



**OFFICE OF THE PROJECT DIRECTOR
ASSAM STATE AIDS CONTROL SOCIETY
KHANAPARA, GUWAHATI – 22**

Phone: +91-361-2360524, E-mail: assamsacs@gmail.com, Website: www.assamsacs.org

No. ASACS/NACP-IV/PROC/Courier/2016/911/2

Dated: _____

NOTICE INVITING TENDER

Sealed quotation in single bid system affixing non-refundable court fees Stamp worth of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from reputed Courier Services Agencies & Transportation Agencies for (i) Delivery of Letters & Parcels and (ii) Transportation of Kits/ Medicines/ Reagents etc. i.e., Cargo Service for Assam State AIDS Control Society, Khanapara, Guwahati-22 as and when required basis. The quotation must reach the undersigned on or before **08/03/2017** up to **2:00 P.M.** after which no quotation will be accepted. The quotation will be opened on the same day at **2:30 P.M.** in presence of the bidders or their authorized representatives, if any. No Complaint will be entertained and considered on the plea of postal delay or otherwise and also no correspondence will be made or entertained regarding non-compliance of any terms and conditions and submission of documents along with the quotations as required. An EMD of Rs. 10,000/- (Rupees Ten Thousand) only is required to submit along with the tender. The tender is valid for 12 (Twelve) months and may be increased with mutual consent.

1. All quotations duly sealed must be addressed to the Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22, and super scribed as “**Tender for Procurement of Courier Service Agencies for Assam SACS**” on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover.
2. **ELIGIBILITY CRITERIA:-**
 - i) The bidder shall have market standing continuously for the last 3 years in Transportation/ Courier services to reputed organizations with satisfaction.
 - ii) The bidder must have experiences in transportation of drugs/ medical items/ reagent/ kits etc. where maintenance of cold chain is necessary
 - iii) Preference shall be given to the bidders having their own/leased vehicles either in individual name or in the name of their organization/firms. The detailed particulars of vehicles owned by them with registration details shall have to be furnished along with the technical bid
 - iv) Bidder who has been blacklisted either by the Tender Inviting Authority or by any State Government or Central Government Organization will not be allowed to participate in the tender during the period of blacklisting
3. **GENERAL CONDITIONS:-**
 - i) The services will be hired for courier/ transportation as and when required under the office.
 - ii) The items should be delivered within Assam (a) For Cold Chain Goods- within 36 hours (b) For normal Goods- within 72 hours
 - iii) The items must be delivered during normal working hours.
 - iv) The tender document signed by the bidder in all pages with office seal. Un-sealed tenders received are liable to be rejected and this will be on sole risk of tenderers.

4. **ESSENTIAL DOCUMENTS:-** The bidder must submit the following documents along with the others as mentioned above with the quotation. Tenders without the documents liable to be rejected.
- i) Service Tax Registration Certificate.
 - ii) PAN Card (Photocopy) and Bank account number details
 - iii) Up to date Trade License
 - iv) Experience in the same field – order copy of other reputed organizations
 - v) Profile of the agency with details of employees, network & availability of refrigerated transportation facility
5. **BID PRICE:-**
- a) Bidder should submit the quotation as per **ANNEXURE- I**.
 - b) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested.
 - c) All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to change/ modification on any account.
 - e) The prices shall be quoted in Indian Rupee only and inclusive of door collection and door delivery charges and loading of consignment at ASACS Store. The rate should be inclusive of all taxes.
6. **EARNEST MONEY DEPOSIT:-**
- All bids must be accompanied with **EARNEST MONEY DEPOSIT** amounting to Rs. 10,000/- in the form of Demand Draft/Bankers Cheque in favour of the Project Director, Assam State AIDS Control Society, payable at Guwahati. Earnest Money Deposit in any other form will not be accepted. EMD of the successful bidder shall be retained till submission of Performance Security Deposit but shall not carry any interest. In case the successful bidder fails to execute the contract, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after finalization of the tender.
7. **PERFORMANCE SECURITY DEPOSIT:**
- The successful bidder shall be required to submit Performance Security Deposit of Rs. 25,000/- (Twenty Five Thousand) only in the form of Bank Guarantee valid for a period of 1 (One) year 2 (Two) months from the date of issue of work of order. The Bank Guarantee / Security Deposit shall be released after 2 (two) months of successful completion of the validity period. However, if the supplier fails to execute the order or fails to perform the services as per agreed terms of contract or withdraws the bid within the validity period of the bid, in addition to other penal actions, the Bank Guarantee shall be en-cashed & the amount will be forfeited.
8. **EVALUATION OF QUOTATIONS:-**
- The purchaser shall evaluate and compare the quotations determined to be substantially responsive which are properly signed and confirm to the terms and conditions and specifications. The bidder to quote the lowest rate (L1) may not be the successful bidder if he fails to fulfill the technical criteria. Conditional discounts shall not be taken into account for price comparison. **Quotations will be evaluated separately for (A, B & C) as mentioned in price bid.**

