

Estimated Tender Cost: Rs. 5,00,000 Annually

EMD: Rs. Nil

Tata Institute of Social Sciences
V.N. Purav Marg, Deonar, Mumbai 400 088

Limited Tender Document

APPOINTMENT / EMPANELMENT

OF COURIER SERVICE AGENCY FOR ONE YEAR

(Period: Beginning from 1st January 2022 to 31st December, 2022)

Extendable up-to three years based on Satisfactory Performance

Quotation No : TISS/IDS/P&S/Courier/2021/18112021
Contact Number : 022 2552 5228
Email : so.ps@tiss.edu or dilip_p@tiss.edu
Website : <<http://tiss.edu>>



::: Contact Person :::

The Section Officer
Purchase Section
Tata Institute of Social Sciences
V.N. Purav Marg,
Deonar, Mumbai 400 088
Phone: 022 2552 5228 (Ext: 5228)

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Limited Tender Notice & Schedule of Events

TISS is a unique institution that brings together high quality scholars and practitioners from Social, Economic, Political, Physical, Habitat, Engineering, Health, and Environmental Sciences to create interdisciplinary teaching and research programmes combined with field action to address the most critical current and emerging issues of the nation.

Tata Institute of Social Sciences, Mumbai 400088 invites e-tender from reputed Courier Service Provider for extending courier service (Pickup from the TISS, Mumbai and delivery to the specified destinations across the state (National & International including domestic).

Schedule of Events:

Published Date & Time	04.12.2021	13.00 Hours
Last Date for Offline Submission	15.12.2021	14.00 Hours
Date of Opening Bids	16.12.2021	11.00 Hours
Security Deposit (PBG)	5% of Rs. 5.00 Lakhs	Performance Bank Guarantee

Complete details of the tender document are also available on TISS Website www.tiss.edu. Interested bidder may kindly download the same from the Institute's website upto **15.12.2021 by 18.00 hours**

Contact Person:

For further details or clarifications, please contact:

The Section Officer
Purchase Section
Tata Institute of Social Sciences
V.N. Purav Marg,
Deonar, Mumbai 400 088
Phone: 022 2552 5192 (Ext: 5192)

Guidelines for the Bidder

1. ELIGIBILITY CONDITIONS - (Proof of same must be to Purchase Section)

- 1.1 Only authorized agencies in the business of providing courier service with minimum experience of **3 years** in the services are permitted
- 1.2 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 and their officers or contact offices are located, preferably, Tuljapur (Maharashtra), Guwahati, Hyderabad, Mumbai etc
- 1.3 The agency must have carried out similar work during the last three years and at least three orders of similar work in Government/autonomous organizations or public sector undertakings or reputed companies. A copy of the award letter satisfactory performance certificate is required to be furnished from at least three of the above organizations.
- 1.4 The details of inputs / information required to be uploaded by the agency is as per page No. 18-19 (Documents to be uploaded)
- 1.5 Average annual turnover from similar works of last years' should be greater than or equal to **Rs. 15 Lakhs** from any Contract / Party.
- 1.6 Bidders declared by Government of India to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices shall not be eligible.
- 1.7 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 tender.
- 1.8 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.
- 1.9 The Agency shall not sublet, transfer or assign the contract (Fully or partly) to any other party or any kind of substitute companies on the basis of national and International Articles. He must of the single handed facility of Local, Domestic & International couriers on the name of Agency.

