

TENDER NOTICE

**NIT No.CMOH(NPG)/DRS-COU/4424, Dt. 19.08.19
(General Conditions of Contract)**

**Issued by:
Chief Medical Officer of Health
North 24 Parganas
Kolkata-700124**

**E-mail: cmohn24pgs@gmail.com
Tender Documents also available
at <https://www.north24parganas.gov.in>**

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH
NORTH 24 PARGANAS**

NIT No.CMOH(NPG)/DRS-COU/4424

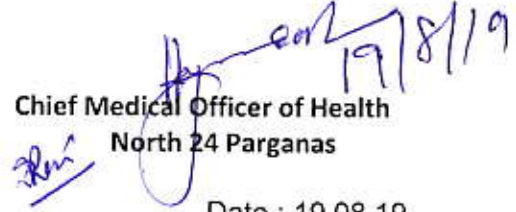
Date : 19.08.19

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited by the Chief Medical Officer of Health, North 24 Parganas from reputed Courier agencies / firms with relevant experience and having PAN, Valid Trade License, P.Tax Registration Certificate and updated challan, GST registration & challan of last quarter, IT clearance certificate and Credentials with sufficient infrastructure for dispatching letters / parcels / Medical & Surgical Items of District Reserve Store, North 24 Parganas.

The tender document will be available at www.north24parganas.gov.in & www.wbhealth.gov.in on and from 19.08.2019 till 26.08.2019 and in the office of the undersigned on all working days from 19.08.2019 to 26.08.2019. The bids will be opened on 27.08.2019 in the office chamber of the undersigned. The bidders may be present or may send their representative on the day of opening of bids.

Sealed tenders should be addressed to Chief Medical Officer of Health, North 24 Parganas along with Earnest Money duly mentioning on top left hand corner of the sealed envelope "**Tender for Appointment of Courier Service Agency at DRS, North 24 Parganas**".



Chief Medical Officer of Health
North 24 Parganas

Date : 19.08.19

NIT No.CMOH(NPG)/DRS-COU/4424/1(8)

Copy forwarded for information & necessary action to-

1. The District Magistrate, North 24 Parganas.
2. The Chief Medical Officer of Health, Basirhat HD.
3. The Dy. CMOH-I/II/III, DMCHO/ZLO/DTO, North 24 Parganas.
4. The Accounts Officer, O/o the CMOH, North 24 Parganas.
5. The DIO, North 24 Parganas with the request to upload this notice in the official website of this district.
6. The IT, Coordinator, IT Cell, Swasthya Bhawan with the request to upload this notice in the official website of Swasthya Bhawan.
7. The Dealing Clerk, DRS, North 24 Parganas.
8. Office Copy.


Chief Medical Officer of Health
North 24 Parganas

1. GENERAL INSTRUCTIONS AND GUIDELINES FOR THE BIDDER

ELIGIBILITY CONDITIONS

- a. Only authorized agencies in the business of providing courier service with minimum experience of 5 years in the services are permitted.
- b. The Courier agency is required to have branch offices in all metropolitan cities, state capitals and other major towns of India. 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 Agency should be well equipped to pick up any number of articles to be presented/ handed over in one consignment.
- d. The agency must have carried out similar work during the last three years.
- e. The details of inputs / information required to be submitted by the agency is as per the **Annexure-I**.
- f. Bidder should have franchisee certificate (if applicable).
- g. Bidder must be having **24 Hrs helpline numbers & details of dedicated customer support to track the consignment.**
- h. Bidder having **SMS tracking numbers to track the consignment will get preference.**
- i. NITs received without requisite documents, including voucher of EMD, shall not be entertained.
- j. Bidders declared by any State or by the Central Government to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices shall not be eligible.
- k. The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this NIT. An undertaking in this regard from the Company Secretary or Authorised Signatory is required.
- l. The bidders must sign on every page and put seal on every page of the documents.
- m. The bidder should not be blacklisted/terminated by any Government organization/ agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices.
- n. Draw of Lots will be done in case of equal price bids in any item(s).