9. **VALIDITY OF TENDER:-**

The validity of tender of the successful bidder shall be at least 12 months from the date of finalization of the order and the successful bidder(s) are bound to provide vehicle at agreed rates during this period. This validity period may be further extended with mutual consent.

10. **AGREEMENT:-**

The successful bidder shall execute an agreement on non-judicial stamp paper of value of Rs.50/- (Rupees Fifty) only (stamp duty to be paid by the bidder) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

11. **NON ASSIGNMENT:-**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever.

12. **COMMUNICATION:-**

All notices or communications relating to or arising out of this agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

13. **ANNULMENT OF AWARD, FORFEITURE OF EMD & FRESH AWARD:-**

Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the Earnest Money Deposit. Under such situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance.

14. **PENALTY CLAUSE:-**

- i) In case of non delivery or delivery in bad condition or braking of cold chain, penalty equal to the price of the item/ items will be levied and deducted from bills or security deposit without further notice and the bidder will be liable for disqualified to participate in any tender for the next 5 years.
- ii) In case of deliver in wrong places, the same me be taken back and re-delivered to the correct location without any additional amount

15. **AWARDS OF CONTRACT:-**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who will be qualified to be the lowest evaluated bidder. Notwithstanding the above, Project Director, Assam State AIDS Control Society reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract. The bidder whose bid is accepted will be notified of the award of the contract by the purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the office order.

16. **SAVING CLAUSE:-**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

17. **LAWS GOVERNING THE CONTRACT & JURISDICTION:-**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Guwahati only.

18. **PAYMENT TERMS:-**

No advance payment will be made. The paying authority on production of the following documents shall make payment:-

- a. Monthly invoice in triplicate mentioning delivery challan number issued by ASACS, date of deliver, weight, delivery Centers/ places.
- b. Original copies of the delivery challans (issued from ASACS) to be return after getting duly seal & signed from the receiver with date, in the absence of which freight charges will not be released.

19. Project Director, Assam State AIDS Control Society, reserves the right to accept or reject any or whole of the Tender without assigning any reason there of and does not bind himself to accept the lowest or any other rates. The decision of the Project Director, Assam State AIDS Control Society, will be binding and final in all cases.

**Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22**

FORMAT OF PRICE- BID**A. Format of Price- Bid for delivery of Letters & Parcels:-**

Sl. No.	Destinations	Rate in INR (Including all taxes)				
		Up to 100 gm	101 gm to 250 gm	251 gm to 500 gm	501 gm to 1000 gm	1001 gm & above
1	Within Assam					
2	Rest of N. E. States					
3	Metropolitan Cities (Delhi, Kolkata, Chennai & Mumbai)					
4	Rest of India					

B. Format of Price- Bid for Transportation of Kits/ Medicines/ Reagents/ Goods etc. (Cargo Service):-

Sl. No.	Probable destination sites	Rate in INR (Including all taxes)			
		Up to 20 kg (Fixed)	21kg to 50kg (Fixed)	51 kg & above (per K G wise)	Volumetric Rate (per kg wise) [Length x Breadth x Height (in cms)] 5000
1	Musalpur CH				
2	Tamulpur CHC				
3	FAA Medical College, Barpeta				
4	Barpeta Road FRU				
5	Pathsala CHC				
6	Bongaigaon CH				
7	Abhayapuri CHC				
8	Silchar Medical College Hospital				
9	Kalain FRU				
10	SM Dev Civil Hospital, Silchar				
11	JSB CH, Chirang				
12	Mangaldoi CH				
13	Sipajhar CHC				
14	Dhubri CH				
15	Chapor CHC				
16	Dhemaji CH				
17	Gogamukh CHC				
18	Jonai CHC				
19	Assam Medical College Hospital, Dibrugarh				
20	Naharani CHC				
21	Haflong CH				
22	K K CH, Golaghat				
23	Sarupathar CHC				
24	Bokakhat CHC				
25	Goalpara CH				
26	Dudhnoi CHC				
27	Hailakandi CH				

