

INDUSTRIAL EXTENSION BUREAU

(A Government of Gujarat Organization)

TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY



Industrial Extension Bureau

Block No.18, 2nd Floor

Udyog Bhavan, Sector 11

Gandhinagar

Important Dates

ISSUE OF TENDER	The tender can be downloaded from organization's website (www.indextb.com) and during 06-June-2019 to 29-June-2019
SUBMISSION OF TENDER (PHYSICAL)	Last date of submission is 29-June-2019 up to 04:00 PM at below mentioned address: Managing Director, Industrial Extension Bureau (iNDEXTb) Block No 18, 2nd Floor, Udyog Bhavan, Sector 11, Gandhinagar 382010
PRE-BID MEETING & SITE VISIT	On 14-June-2019 at 01:00 PM for clarifications of queries if any at the below mentioned address: Industrial Extension Bureau (iNDEXTb) Block No 18, 2nd Floor, Udyog Bhavan, Sector 11, Gandhinagar 382010 For any query please contact Dr. Manish Shah, General Manager (Admin. & HR) 079-23251649
OPENING OF PROPOSAL (TECHNICAL)	02-July-2019 at 04:00 PM Industrial Extension Bureau (iNDEXTb) Block No 18, 2nd Floor, Udyog Bhavan, Sector 11, Gandhinagar 382010 Phone : 079-23250492/93
CONTRACT PERIOD	One year 01.08.2019 to 31.07.2020
TENDER PROCESSING FEES	Rs.1000/- INR (Non-Refundable) in form of DD of Nationalize Bank in favour of Industrial Extension Bureau, payable at Gandhinagar.
EMD	Rs.50,000/- INR (Refundable) in form of DD of Nationalize Bank in favour of Industrial Extension Bureau, payable at Gandhinagar
Security Deposit	1,00,000/- INR

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1. NOTICE INVITING TENDER

Sealed tenders are invited by Industrial Extension Bureau (iNDEXTb) from reputed courier agencies / firms with relevant experience and having sufficient infrastructure for dispatching letters / parcels of iNDEXTb.

The tender document can be downloaded from the website of iNDEXTb (www.indextb.com) from **06-June-2019 to 29-June-2019**

Sealed tender addressed to Managing Director, iNDEXTb shall be sent at following address: along with Earnest Money, duly mentioning on top left hand corner of the sealed envelope **“Tender for Appointment of Courier Service Agency”** must reach either by Registered Post/Speed Post or by dropping in the mentioned address on or before **4:00 p.m. 29-June-2019**.

Address: Industrial Extension Bureau,
Block No.18, 2nd Floor,
Udhyog Bhavan, Sector 11,
Gandhinagar

iNDEXTb shall not be liable for any postal delays what so ever and tender received after the stipulated date and time shall not be entertained.

2. GENERAL INSTRUCTIONS AND GUIDELINES FOR THE BIDDER/TENDERER

2.1 ELIGIBILITY CONDITIONS

- a. The Tenderer/Bidder should be in business of COURIER SERVICES or in similar services for a minimum period of at least FIVE financial years (Apr- 2014-15 to March 2018-19). (Certificate of Company Established or Copy of Proprietorship or Partnership Deed or Memorandum of the Articles of Association or Relevant Document).
- b. The Tenderer/Bidder is required to have branch offices in Ahmedabad and/or Gandhinagar & all metropolitan cities, state capitals and other major towns of India with adequate infrastructure to carry out such business. (Please attach relevant document as a proof). 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.)
- c. The Bidder/Tenderer must have carried out similar work during the last three financial years (2016-17 to 2018-19) and at least three orders of similar work

in Government organizations or public sector undertakings or reputed companies. (A copy of the award letter and satisfactory **performance certificate** from clients is required to be furnished from at least last three financial years of the above organizations.)