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1. ELIGIBILITY CONDITIONS -

- 1.10 The Agency must have On-line tracking facility (for local, national as well as International), otherwise he will be treated as not eligible for participating in tender Process.
- 1.11 The Agency should be well equipped to pick up any number of documents to be presented/ handed over in one consignment. The agency should also provide POD and tracking apps.
- 1.12 There must be established support services/helpline for Online Tracking of Any Articles. Otherwise he will be treated as not eligible for participating in tender Process.
- 1.13 The Tenderer shall quote firm offers. Conditional offers shall not be considered

2. General Terms & Conditions

- 2.1 The agencies should also specify the pick-up timings on all working days of the Institute.
- 2.2 The firm shall be responsible for the proper conduct of their employees who would be involved by them on execution of work. In case, it is noticed that any of their staff indulges in bad behavior or commit theft or tampers with any of the properties of the Institute, the agency shall remove the concerned employee and also make good the loss forthwith on receipt of complaint at no cost to TISS..
- 2.3 Agency shall follow all safety rules and security procedure in vogue and as applicable during execution of work
- 2.4 No person engaged or involved in this contract should disclose any matter pertaining to the Institute to any third party in particular any information identified as proprietary in name that be kept strictly confidential and shall not be disclosed to any third party without written consent the original disclosing party
- 2.5 The Agency or the employee engaged by the contractor shall not use TISS name for any publicity purpose through any public media like Press, Radio, Television or Internet, without the prior approval of Institute.
- 2.6 In case of loss of documents, the courier shall lodge FIR, claim insurance and other formalities as deemed necessary for tracking of documents to cover the loss incurred thereof to the Institute.

- 2.7 The Tata Institute of Social Sciences, Mumbai reserves the rights to reject or accept any or all bid(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many bidders are received satisfying the basic pre-requisite criteria.

3 Validity of the bids

- 3.1 Bids shall remain valid for 90 days after the date of opening of Technical Bids prescribe by the TISS, Mumbai. A bid valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. In exceptional circumstances, the Institute may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax)

4 Amendment of Tender

- 4.1 At any time prior to the last date for receipt of Bids, the Institute, may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum on Institute Website only. Any such amendment issued along with the original Tender document will constitute Revised Tender.
- 4.2 The addendum/corrigendum will be uploaded on the TISS website only. The Bidders are requested to visit the website frequently to check for any amendments.
- 4.3 The Institute may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

5 Scope of Work

- 5.1 The Authorized representative of Courier agency will collect parcels/letters from the Dispatch Section, TISS, Mumbai.
- 5.2 The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
- 5.3 The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
- 5.4 The Courier agency will return the undelivered parcels/letters within two weeks.
- 5.5 The Courier agency will arrange to deliver parcels/letters within 24 hours in all major cities which are connected by Air, within 48 hours in smaller cities, within 96 hours in remote stations and 3-4 days for international deliveries.
- 5.6 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.
- 5.7 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.
- 5.8 The quantities mentioned in the financial offer are tentative for evaluation of tender only actual quantities may vary.

GENERAL CONDITIONS OF TENDER

6 Evaluation Criteria of Tender

- 6.1 After technical bid evaluation, technical eligible Firm quoting lowest rates (L1) will be awarded with contract. In the event of different firms with L1 quotes against different category (weight wise or area wise), the firm who has quoted L1 against highest number of categories will be given an opportunity to match all L1 rates and if agreed entire contract will be awarded to the said firm. In case of their unwillingness to match L1 rates, opportunity to match with L1 rate (s) will be given to the firm who has quoted second lowest L1 rates and so on.

7 Period of Contract

- 7.1 The contract will be **valid for a period of one year** initially subject to successful completion of the probationary period of three months from the date of taking over charge. Probation period shall automatically end after the expiry of three months if no termination / extension letter is issued by the Institute within in Probation period.
- 7.2 On expiry of one year, the Institute reserves the right to extend the contract for further period of two years [on year to year basis] on the same terms & conditions in writing, if the service of the agency found satisfactory. Agency shall have no right or claim for the extension of the contract in any circumstances and decision of the Institute shall be final and absolute.

8 Termination of the Contract

- 8.1 TISS, Mumbai may terminate the contract without assigning any cause by giving three 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.

