

Tender Form
No.

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI
ESTATE DEPARTMENT
WEBSITE: www.ndmc.gov.in

DISTRIBUTION OF MONTHLY BILLS THROUGH COURIER SERVICES

TENDER NOTICE

Estate-I Deptt. on behalf of New Delhi Municipal Council desires to engage the services of a reputed professional organization to provide **Courier Services** for Estate-I billing. Sealed Tenders are invited in a Two – Bid system viz. Technical and Financial Bid) as hereinafter explained. The sealed cover shall be superscribed “Tender for Courier Services” and addressed to Director (Estate)-I, Estate-I Department., New Delhi Municipal Council, Palika Kendra, New Delhi-110001, strictly subject to the Terms and Conditions of the Contract notified in the tender document available on the official NDMC website www.ndmc.gov.in.

Schedule to the Invitation of Tender

Estimated cost = ₹7.20 lacs

1.	Date of uploading of tender documents		10.12.2015
2.	Date and time for Pre-Bid meeting, if any		15.12.2015 at 3.00 PM
3.	Last date and time for receipt of bids		21.12.2015 at 4.00 PM
4.	Date and time for opening of bids		21.12.2015 at 4.30 PM
5.	Service to be provided		Hiring of Courier Services to deliver monthly bills, letters, notices under NDMC area/ NCR of Delhi
6.	PERIOD/EXTENSION OF CONTRACT		Up to one year from the date of Award of contract.
7.	Validity of tender offers		90 days from date of opening of prequalification- cum-technical bid
8.	EMD	:	2% of the estimated cost
9.	Performance Security	:	5% of the tendered value

(D. K. Verma)
A.A.O. (Estate)
NDMC, New Delhi
A.A.O. (Estate)

- The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
- Purchase after/ downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
- Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit/ the entire signed and stamped document.
- In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
- All documents submitted should be self-attested with seal of the bidder.
- All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers without signature and seal on all pages are liable to be rejected.
- Bidders are requested to see the tender site www.ndmc.gov.in regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
- The Tender document can also be downloaded from the website www.ndmc.gov.in and when submitted should be accompanied by a DD in favour of "Secretary, New Delhi Municipal Council" payable at New Delhi of an amount equivalent to 2% of estimated cost. Tenders may be sent by registered post/or may be dropped in Tender Box in the office of Director (Estate-1) in Room No.5016, 5nd Floor, Palika Kendra, NDMC, New Delhi-110001 upto 4.00 PM.
- Tenders shall be opened in the presence of tenderers or their authorized representatives if they wish to attend. (only 1 rep).

The details of the tender are as under:

Name of work:

Distribution of monthly bills of Estate-1 Deptt, NDMC through Courier services

Duration:

Upto one year from the date of award of contract.

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 Dr. J. K.

Terms & Conditions of work:

- (a) The firm shall pick up the monthly bills on the 1st working day of every month and notices, if any, on the 15th day of every month from New Delhi Municipal Council premises.
- (b) The firm shall submit POD receipts duly attached with the bill along with a summary report indicating the date of receipt of the letter from New Delhi Municipal Council and date of delivery of the same at the destination as per mutually agreed delivery terms.
- (c) The firm shall quote rates for bills/letters/ Notices along with the time frame of delivery of letters/Notices in NDMC area/ NCR of Delhi, in the format at

Annexure II.

- (d) The firm shall be solely responsible for any act of commission and/or omission on the part of staff deployed.
- (e) In case of theft or loss of property, the firm shall be liable to compensate for such losses in full, as deemed by Director (Estate)-I, New Delhi Municipal Council. In this regard the decision shall be final and binding.
- (f) The firm shall be liable to pay penalty imposed by New Delhi Municipal Council, if any, for violation of the agreed terms and conditions as indicated in the Draft Agreement.

Annexure III.

- (g) Any change in address by the bidder must be communicated to the NDMC.
- (h) Documents related to similar nature of work may be added with the technical bid.
- (i) The firm shall have registration with EPFO and ESIC. The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the firm. These contributions on the part of the employer paid by the contractor shall be reimbursed by the Director (Estate) to the firm on actual basis.
- (j) The firm shall have to provide the EPFO Nos. and E.S.I.C. account Nos. of casual / Contract workers.
- (k) The Pre-Bid meeting will be held in the chamber of Dir.(Estate).

Bid Security (EMD):-

- i. Each tender must be accompanied by Bid Security / EMD "in original for an amount equivalent to 2% of estimated cost in the form of a Demand Draft/ Pay Order/FDR favouring Secretary, New Delhi Municipal Council" payable at New Delhi. EMD should be valid upto 6 months starting from the last date of submission of Tender.