- d. The Bidder/Tenderer should be registered with Goods & Service Tax Authority and should have a valid GST Number issued by Statutory Authority.
- e. The Bidder/Tenderer should have an On-line Developed Software available on its Official Website so as to enable the company to track status, date and time of delivery of each consignment handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer. (National and International couriers). (Please attach relevant document as a proof)
- f. Minimum average annual turnover for last 3 years financial (2016-17, 2017-18, 2018-19) from similar work should be greater than or equal to 50 lakhs (Certificate from Chartered Accountant to be submitted as a proof).
- g. The Tenderer/Bidder from Individual / Firm / Organization including its Partners /Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in Annexure III is required to be submitted along with Technical Bid
- h. Bidder/Tenderer must be having 24 Hrs helpline numbers & details of dedicated customer support to track the consignment. (Please attach relevant document as a proof)
- i. Tenders received without requisite documents, including tender fees, demand draft of EMD, shall not be entertained. **(Cheque is not allowed)**

2.2 GUIDELINE FOR SUBMISSION OF TENDER /BIDS

- a. **Authorized Signatory:** Each and every page of the tender document should be signed and stamped by Authorized person / signatory and to be enclosed with the Technical 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 iNDEXTb, otherwise the offer will be considered null and void at any stage as per the decision of iNDEXTb.

- 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. 50,000/- (Rupees Fifty Thousand Only) towards EMD, drawn in favour of **"INDUSTRIAL EXTENSION BUREAU"** payable at Gandhinagar, (Nationalize bank only) and other requested technical 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"** as per Annexure-II.

The above mentioned two sealed envelopes should bear the name and complete postal address of the Bidder/Tenderer. 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 Managing Director
Industrial Extension Bureau
Block No.18, 2nd Floor
Udyog Bhavan, Sector 11
Gandhinagar*

And must reach to iNDEXTb head office either by Registered Post/Speed Post/Courier or submitted by hand at Registry Section counter at Industrial Extension Bureau, Block No.18, 2nd Floor, Udyog Bhavan, Sector 11, Gandhinagar on or before **4:00 p.m. 29-June-2019.**

- d. Tender received after the stipulated date and time shall not be entertained under any circumstances whatsoever. iNDEXTb shall not be liable for any postal delays what so ever. Conditional tenders shall not be entertained.
- e. The Bidder/Tenderer(s) shall quote rates inclusive of all statutory levies, taxes, fees, cesses, surcharges, transport, freight, costs & other taxes and

components etc. 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. iNDEXTb 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 Bidder/Tenderers are received satisfying the basic pre-requisite criteria.
- g. The Technical Bid shall be opened on **02-July-2019 at 04:00 PM** in the Committee Room at Industrial Extension Bureau, Block No. 18, 2nd Floor, Udhog Bhavan, Sector 11, Gandhinagar. Bidder/Tenderer or their authorized representatives, (not more than one person) may be present at the time of opening of tender, if they so desire. No separate communication will be sent in this regard. 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 appointed date, time and venue.
- h. The Price Bids shall be opened on same day (16/07/2019) or later date, as may be notified by iNDEXTb to the technically qualified Bidder/Tenderer.
- i. Pre-Bid Meeting will be held on **12-June-2019 at 04:00 PM** in the Committee Room at Industrial Extension Bureau, Block No. 18, 2nd Floor, Udhog Bhavan, Sector 11, Gandhinagar.
- j. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tenders lost in transit or delivered elsewhere and as such the tenders lost in transit or delivered elsewhere will not be considered and treated as rejected.

2.3 Validity of the bids

Bids shall remain valid for 60 days after the date of opening of Technical Bids prescribed by iNDEXTb. A bid valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation.

2.4 Amendment of Tender

- a. At any time prior to the last date for receipt of Bids, iNDEXTb may for any reason, whether at its own initiative or in response to a clarification requested

by the Tenderer/Bidder, 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 iNDEXTb website. The Tenderer/Bidder are requested to visit the website frequently to check for any amendments.
- c. iNDEXTb may at any time during the Tendering process but before opening the technical bid request the Tenderer/Bidder to submit revised Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder/Tenderer (s).