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8 Termination of the Contract

- 8.2 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 have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by the Institute.
- 8.3 The Institute 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 honor his bid or contract without sufficient grounds or found guilty for breach of condition /s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. Institute's decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such situation, TISS shall have the right to make alternative arrangement for completion of the work through some other Agency of its choice at his/ her/ their risk and cost. In that event, the entire cost so incurred by TISS will have to be recovered from the original Contractor and the same will be deducted from the Bill/ Performance Security amount/ EMD.
- 8.4 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 Institute reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

9 EMD: Nil, Bid Security Declaration Form must be produced along with Offline bid. Please refer to the page No. 10 and the circular No. F.9/4/2020-PPD dated the 12th November 2020 issued by Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division

10 PERFORMANCE SECURITY IN TERMS OF RULE 171 OF GENERAL FINANCIAL RULES – 2017 - Circular No. F.18/4/2020-PPD dated the 13th May 2020 - issued by Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division

5% of Rs. 5.00 Lakhs (Estimated Tender Value)

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)

I / We, the authorized signatory of M/s , participating
in the subject tender No for the item / job of
..... , do hereby declare :

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of Tata Institute of Social Sciences, Mumbai for a period of one year from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory

Company Name

10 Payment Terms:

- 10.1 The Courier service Agency will raise bills on completion of each calendar month. The proof of Delivery (PODs) will be preserved and maintained by courier agency and should be submitted along with the monthly bill payment to the Dispatch Section of the Institute. The Payment will be made within a reasonable time after scrutinizing and verifying the bills and satisfactory services of the agency.
- 10.2 In case of untimely or non - delivery of parcels/letters etc. or damage to the parcels/letter, TISS reserves the right to deduct the amount from the monthly billing of the Courier Service.

11 Liquidated Damages & Penalty

- 11.1 The timely and accurate delivery of the letters/articles/packets/ documents etc. with utmost promptness is the essence of this tender. 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 20% of the bill value for each day of delay or part thereof, subject to maximum 100% of total agreement value of delivery rate. Quantum of liquidated damages assessed and levied by the Institute shall be final and not challengeable by the Agency.
- 11.2 The firm shall not assign or sublet the work/ job to any other person or party. If it is noticed by TISS that the Contractor to whom work has been awarded, sublets the work to other Contractor/ party including those person or persons who participated in the bidding process, then penalty of up to 25% on total bill shall be imposed. Apart from above, such Contractor can also be blacklisted from future tendering of the University.
- 11.3 In case of breach of any of terms and conditions, the TISS Competent Authority will have the right to cancel the work order/ job without assigning any reason thereof. Nothing will be payable by TISS in that event and the EMD and Performance security deposit shall also stand forfeited. Besides, the Bidder will also be debarred/ blacklisted from participating in the future tendering process of the Institute. TISS decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- 11.4 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. TISS 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.

Contd...

11 Liquidated Damages & Penalty

- 11.5 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 enroute, the consequences thereof including legal compensations, if any, and payable during the execution of the contract. The Institute shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.
- 11.6 Subject to clause for Force Majeure if the bidder fails to provide the service as agreed, the Institute at its discretion may without prejudice to any other right or remedy available to the Institute in the tender and the Contract, forfeit the entire performance bank guarantee submitted by the agency, apart from blacklisting of the agency for further participation in any of the tenders of the TISS.

12 Indemnity

- 12.1 The Courier agency hereby covenants and agrees to indemnify and shall at all times keep indemnified the Institute against any loss or damage that the Institute may sustain as a result of the failure or neglect of the Bidders to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Agency or its employees, agents, representatives and further to pay for all losses, damages, costs, charges and expenses which the Institute may reasonably incur or suffer, and to indemnify and keep indemnified the Institute in all respects.