Earnest Money-

- i) Rs. 5000.00 (Rupees Five thousand only) to be deposited through Online / Bank Transfer as Earnest Money in account of the District Health & Family Welfare Samiti, North 24 Parganas, Account No. 424210100036711, IFSC Code-BKID0004242, Bank of India, Barasat Branch, which will be refunded to the unsuccessful bidder (s) soon after the completion of the tender process.
- ii) The Earnest Money will be kept in custody of the authority as a part of Security Deposit for the successful bidder (s) and will be released throughout the tender.

2. SPECIFICATION OF REQUIREMENTS

SCOPE OF WORK

- I. The Authorized representative of Courier agency will collect parcels/letters/Medical & Surgical Items from the DRS, North 24 Parganas, Barasat, Kolkata-700124.
- II. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
- III. The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
- IV. The Courier agency will return the undelivered parcels/letters within one week.
- V. The courier agency 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.
- VI. The Courier agency 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.

3. GENERAL CONDITIONS OF NIT

Period of Contract

- a. The contract will be valid for a period of One Financial year, i.e upto 31st March 2020 initially.
- b. On expiry of one financial year, the undersigned reserves the right to extend the contract further on the same terms & conditions as mutually agreed in writing if the service of the agency found satisfactory.

4. TERMINATION OF THE CONTRACT

- a. The undersigned may terminate the contract without assigning any cause by giving one months' 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. The Agency shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he/she have any claim on compensation / damage for the loss suffered by him/her by reason of termination of agreement by the undersigned.
- c. The authority without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Agency 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 terms &

conditions of the NIT or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. Decision of the undersigned in such situations shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, the undersigned will have the right to put in place any other agency for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the agency.

- d. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge, the undersigned reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

5. LIQUIDATED DAMAGES

- I. The timely and accurate delivery of the letters/articles/packets/ documents etc with utmost promptness is the essence of this NIT. Extensions of the time limit of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, **penalty at the rate of 5% of the freight value for that consignment or part thereof, subject to maximum 25% of total Freight Value of delivery rate will be charged.** Quantum of liquidated damages assessed and levied by the undersigned shall be final and not challengeable by the Agency.
- II. The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. The undersigned shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.
- III. All the material shall be deemed to be in the possession of the Agency 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 Agency or his representative at the pickup point and till such time they are delivered to the addressees under proper acknowledgement. The Agency 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. The undersigned shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.
- IV. The bidder fails to provide the service as agreed, the undersigned at its discretion may without prejudice to any other right or remedy available to the undersigned in the NIT and the Contract, forfeit the entire security deposit submitted by the agency, apart from blacklisting of the agency for further participation in any of the NITs of the undersigned.

Details of Agency

Details of Inputs/ Information to be provided by the Bidder

Sl. No.	Items	Information /inputs to be filled by the Bidder (if required separate sheets may be enclosed)
1.	Name and address of the agency , 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 agency	
5.	Branches in other cities in India and abroad and contact details. (if applicable)	
6.	Name of Agency's 2 largest clients, to whom Agency provides similar Services.	
7.	Any sister concerns and their address	
8.	Details of registration/ membership/ trade license	
9.	Total number of employees of the firm	
10.	helpline numbers & details of dedicated customer support	
11.	SMS tracking numbers to track the consignment. (if available)	
12.	Online Software for tracking end to end delivery of documents. (Web tracking facility for tracing Consignments)	
13.	Income tax return for the last three financial years	
14.	Income Tax Permanent Account No. (Attach documentary Proof)	
15.	Change of the firm name at any time. If so, when and reason thereof	
16.	Dispute, if any	

Undertaking:

I hereby certify that all the information furnished above is true to my knowledge. I have no objection if the authority 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 NIT document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Financial/Price Bid

		Throughout West Bengal	Metro & other Cities directly connected with Air.	Rest of India.
Minimum of 5Kg	By Air			
	By Surface			
Additional upto 5.00 Kg (Rate per 5 Kg to be given)	By Air	-		
	By Surface			
Expected Delivery Time				
Reverse Pickup Charge				
Tax if any				

Signature of the authorized signatory of the agency

Official seal/ stamp