3. SPECIFICATION OF REQUIREMENTS

3.1 SCOPE OF WORK

- I. The Authorized representative of Tenderer/Bidder will collect parcels/letters from Industrial Extension Bureau, Block No. 18, 2nd Floor, Udhog Bhavan, Sector 11, Gandhinagar.
- II. Only waterproof and damage free packaging will be allowed. The Tenderer/Bidder shall use the materials of approved quality for packing. All the charges including cost of the materials, labour, transportation, damages, etc. related to packaging will be borne by the Tenderer/Bidder/Tenderer.
- III. The Tenderer/Bidder will bring their own personnel for packaging at the time of taking the consignment on site.
- IV. The Bidder/Tenderer will arrange delivery of courier letters/packets handed over to them to the destination within **36 hours in Metro Cities** and **48 hours in other cities** from the date of receipt of courier letters/packets.
- V. In case parcel is lost by the Tenderer/Bidder, iNDEXTb shall impose a penalty charge of Rs. 3000/- (Rupees Three Thousand Only) per consignment or the amount of consequential loss suffered, whichever is more.
- VI. The Tenderer/Bidder should collect documents/parcels on all working days and on holidays as well.
- VII. The authorized representative of Tenderer/Bidder will be required to furnish receipt of the parcels/letters collected.

- VIII. The Tenderer/Bidder will return the undelivered parcels/letters within two weeks. If fails to do, iNDEXTb will penalise the concern agency as per mentioned above point no V.
- IX. The Tenderer/Bidder 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 Tenderer/Bidder 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. All the consignments to be considered on priority(urgent) basis.

4. GENERAL CONDITIONS OF TENDER

4.1 Period of Contract

- a. The contract will be valid for a period of One year initially.
- b. On expiry of one year, iNDEXTb reserves the right to extend the contract for further one to two years on the same terms & conditions as mutually agreed.

4.2 TERMINATION OF THE CONTRACT

- a. iNDEXTb may terminate the contract without assigning any cause by giving one-month 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.
- b. iNDEXTb without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Bidder/Tenderer for a suitable period without giving any notice in case he fails to honour his 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 Bidder/Tenderer or by its staff or agent. iNDEXTb'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, iNDEXTb will have the right to put in place any other Bidder/Tenderer for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the Bidder/Tenderer.

4.3 EARNEST MONEY DEPOSIT (EMD)

- a. The Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees: Fifty Thousand Only)** in the form of Demand Draft/pay order drawn in favour of "INDUSTRIAL EXTENSION BUREAU" payable at Gandhinagar only is to be submitted along with the technical bid.
- b. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 50,000/-) shall not be entertained.
- c. The EMDs of the unsuccessful Bidder/Tenderers will be refunded within 30 days from the date of opening of the tender. The EMD of the Successful Bidder/Tenderer will be refunded after submission of the Security Deposit by the Bidder/Tenderer.
- d. As per Public Procurement Policy of Government of India, exemption from payment of Earnest Money Deposit is allowed to Micro and Small Enterprises (MSEs) provided such MSEs enclose certified copy of Valid Certificate of Registration as MSEs issued by appropriate Registering Authority and letter from such Registering Authority certifying exemption from payment of Earnest Money Deposit to such MSEs. Kindly note that if these documents are not attached with the Technical Bid of Tender Document submitted by MSE Bidder/Tenderer/Tenderer their Bid/Tender shall not be considered/entertained and shall be treated as rejected.

4.4 IMPOUND OF EMD

EMD of the successful Bidder/Tenderer shall be liable to be forfeited if the Bidder/Tenderer does not fulfil any of the following conditions:

- I. An agreement is not signed in the prescribed form within 7 days of the receipt of the Letter of Award of the Contract;
- II. The Bidder/Tenderer does not commence Courier services within seven days of the stipulated date for commencement of Courier services.
- III. The Bidder/Tenderer withdraws his Tender during the Validity Period of Tender.
- IV. The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
- V. The Successful Bidder/Tenderer/Tenderer fails to comply with the GST and other rules and regulations set forth by Government.