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- ii. The Bid Security shall be valid and remain deposited with the Indenter for the period of forty-five days beyond the final bid validity period.
- iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
- iv. No interest shall be payable by the Indenter on the Bid Security.
- v. Bid Security shall be refunded immediately to the unsuccessful bidders on finalization of the tender and to the successful bidder on furnishing of Performance Security in terms of Clause VII below.
- vi. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- vii. If the successful Bidder fails to furnish the Performance Security (as required under Rule 158, General Financial Rules, 2005) then the Bid Security (EMD) shall be liable to be forfeited.

Performance Security: -

- i. The successful bidder shall furnish Performance Security for an amount equivalent to 5% of the tendered value, to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from New Delhi Municipal Council informing "Acceptance of Bid".
- ii. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Work Order.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- iv. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
- v. The Performance Security shall be furnished in the form of a Demand Draft/Pay Order/FDR favouring "The Secretary New Delhi Municipal Council".

The CONTRACT/agreement on a non judicial stamp paper of Rs. 100/-, will be signed by the successful bidder within 15 days from the date of issue of the 'Acceptance of Bid' or Work Order failing which the Bid Security (EMD) is liable to be forfeited and the bidder may be blacklisted.

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Disclaimer:-


The near relatives of employees of New Delhi Municipal Council are prohibited from participation in this tender.

The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife (sister-in-law), sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

General Terms & Conditions:

- i. Original/downloaded tender document shall be duly filled in, signed and stamped by the bidder or his authorized representative.
 - ii. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
 - iii. It shall be presumed that the terms & conditions mentioned in the tender document have been duly accepted by bidder while submitting the bid. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
 - iv. The Indenter has right to reject, withdraw/ revoke/ cancel whole or any part of tender at any stage without assigning any reason.
 - v. Conditional Bids shall be rejected.
 - vi. Offer will be accepted in Two Separate Sealed envelopes super scribed FINANCIAL BID containing Price Schedule and Technical Bid containing EMD and other documents respectively. Both the envelopes should be enclosed in a separate sealed envelope super scribed suitably TENDER ENQUIRY FOR COURIER SERVICES, ADDRESSED to Director (Estate)-I, Estate Deptt. New Delhi Municipal Council with the company address on the bottom left Hand Cover.
7. New Delhi Municipal Council reserves the right to reject any one or all tenders without assigning any reason.


Director (Estate)-I
For and on behalf of NDMC

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Program

TECHNICAL BID

BIO-DATA AND DETAILS OF EXPERIENCE ETC.

1. A) Name and address of Courier Company/Firm.....
B) Office Address.....
C) Telephone / Fax No. (Office).....
D) Telephone/fax No. (Res.).....
E) E-mail address.....

2. a) Whether Firm is Prop./Partnership//Pvt. Ltd./ Ltd.....
b) PAN No.....
c) Service Tax No.
d) Name of contact person for this bid with his/her/their
Telephone Nos.....Mobile No.....
e) E-mail address of Person concerned.....

3. Performance/Experience Certificate of having successful completion of similar work to the tune of minimum of ₹30,000/- per month.

4. Name and address of leading customers including Public Sector undertaking/local body (Please submit proof of the same.)

5. Whether Income Tax Payee? If so, Income Tax Return filed for the last 3 years should be submitted.

DATE:.....
SIGNATURE
Name.....
Address.....
With Rubber stamp.....

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FINANCIAL BID

*** Rate should be net inclusive of all taxes.

TERRITORY	RATES	TOTAL AMT. (INCUSIVE OF ALL TAXES)	DELIVERY TIMES HRS
LOCAL/NEW DELHI/DELHI/ NCR	₹ <u> </u> PER BILL/NOTICE		WITHIN FOUR DAYS FROM THE DATE OF RECEIVING THE BILLS/NOTICES

SIGNATURE

NAME

ADDRESS

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[Handwritten Signature]
D/O (estate)
[Handwritten Initials]
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ESTATE DEPARTMENT
NEW DELHI MUNICIPAL COUNCIL
ROOM NO. 5006, PALIKA KENDRA
NEW DELHI

Tender Notice

Name of Work: Distribution of monthly bills through courier services (Tender thereof).

Estimate Cost: Rs. 7,20,000/-

Date of release of tender through manual solution : 10.12.2015

Last date/time for receipt of tenders through manual solution : 21.12.2015 upto 4.00PM


Director (Estate)
NDMC, New Delhi