

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ADMINISTRATION SECTION



Tender Form

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ADMINISTRATION SECTION**

TENDER FORM FOR THE

**“MANAGEMENT OF CENTRAL MAIL DISTRIBUTION
SYSTEM AND COURIER SERVICES”**

ISSUED TO

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ADMINISTRATION SECTION

TENDER NOTICE

Sealed tenders are invited for the Management of Central Mail Distribution System and Courier Services at IIT Kanpur. The tenders shall be accepted until **at 3 p.m. on 28.08.2012 in the Administration Section (Room No. 211), Faculty Building, IIT Kanpur – 208016.**

The prescribed Application Form containing the details may be obtained from Admin. Section from 17.08.2012 to 27.08.2012 during 09.00 a.m. to 05.00 p.m. on depositing the bank draft of Rs. 500/- in favour of Registrar, IIT Kanpur. The same can also be down loaded from the Institute's website :- **<http://www.iitk.ac.in/infocell/tender/admin>**. However, the downloaded application form must be accompanied by a draft of Rs. 500/- drawn in favour of Registrar, IIT Kanpur.

The Tender-bidders have to quote the bid amount separately for each work.

Tenders shall be opened on **28.08.2012 at 04:00 p.m.** in the presence of Tender Committee Members & Tender-bidders in Faculty Building 212, IIT Kanpur. The Institute reserves right to reject any or all the tenders without assigning any reasons, thereof.

Deputy Registrar (Admin.)

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ADMINISTRATION SECTION

No. Estt./IITK/2012-13/758

Date 13 August, 2012

GENERAL TERMS & CONDITIONS OF THE MAIL DISTRIBUTION SYSTEM AND COURIER SERVICES

1. The aim of the contract is to manage the system of Central Mail Distribution at IIT Kanpur. The duration of the contract shall be for a maximum period of **one** year only, out of which first **three** months shall be on probation. On satisfactory completion of probation period, the contract shall be extended for the remaining period. However, the contract may be terminated by the Institute by giving a notice of 15 days.
2. The prescribed Application Form containing the details may be obtained from Admin. Section from **17.08.12** to **28.08.2012** during 09.00 a.m. to 05.00 p.m. on depositing Rs. 500/- by draft. The same can also be down loaded from the Institute's website :- <http://www.iitk.ac.in/infocell/tender/admin>. However, the downloaded application form must be accompanied by a draft of Rs. 500/- drawn in favour of Registrar, IIT Kanpur.
3. There will be two bid system comprising of Technical & Financial bid. Both bids are to be kept separately in each packet, clearly marked with "TECHNICAL BID" and "FINANCIALLY BID" respectively. These two bids be kept together packed in a separate envelope marked as a "**Tender for Management of Central Mail Distribution System and Courier Services at IIT Kanpur.**"
4. The aspiring agencies must carefully read the conditions of the contract enclosed with this Tender Form before quoting rates. The rates quoted once shall be final and no amendments/corrections shall be entertained in any circumstances.
5. The concerned agency must fill-up the form clearly along with full addresses both permanent and temporary in the Tender form.
6. No addition or alteration is allowed in the tender document. Any addition or alteration, if required, must be carried out by the agency with appropriate initials and stamp of the agency. For such reason, the tender is liable to be rejected.
7. The Institute reserves the right to accept or reject any or all the applications without assigning any reasons thereof. The tenders which are incomplete, illegible or not fulfilling any of the conditions shall be rejected summarily. The conditional tender shall not be accepted in any circumstances.
8. The Agency having adequate experience in running the said work in Government departments, public undertakings, renowned Educational Institutes or elsewhere may apply along with experience certificate or any other proof.
9. Alongwith the financial bid, the agencies shall be required to deposit a **Earnest Money** of **Rs. 20,000/-** drawn in favour of the Registrar, IIT, Kanpur in the form of FDR. At the time of award of contract, the concerned agency is required to submit a **Bank Guarantee** of **Rs. One Lakh** in favour of IIT Kanpur.