28	Jorhat Medical College				
29	Titabor SDCH				
30	Teok FRU				
31	Karimganj CH				
32	Patharkandi CHC				
33	Karimganj CH				
34	GMCH, Guwahati				
35	Sonapur State Hospital				
36	MMCH, Panbazar				
37	Maternity & Child Welfare Hospital, Dhirenpara				
38	Rangia CHC				
39	Bezera CHC				
40	Chhaygaon CHC				
41	Hajo CHC				
42	Kamalpur CHC				
43	Mirza CHC				
44	Tularam Bafna CH				
45	Boko CHC				
46	Diphu CH				
47	Hamren SDCH				
48	Bokajan CHC				
49	R.N.B. Civil Hospital, Kokrajhar				
50	RNB Civil Hospital Gossaigaon				
51	North Lakhimpur CH				
52	Dhukuakhana CHC/FRU				
53	Nowbaicha CHC				
54	Morigaon CH				
55	B P Civil hospital, Nagaon				
56	Hojai CHC				
57	Jakhalabandha CHC				
58	Dhing CHC				
59	SMK Civil Hospital, Nalbari				
60	Mukalmuwa CHC				
61	Sivasagar CH				
62	Sonari SDCH				
63	Demow CHC				
64	Kanaklata CH, Sonitpur				
65	Biswanath Chariali CHC				
66	Chariduar CHC				
67	Tezpur MCH				
68	Gohpur CHC				
69	N Jamuguri CHC				
70	LGB Civil Hospital, Tinsukia				

71	Doomdooma CHC/FRU				
72	Sadiya/ Chapakhowa SDCH				
73	Margheriata FRU				
74	Udalguri CHC				
75	Rest of N. E. States				
76	Metropolitan Cities (Delhi, Kolkata, Chennai & Mumbai)				
77	Rest of India				

C. Format of Price- Bid for Transportation of Kits/ Medicines/ Reagents/ Goods etc. (Cargo Service) in AC vehicle for Cold Chain Maintenance:-

Routes	<u>Centers to be covered (Route Wise)</u>	Rate in INR (Including Fare, Fuel, & all other expenses including all taxes) for the total period required to cover the route	
		207 type vehicles	407 type vehicles
1.	From Guwahati to Sonapur, Morigan Civil Hospital, Dhing FRU-Nagaon BP Civil Hospital, Jakhalabandha CHC/FRU, Bokakhat, Bokajan CHC, Sarupathar CHC, K K Civil Hospital Golaghat, Titabor SDCH, JMCH, Teok, Sibsagar CH, Sonari, Demow CHC, Naharani CHC, AMCH, LGB Civil Hospital Tinsukia, Doomdama FRU, Margherita		
2.	Guwahati, Tularam Bafna, Bezera, Chipajhar, Mangaldoi CH, Odalguri CH, Dhekiajuli CHC, Tezpur Medical College Hospital, Kanaklata Civil Hospital, North Jamugiri CHC, Biswanath Chariali SDCH, Chariduar CHC, Gohpur, Lakhimpur CH, Nowboicha, Dhakukhana FRU, Gogamukh, Dhemaji CH, Jonai CHC		
3.	Guwahati to Hojai, Lanka, Lumding, Diphu CH, Maibong CHC, Haflong CH, Kalain, SM Dev CH, SMCH, S K Roy CH Hailakandi, Karimganj CH, Patharkandi CHC		
4.	Guwahati to Mirja Chhaygaon, Boko, dudhnoi, Goalpara CH, Bongaigaon CH, JSB CH Chirang, Abhayapuri CHC, Dhubri CH, Chapor CHC		
5.	Guwahati to Rangia, Kamalpur CHC, SMK CH Nalbari, Tamulpur, Dr. R B CH Baksa, Pathsala SDCH, Barpeta Road FRU, FAA Medical College Barpeta, RNB CH Kokrajhar, Gossaigaon CH, Mukalmua, Hajo		

CH – Civil Hospital

CHC – Community Health Center

FRU – First Referral Unit

SDCH – Sub Divisional Civil Hospital

SMCH – Silchar Medical College Hospital, Silchar

AMCH – Assam Medical College Hospital

JMCH – Jorhat Medical College Hospital