4.5 SECURITY DEPOSIT

Security deposit / performance guarantee of **Rs. 1,00,000/- (Rupees: One Lakh Only)** in the form of Demand Draft in favour of **“Industrial Extension Bureau”** from Nationalised Bank to be submitted by the Bidder/Tenderer immediately within 7 days of the execution of the agreement/work order to cover any loss or damage caused to or suffered by iNDEXTb due to acts of commission and omission by the Bidder/Tenderer or any failure on the part of Bidder/Tenderer in fulfilment of terms and conditions of the contract and conditions contained in the agreement.

4.6 PAYMENT TERMS

- a. The Courier service will raise bills on completion of each calendar month. The Proof of Delivery (PODs) will be preserved and maintained by courier Bidder/Tenderer and should be submitted along with the monthly bill payment, the payment will be made after scrutinizing and verifying the same.
- b. In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, iNDEXTb reserves the right to deduct the amount from the monthly billing of the Courier Service as decided by the management of iNDEXTb.

4.7 LIQUIDATED DAMAGES

- a. The timely and accurate delivery of the letters/articles/packets/ documents etc with utmost promptness is the essence of this tender. Quantum of liquidated damages assessed and levied by iNDEXTb shall be final and not challengeable by the Bidder/Tenderer.
- b. **PANELTY / DEDUCTION FOR LATE DELIVERY OF CONSIGNMENTS**

If the Bidder/Tenderer/Tenderer or its franchises/agents fails to deliver the consignments on time or within the stipulated period mentioned above for any reason, the deduction or penalty will be deducted from the amount payable to Bidder/Tenderer/Tenderer as under: -

For One Day delay beyond Delivery Schedule mentioned at point no 3.1 Serial No. IV	100% of the Rate quoted by the Bidder/Tenderer/Tenderer.
For Each Day Delay after One Day delay beyond Delivery Schedule mentioned at point no 3.1 Serial No. IV Serial No. IV	Rs. 100/- per day as Penalty for Late Delivery Charges

- c. The Bidder/Tenderer shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Bidder/Tenderer shall be responsible for the safety of the consignment in their custody. iNDEXTb shall be at liberty to recover all the damages or any payable amount from the Bidder/Tenderer's monthly bills, if the Bidder/Tenderer fails in taking care of the consignment in its custody.
- d. All the material shall be deemed to be in the possession of the Bidder/Tenderer and in his care and custody, at his risk and responsibility from the moment they have been handed over to and accepted in writing by the Bidder/Tenderer or his representative at the pickup point and till such time they are delivered to the addressees under proper acknowledgement. The Bidder/Tenderer 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. iNDEXTb shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.
- e. Subject to clause for Force Majeure if the Bidder/Tenderer fails to provide the service as agreed, iNDEXTb at its discretion may without prejudice to any other right or remedy available to iNDEXTb in the tender and the Contract, forfeit the entire Security Deposit submitted by the Bidder/Tenderer, apart from blacklisting of the Bidder/Tenderer for further participation in any of the tenders of iNDEXTb.

4.8 FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war, act of the public enemy, fire, flood, explosion, epidemic, quarantine restrictions, or acts of God (herein after referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as

practicable after such "eventuality" has come to an end or cease to exist. In case of any dispute, the decision of Managing Director of iNDEXTb shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause iNDEXTb shall be at liberty to take over from the Bidder/Tenderer at a price to be fixed by iNDEXTb, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores in the course of operation which may be in the possession of the Bidder/Tenderer at the time of such termination, or such portion thereof as iNDEXTb may deem, fit except such material, as the Bidder/Tenderer may, with the concurrence of iNDEXTb, elect to retain.

4.9 ARBITRATION

- a. In the event of any dispute difference, claims and demands arising between iNDEXTb and the Bidder/Tenderer in any matter arising in relation or connection or pursuant or touching to the meaning, operation, effect or interpretation of this tender / agreement directly or indirectly, the matter shall be referred to the Managing Director of iNDEXTb who may himself act as sole arbitrator or may name as sole arbitrator an officer of iNDEXTb notwithstanding the fact that such officer has been directly or indirectly associated with this contract. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.
- b. The place of the arbitration shall be at iNDEXTb, Block No.18, 2nd Floor, Udhog Bhavan, Sector 11, Gandhinagar.
- c. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
- d. The proceedings of arbitration shall be in English language.

