Bid Document:** Bidders can download bid / tender document from the website of IIM Kashipur and CPPP portal.

4. **Issue of Tender:** The tender document can be downloaded from the Institute website - www.iimkashipur.ac. In or eprocure.gov.in. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.

5. **Tender Value/Estimated Volume of Business** The bi-yearly total estimated cost/bid value/tender value of the NIT is approximately Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only).

6. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.

7. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.

8. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

9. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and stamped on each page along with Annexure-I of the NIT supported by demand drafts (Tender Fees and EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-II of the NIT, duly filled and signed.

10. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by 20 Nov 2024, any queries received beyond the above mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.

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11. **Modification and Withdrawal of Bids**: A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.

12. **Rejection of Bids**: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.

13. **Validity of Bids**: The Bids should remain valid till **90 days** from the last date of submission of the Bids.

14. **Earnest Money Deposit (EMD)**: Bidders are required to submit (EMD) of amount Rs. **5,000/- (Rupees Five Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable **in favour of "Indian Institute of Management, Kashipur"** payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

a. **Security Deposit**: The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to Rs. **6,000/- (Rupees Six Thousand only)** within 30 days of receipt of the confirmed order. EMD shall be release after receiving Security deposit from the successful bidder.

• The Security Deposit shall be released after the completion of the work pursuant to this Contract based on the "Completion Certificate" issued by IIM KASHIPUR stating that the Bidder has completed the work in all respects, satisfactorily. The Security Deposit, however, shall be released only after the expiry of the contract period, and after clearance of the final bill based on "**No Claim Certificate**" from the Bidder.

15. **Payment Terms** - Payments will be made through ECS/ NEFT on monthly basis after submission of the signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made. On receipt of the Final payments, the Bidder shall furnish a "**No Claim Certificate**" to IIMKashipur.

SECTION – II

Conditions of the Contract

1. **General Terms and Conditions**:

(a) The contract will be for two years starting from the date of awarding the contract. The contract shall be extendable annually on satisfactory performance and mutual consent of both the parties. Proposed date of commencement of the Work/Contract: **20 Dec 2024**.

(b) Door- Step delivery and Pick -up of all parcels, courier items are required to be done by the vendor. No extra charges shall be paid to the vendor for pick-up and door-step delivery of the articles. The price should be quoted inclusive of all taxes and all other miscellaneous charges. No extra payment shall be paid.

(c) The Price quoted by the L-1 bidders shall be valid for two years. No escalation of price shall be entertained for two years. Prices for the third year and thereafter may be mutually agreed upon by the both parties as per prevailing

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market rates at that time.

(d) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract.

(e) Any one or more the following action/commission/omission are likely to cause summary rejection of tender:

- i. If the EMD and / or Tender fee is not found in order or receipts are not attached with the Technical Bid.
- ii. Any bid received late without conclusive proof that it was delivered before the specified closing time.
- iii. Any bid received unsealed or improperly sealed
- iv. Any conditional bid or bid offering rebate
- v. Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents
- vi. Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.

(f) IIM Kashipur reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. The lowest bidder shall be decided by the rates quoted as per financial bid.

(g) The successful contractor should execute a Contract on non-judicial stamp Rs. 100/-, incorporating the various terms and conditions. In the event of bidder backing out before actual award of execution of Contract, such bidder will be liable to forfeit the EMD. The decision of the Hon'ble Director of IIM Kashipur will be final in all respect and will be acceptable to all the tenderers.

(h) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

2. Non-disclosure of Contract documents: Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.

3. Termination of Contract: IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (i) The agreement may be terminated in whole or in part, by either party in the event of a material breach by a party that is not cured within thirty (30) days of notice from the non-breaching party.
- (ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.
- (iii) In addition to the above, either Parties may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.

4. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

5. Non-Solicitation: During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the

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purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent hiring based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.

6. Notices: All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

7. Liquidated Damages: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

8. Force Majeure: Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

8. Confidentiality: Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

9. Indemnity: The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.

10. Arbitration: In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the

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Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

SECTION- IV

SCOPE OF WORK

1. The agency should be able to execute all kinds of courier services work.
2. Door- Step delivery and Pick -up of all parcels, courier items are required to be done by the vendor. No extra charges shall be paid to the vendor for pick-up and door-step delivery of the articles. The price should be quoted inclusive of all taxes and all other miscellaneous charges. No extra payment shall be paid.
3. The Price quoted by the L-1 bidders shall be valid for two years. No escalation of price shall be entertained for two years. Prices for the third year and thereafter may be mutually agreed upon by the both parties as per prevailing market rates at that time.
4. The facility for tracking the courier/consignment through company website should be available.
5. The courier agency shall return the undelivered consignment to the institute within a maximum period of three weeks.

