

Tender Form
No.

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI
ESTATE-I 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 organisation 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 = ₹ 16,63,200/-

1.	Date of unloading of Tender documents		14.7.2017
2.	Pre-bid meeting		24.7.2017
3.	Last date of receipt of bids		2.8.17 upto 4 PM
4.	Date and time for opening of bids		2.8.17 at 4.30 P
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 three years from the date of Award contract.
7.	Validity of tender offers		90 days from date of opening prequalification- cum-technical bid.
8.	EMD	:	2% of the estimated cost i.e. ₹33,264/-
9.	Performance Security	:	5% of the tendered value

C Nil ✓
O Nil ✓
A Nil ✓
ow Nil ✓
CS Nil ✓

Director (Estate-I)
@ Palika - I
K

- 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 of ₹16,63,200/- . Tenders may be sent by registered post/or may be dropped in Tender Box in the office of Director (Estate-I) in Room No.3009, 3rd Floor, Palika Kendra, NDMC, New Delhi-110001 so as to reach before 4.00 Pm
- Tenders shall be opened in the presence of tenderers or their authorized representatives if they wish to attend. (only 1 rep).

C Nil
O Nil
A Nil
OW Nil
CS Nil

(Signature)
(Estb)
(Signature)