10. The Tender alongwith Earnest Money in a sealed cover, superscribing "**Tender for Management of Central Mail Distribution System and Courier Services at IIT Kanpur**" shall be received on or before **28.08.2012** upto **03.00pm** in the **Admin. Section, Room No. 211 Faculty Building, IIT Kanpur**. No application shall be entertained after the stipulated period.
11. The Tender shall be opened on the same day at 04.00 p.m. in the presence of aspiring bidders or their authorized representatives bearing their Authority- Letter for the same.
12. The Agency to whom the tender is awarded would be required to execute an agreement with the Institute on a Non-judicial Stamp Paper of **Rs. 100/- (Rupees One hundred Only)** within one week from the date of award of contract, failing which the Institute shall be at liberty to forfeit the earnest money and the acceptance of the tender may be withdrawn and be awarded to the next lower bidder. The cost of the stamps paper required for the purpose shall be borne by the Agency.
13. The Agency shall not assign or sublet the contract or any part thereof or any benefit or interest therein or there under without written consent of the Institute. The whole of the work written in the contract shall be executed by the concerned agency only. The agency shall be fully responsible for the act and omission, default and neglect of its employees and such act/omission shall be treated as a fault of the concerned agency only. In the case of any default or negligence under such contract, the competent authority may impose fine or penalty against the Agency. The contract shall be cancelled after issuing the three consecutive warning and the Agency shall have to vacate the place within even days time.
14. The entire business of the contract shall be carried out in the name and behest by the Agency. The Agency shall at all time be available in the Institute and the business of the contract shall not be delegated to any other person under any circumstances. However, if for any reason, the Agency is not in a position to perform its business for more than 3 days, they shall intimate the reason thereof to the Institute within 3 days of such happening, failing which it shall be automatically be construed the breach of contract by the agency. Thus, the agreement would be liable to be terminated.
15. The Agency shall have to make its own arrangements for safe storage of materials and accommodation for their staff etc. No employee of the agency or the licensee himself shall be permitted to reside in the premises of the Institute.
16. The Security Money of the successful applicant shall be liable to be forfeited as liquidated damages in the event of evasion, refusal or delay on his part of executing the agreement and EMD of unsuccessful bidders shall be returned after 30 days from the date of opening of the tenders.
17. The Earnest Money Deposit of the bidder who intimates the withdrawal of his tender in breach of conditions of contract, evades or refuses to sign the Contract Bond on acceptance of his tender within a period of its validity, shall also be liable for forfeiture.
18. The validity of the tender shall be thirty days from the date of its opening
19. No compensation shall be allowed for fluctuation in the market rates of men and material.

The Director, IIT Kanpur shall be the sole arbitrator for all disputes/differences, if any, arising between the parties. The submission, if any shall be dealt with according to the provisions of the Arbitration & Reconciliation Act, 1996 and the decision of the Director shall be final and binding on the parties.

Deputy Registrar (Admin.)

STATUS OF INFORMATION FOR TECHNICAL BID (EVALUATION) OF COURIER COMPANY

- Service Tax registration
- Copies of last five year service tax paid in Central Exercise department.
- Copy of organizational structure and Nos of manpower on roll alongwith information regarding their salary, designation etc.
- Copies of profit loss account for last five years.
- Copies of compliance of minimum wages Act.
- EPF registration
- ESI registration
- Statutory compliance of Central Govt. /State Govt., if any.
- Service provides in major cities and numbers of Branches in India & abroad.
- Clientage with reputed firm/dept.
- Tracking mode availability.
- Credibility/reputation/Awards received, if any.
- Tan No./ Registration No.

**MANAGEMENT OF CENTRAL MAIL DISTRIBUTION SYSTEM
AND COURIER SERVICES AT IIT KANPUR
(FINANCIAL BID)**

RATE LIST

1. EXTERNAL DAK :

Sl. No.	Places	Weight of the packet	Rate (Rs.)	Remarks
A (i)	Within Kanpur City			
(ii)	Within UP (Except Kanpur City)			
(iii)	Within India (Except UP)			
B	Foreign Countries			
(i)				
(ii)				
(iii)				
(iv)				
(v)				
(vi)				

2. INTERNAL DAK DISTRIBUTION:

Sl.No.	Particulars	Rates (Rs.)/month	Remarks
1.	Pick up and distribution of Dak/Circular within the campus of IIT Kanpur		

The charges for any other work assigned (not covered above) shall be mutually decided by the Institute and the Agency.

Signature of the Tender-bidder -----

Name of Agency -----

**APPLICATION FOR THE MANAGEMENT OF CENTRAL MAIL DISTRIBUTION
SYSTEM AND COURIER SERVICES AT IIT KANPUR**

1. Name of the Agency : _____
(CAPITAL LETTERS)
2. Name of Owner/Proprietor : _____
of the Agency
- Corporate Address Temporary
Address
3. Address with Phone No. : _____

4. E-mail ID, if any : _____
5. Security Money : Amount : Rs. 20,000/-.
- FDR No. : _____
- Dated : _____
- Bank : _____
- Branch : _____
6. UPTT/CST No. : _____
7. Experience : _____
(Attach copy of current/
previous orders) with details of

Date:

Signature of the licensee

Enclosures :

- (i) Copy of UPTT/CST Registration Certificate and Sales-Tax/Income-Tax Return Receipt issued by Sales-Tax/Income-Tax Department.
- (ii) Copy of PAN Card
- (iii) Details of Company/Agency
- (iv) Copy of Service-Tax & Registration