4.10 JURISDICTION

In respect of any dispute arising between iNDEXTb and the Bidder/Tenderer in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, Gandhinagar, Gujarat shall only have the jurisdiction.

4.11 TAX

Any increase/decrease in statutory taxes during the contract will be applicable to both parties (agency and iNDEXTb) and approved quoted rate will be change accordingly.

4.12 CUSTOM DUTY

Custom duty, if any, will be paid by the agency and same will be reimbursed by the iNDEXTb upon submission of original payment receipt/document.

5. ANNEXURES

Annexure - I Technical Bid

Details of Inputs/ Information to be provided by the Bidder/Tenderer

S. No.	Items	Information /inputs to be filled by the Bidder/Tenderer (if required separate sheets may be enclosed)
1.	The Bidder/Tenderer should be in business of COURIER SERVICES or in similar services for a minimum period of least FIVE financial years (Apr-2014-15 to Mar-2018-19). (Certificate of Company Established or Copy of Proprietorship or Partnership Deed or Memorandum of the Articles of Association or Relevant Document).	
2.	The Courier Bidder/Tenderer is required to have branch offices in Ahmedabad & all metropolitan cities, state capitals and other major towns of India with adequate infrastructure to carry out such business. (Please attach relevant document as a proof). 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.	The Bidder/Tenderer must have carried out similar work during the last three financial 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 from clients is required to be furnished from at least last three financial years of the above organizations.)	
4.	Minimum annual turnover for each year for last 3 financial years from similar	

	work should be greater than or equal to 50 lakhs (Certificate from Chartered Accountant to be submitted as a proof).	
5.	Bidder/Tenderer must be having 24 Hrs helpline numbers & details of dedicated customer support to track the consignment. (Please attach relevant document as a proof)	
6.	Bidder/Tenderer must be having SMS / email and online tracking numbers to track the consignment. (Please attach relevant document as a proof)	
Additional Information		
1.	Name and address of the Bidder/Tenderer, telephone number, fax, mobile number, email address Contact Person	
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3.	Name and address of the directors/ proprietor /partners	
4.	Year of formation of the company/ experience as a courier Bidder/Tenderer	
5.	Name of Bidder/Tenderer's 2 largest clients, to whom Bidder/Tenderer provides similar Services.	
6.	Any sister concerns and their address	
7.	Total number of employees of the firm	
8.	Bar coded AWB facilities	
9.	Income Tax Permanent Account No. (Attach documentary Proof)	
10.	Goods and Services Tax (GST) Number (Attach a copy of the same)	

11.	Change of the firm name at any time. If so, when and reason thereof	
12.	Dispute, if any	

Undertaking:

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to iNDEXTb verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the Bidder/Tenderer

Official seal/ stamp

Date:

Place:

ANNEXURE – II

Financial Bid

LIST OF REQUIRED COURIER SERVICE

(Rates to be quoted per no/quantity with inclusion of all taxes)

Approximate Quantity mentioned here in is based on last two-year annual requirement and it does not mean that same quantity will be ordered during a contract period of one year. It may vary from time to time and solely depends on requirement of iNDEXTb. Quantity mentioned is for illustrative purpose only.

A: Domestic

Ahmedabad / Gandhinagar	Qty./year (Nos.)	Rate/Qty.	Total (Rs.)
Per letter/article 0-25 Gms	1		
Per letter/article 26-50 Gms	2		
Per letter/article 51-75 Gms	1		
Per letter/article 76-100 Gms	56		
Per letter/article 101-125 Gms	44		
Per letter/article 126-200 Gms	12		
Per letter/article 201-1.00 Kg	1		
Above 1.00 Kg (Rate per Kg to be given)	20		
Reverse Pickup Charge			
Grand Total (Rs.)			

