

TERMS AND CONDITIONS FOR PROVIDING COURIER SERVICES FOR SUPPLY OF ANTI-TB DRUGS(INCLUDING OTHER GOODS) UNDER RNTCP

1. The quotations must be duly sealed in envelop subscribed “**Tender-Courier Services-RNTCP**” to reach by post/courier or personally on or before **25/07/2017 upto 11:00 AM** in the office of State TB Officer, State TB Cell, State TB Training & Demonstration Centre, Swasthya Bhawan Campus, Sec-6, Panchkula(Haryana) Quotations brought personally should be dropped in the tender box placed in the office. The quotations received after the specified due date and time will not be entertained. The society shall not be responsible for any postal delay.
2. Earnest money of **Rs. 15,000/- (Fifteen thousand only)** in the form of Demand Draft only in favour of State TB Society, Haryana, Panchkula payable at Panchkula must accompany the tender/quotation failing which the tender will not be considered at all.
3. Earnest money of unsuccessful Firm/agency except lowest one will be refunded without any interest after finalization/acceptance of rates of successful firms. Earnest money of successful Firm/Agency will be deposited in the bank A/c of State TB Cell and will be treated as security deposit. Security deposit shall be released without interest after **1(one) months** of completion of the contract.
4. If the selected firm fails to comply with the terms & conditions of tender during the contract period, the contract with the firm may be terminated and security deposit may be forfeited by State TB Society, which will be at the sole discretion of the society.
5. Bid/Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at **12:00PM on dated 25/07/2017** at the office of the State TB Cell, Swasthaya Bhawan Campus, Sector-6, Panchkula by the committee formed for this purpose.
6. The rates shall be valid for **two years** from date of issue of acceptance letter to successful firm.
7. Rates should be written legibly both in words and figures. Cutting/overwriting in rates may invite rejection of the quotations. The prices shall be quoted in Indian Rupees only.
8. Quoting firms should clearly indicate their GST/Service tax/sale tax/CST/TIN No.(whichever is applicable as per govt. rules) TDS will be deducted as per the specified govt. rates(where ever applicable). There should not be any upward revision in rates other than the statutory tax during the period of contract for which bidder shall produce documentary evidence. Any other charges/tax cannot be levied without prior approval of State TB Cell and decision of STC will be final.
9. The owner/authorized signatory will sign all the pages of tender as well as Terms and conditions & Annexure-**A&B**(enclosed) supplied by this office to show his acceptance to T&C of tender.
10. **EVALUATION OF QUOTATIONS-** The State TB Cell shall evaluate and compare the quotations determined to be substantially responsive i.e. which
 - a. are properly signed; and
 - b. confirm to the terms and conditions of tender.

- c. The rates should be quoted in the attached format only.
11. **AWARD OF CONTRACT-** The Society will award the contract to the bidder whose
- Quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - In case two or more agencies are found to have quoted the same rates, the committee formed by STC shall decide about the bidder to which the offer shall be granted and the decision of committee shall be final.
 - In case, the L1 (lowest one) selected firm back out from executing the tender, the committee may award the contract to L2 (second lowest) and the tender deposit of L1 may be forfeited which is at the sole discretion of the committee.
12. The courier services are to be made available F.O.R. at all the states and districts.
13. Notwithstanding the above, the State TB 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 without assigning any reason.
14. To assist in the analysis, evaluation and computation of the bids, the STC may ask bidders for clarification of their bids without change in the bid price or substance of the bid offered.
15. **Eligibility criteria-**
- The Bidder may be a proprietary firm, partnership firm, Limited company, corporate body legally constituted who possess the required licenses, registrations etc as per law and should be valid during the period of contract.
 - The bidder shall have experience of providing courier services for at least previous 03 years.
 - The bidder shall have the following registration and details of the same be provided in the Bid.
 - Registration shall be at least 3 years old.
 - Valid License.
 - Income tax return for last three years.
 - GST/Service tax Registration(.whichever is applicable as per govt. rules)
 - PAN Number.
16. **Delivery/Supply Period:-** Time allowed for the delivery of the Material is with in **2(two) days** for supply within Haryana (including Chandigarh & Punjab) and **7(Seven) days** for supply outside Haryana. The material shall be picked up from our store premises within 24 hours of request and will be supplied at district HQ or any place in districts of haryana & other states outside haryana as and when required by State TB Cell, Haryana. The supply/delivery should be made only in official timings of consignee's office.
17. **Delay in supply/Penalty:-** In case of non compliance of the Terms & Conditions of the contract, penalty will be levied @2% for first 7(seven) days delay and @5% when delay is more than 7(seven) days. The STC reserves its right to impose penalty at the above rates and any exemption in penalty will be at the sole discretion of the society.
18. **Term of Payment:-** The bills should be submitted on monthly basis in duplicate with copy of POD and supporting document(if any). POD should contain the consignee stamp, signature & date. Payment will be made within one month after submission of bills duly verified and stamped

by Store in Charge of STC alongwith supporting documents including proof of satisfactory delivery.

19. The Agency/firm will be solely responsible for any breakage/damage (including accidents)/tampering which may cause loss to goods supplied through courier and in such cases amount of penalty on the courier agency will be decided by State TB Cell on some reasonable basis.
20. Charges, penalty, taxes, license fee, road permits etc. will be solely borne by the courier agency/firm. The STC shall not be liable to bear any expenses in this regard.
21. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
22. Each bidder shall submit only one quotation.

UNDERTAKING

I/We certify that I/we are not black listed and de-barred from any govt. institution and agree to the terms and conditions mentioned above.

Place:-

Date:-

Authorized Signatory

Name of the firm
With rubber stamp

Annexure-A

1.	Name of the firm/Agency	
2.	Address of the firm/Agency with E-mail ID	
3.	Name of authorized signatory(in block letters)	
4.	Telephone number of firm/Agency	
5.	Earnest money of Rs. 15,000/- deposited by firm/Agency(Yes/No)	
6.	Draft No., date, Name of bank	
7.	GST/Service tax Registration No.(Furnish photocopy of GST/service tax no.)	
8.	PAN No.(Furnish photocopy of PAN)	
9.	Major clients of the firm/Agency with similar work orders for courier services	

DECLARATION

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and are acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I/we understand that in case of any deviation in the above statement at any stage, the firm/agency will be blacklisted by your office and will not have any dealing with your office in future.

Authorized Signatory

Name of the firm
With rubber stamp

Annexure-B

Format of quotation:-

For Anti TB Drugs/Parcels/other goods

Sr. No.	Zone	Area Covered	Quoted rates(exclusive of GST/service tax and including all other taxes)			
			Rates for 1 st one(1) K.G.)		Rate for Additional K.G.	
			Rs. in figure	Rs. in words	Rs. in figure	Rs. in words
1	With in Haryana, Punjab, Chd.	All Haryana Punjab, Chandigarh				
2	With in Region	New Delhi, Himanchal pradesh				
3	Rest of India	All states excluding above				
4	Any other					

Authorized Signatory

Name of the firm
With rubber stamp