SECTION – V

Technical/ Eligibility Criteria of the Bidders

1. Eligibility Criteria

- (a) The agency should have valid GST registration (documentary evidence to be submitted).
- (b) Minimum 02 (two) years of experience of similar work. (Documentary evidence to this effect should be enclosed) (Annexure-A).
- (c) Average Turn over in last 3 (three) financial years (2021-22, 2022-23 & 2023-24) shall not be less than One lakh (A self-attested copy of certificate issued by a Chartered Accountant or Audited Annual Report shall be enclosed) (Annexure-B).
- (d) EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- (e) There should be no criminal case pending with the police against the Proprietor/Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated in the Bid will be assumed for this purpose(Annexure-C).

2. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the NIT, both technically and commercially.

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- b. The Bids forwarded by the Bidders will be evaluated by the IIM Kashipur with reference to the technical/eligibility characteristics of the NIT. The compliance of Bids would be determined based on the parameters specified in the NIT and financial evaluation in total.
- c. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Financial Bid on Annexure-I
- d. The bidder should preferably sign Annexure-I of the NIT on the letter head of the firm. All the rates quoted should be inclusive of all taxes. The financial bid should be sealed and kept separately written "Financial Bid" and the firm name and NIT for "RATE CONTRACT FROM COURIER SERVICES AGENCIES".
- e. In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

Signature of the Bidder
with Rubber Stamp of Prop. Or Firm or Company

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List of Work orders and Work Completion Certificates

Sr. No.	Department / Company Name	Work Description	Contract Value (Rs.)	Contract start Date	Contract Completion Date	Work order attached YES or NO	Completion Certificate attached YES or NO	Page No. on submitted document
1								
2								
3								
4								
5								

Company Name: _____
Name of Authorized Person: _____
Authorized Signatory: _____

Date: _____



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

Annexure-B

CA Turnover Certificate

(Format of the CA Certificate to be submitted by the Firm)

Dear Sir/ Ma'am,

This is to certify that M/s _____ having office at _____ are in the business of _____ for completed years (considered up to 31-March of last Financial Year). Their Turnover in each Financial Year during the preceding years (years in words) are as given below:

SR. NO.	FINANCIAL YEAR	ANNUAL TURN OVER IN INR
1	2021-2022	
2	2022-2023	
3	2023-2024	
Average of three years		

This is further certified that the above Turnover is in line with the Turnover declared by the Business in their Income Tax Returns filed under PAN No:

[UDIN] _____

For _____, Chartered Accountants

Partner, M. No/ FRN No. _____

Date: _____

Place: _____

Note: If Bidders having turnover and profit and loss certificate in own format, they can submit in that format else Bidders have to submit turnover certificate in this format.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

Annexure-C

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON-DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

Dear Sir/ Ma'am,

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last __years.

For _____

Authorised Stamp and Signatory Date:



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

ANNEXURE-I

(Refers to IIM Kashipur/NIT/13)

FINANCIAL BID

Name of the Tenderers Firm: _____

Sl. No.	Weight (in Grams)	Courier Charges (in Rs.)				
		Local	Up to 200 Kms	201kms to 1000kms	1001kms to 2000kms	Above 2000kms
01	Up to 50					
02	51 to 200					
03	201 to 500					
04	501 to 1000					
05	1001 to 1500					
06	1501 to 2000					
07	2001 to 2500					
08	2501 to 3000					
09	3001 to 3500					
10	3501 to 4000					
11	4001 to 4500					
12	4501 to 5000					

Note:

1. GST will be payable extra, as applicable.
2. Door- Step delivery and Pick -up of all parcels, courier items are required to be done by the vendor. No extra charges shall be paid to the vendor for pick-up and door-step delivery of the articles. The price should be quoted inclusive of all taxes and all other miscellaneous charges like freight etc. No extra payment shall be paid.

Date:

Signature of the Tenderer with Firm's Seal

BIDDER'S SIGNATURE WITH SEAL