Gujarat	Qty./year (Nos.)	Rate/Qty.	Total (Rs.)
Per letter/article 0-25 Gms	1		
Per letter/article 26-50 Gms	2		
Per letter/article 51-75 Gms	1		
Per letter/article 76-100 Gms	132		
Per letter/article 101-125 Gms	192		
Per letter/article 126-200 Gms	12		
Per letter/article 201-1.00 Kg	1		
Above 1.00 Kg (Rate per Kg to be given)	120		
Reverse Pickup Charge			
Grand Total (Rs.)			

Metropolitan/Mega Cities	Qty./year (Nos.)	Rate/Qty.	Total (Rs.)
Per letter/article 0-25 Gms	1		
Per letter/article 26-50 Gms	2		
Per letter/article 51-75 Gms	1		
Per letter/article 76-100 Gms	240		
Per letter/article 101-125 Gms	1		
Per letter/article 126-200 Gms	2		
Per letter/article 201-1.00 Kg	12		
Above 1.00 Kg (Rate per Kg to be given)	280		
Reverse Pickup Charge			
Grand Total (Rs.)			

Rest of India	Qty./year (Nos.)	Rate/Qty.	Total (Rs.)
Per letter/article 0-25 Gms	1		
Per letter/article 26-50 Gms	12		
Per letter/article 51-75 Gms	1		
Per letter/article 76-100 Gms	2		
Per letter/article 101-125 Gms	1		
Per letter/article 126-200 Gms	2		
Per letter/article 201-1.00 Kg	1		
Above 1.00 Kg (Rate per Kg to be given)	20		
Reverse Pickup Charge			
Grand Total (Rs.)			

B: International

	Asian countries		Gulf countries		Europe		African countries		America n countries		Australia continen tal		Grand Total
	Qty.	Rate /Qty.	Qty .	Rate /Qty.	Qty.	Rate/ Qty.	Qty .	Rate/ Qty.	Qty.	Rate /Qty.	Qty.	Rate /Qty.	
Per letter/article 0-25 Gms	1		1		1		2		1		2		
Per letter/article 26-50 Gms	2		2		2		1		2		1		
Per letter/article 51-75 Gms	1		1		1		2		1		2		
Per letter/article 76-100 Gms	2		2		2		1		2		1		
Per letter/article 101-125 Gms	1		1		1		2		1		2		
Per letter/article 126-200 Gms	180		1		252		1		168		1		
Per letter/article 201-1.00 Kg	2		2		2		2		2		1		
Above 1.00 Kg (Rate per Kg to be given)	1		1		2		1		2		1		
Grand Total (Rs.)													

C: Packaging Service

Agencies are requested to provide the rates of packing service including material and labour cost in following table. However, these rates shall not be considered for evaluation purpose.

	0-250 Gms.	251-500 Gms.	501-1000 Gms.	Beyond 1 Kg
	Rate/package	Rate/package	Rate/package	Rate/package
Domestic				
International				

**A + B: - Rs. _____ (Rupees _____
Only)**

Note:

1. The above rates are including all taxes, duties and charges.
2. Quantity mentioned are only indicative and actual requirement shall differ from the above mentioned tentative quantity.
3. The lowest Bidder/Tenderer may be considered separately or collectively for Domestic and International Part. However, it may be to the discrete of client to consider to award work to only one Bidder/Tenderer or both the Bidder/Tenderer if they agree to the rate of the lowest Bidder/Tenderer for both (Domestic and International) regions.
4. iNDEXTb reserves the right to award the contract, cancel or re-invitee contract.

Signature of the authorized signatory of the Bidder/Tenderer

Official seal/ stamp

ANNEXURE III

**SPECIMEN OF UNDERTAKING REGARDING NON-
BACKLISTING/PROSECUTION OF THE FIRM**

(To be submitted on the Letter Head of the Bidder/Tenderer/Tenderer)

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I/We/Our organization, M/s _____ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders /Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER/TENDERER/TENDERER WITH DATE

AND

RUBBER STAMP