13 Force Majeure

- 13.1 If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, pandemic, quarantine restrictions, strike, lockout or acts of God (herein after referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance and deliveries under the

contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or cease to exist. In case of any dispute, the decision of the Director of the Institute shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause the Institute shall be at liberty to take over from the Agency at a price to be fixed by the Institute, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores in the course of operation which may be in the possession of the agency at the time of such termination, or such portion thereof as the appropriate authority may deem fit except such material, as the agency may, with the concurrence of the Institute, elect to retain.

- 14 Arbitration** In the event of any dispute difference, claims and demands arising between TISS and the agency in any matter arising in relation or connection or pursuant or touching to the meaning, operation, effect or interpretation of this tender / agreement directly or indirectly, the matter shall be referred to the Director of the Institute who may himself/herself act as sole arbitrator or may nominate an officer of TISS as sole arbitrator on behalf of institute notwithstanding the fact that such nominated officer has been directly or indirectly associated with this contract. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.

14.1 The place of the arbitration shall be at the Mumbai Jurisdiction only

14.2 The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time

14.3 The proceedings of arbitration shall be in English language

- 15 Jurisdiction:** - In respect of any dispute arising between TISS and the agency in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Mumbai shall only have the jurisdiction.

TATA INSTITUTE OF SOCIAL SCIENCES
(A Deemed University under Section 3 of the UGC Act, 1956)
DEONAR, V.N. PURAV MARG, MUMBAI 400 088

TECHNICAL BID – PART ONE - FOR VENDOR REGISTRATION (ERP)

1. Name of the Organization/Company: _____
2. Date of Incorporation / Establishment: - (Please attach Certificate of
Incorporation): _____
3. Product Description: _____
4. Registered Office Address: _____
5. Landline No: _____
6. Mobile No: _____
7. Email ID: _____
8. Fax No: _____
9. Type of Organization: Sole Proprietorship/Partnership/ Ownership or any other _____
10. Name of the Proprietor: _____
11. Name of the Bank: _____
12. Name of the Account Holder: _____
13. Bank Branch: _____
14. Bank A/c. Number: _____
15. NEFT/IFSC Code: _____

Contd...

16. GST Registration No.: _____

17. Income Tax PAN Card No: _____

18. Product / Service Details: _____

19. Total Turn Over (as on the date of application): _____

20. Strength of the Man-power: _____

21. Address of Workshop or Shop Floors: _____

22. Work done certificate for having successfully executed / completed similar works during the last 3 years ending last day of March of the current year i.e. 2021, should be either of the following. The bidder should furnish the proof of his/her experience of Courier Services in Government departments (State/Central/Autonomous bodies under Ministries) and other Public corporations.

(a) Three similar completed Service costing not less than the amount equal to 40% of the estimated cost.

OR

(b) Two similar completed Service costing not less than the amount equal to 50% of the estimated cost.

(c) One similar completed Service costing not less than the amount equal to 80% of the estimated cost.

23. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has **never been black listed**. The person deployed for the tendered work should not be involved in any police case or have any case pending against them. Police verification certificate for the persons deployed for work to be submitted on demand.

24. Copy of the IT return filed for the last three financial years, certified by the Chartered Accountant:

(a) 2018-2019

(b) 2019-2020

(c) 2020-2021

25. The bidder must have annual financial turnover of an amount of Rs. 15,00,000 during the last 3 years ending 31st March of the previous year.

26. Any other branches (If any in Mumbai):

(a) -----

(b) -----

Please state whether Vendor Code already exist with TISS with same Vendor Name or with same PAN.

Yes

☐

No

☐

If yes, please state Vendor Code(s). Please state reasons for having more than One Vendor.

Reason: _____

Documents to be submitted (Hard Copy): Please refer to the next page No. 17

I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold TISS responsible for the same. I will indemnify the Institute in all matters in case, information furnished by me/us is found incorrect in future.

This is also certified that this agency is not blacklisted by any Government/Private/Public Sector nor any criminal case is registered/pending against the agency/firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Date:

Name & Signature of the Bidder/authorized person along with
Rubber Stamp/ Seal of organization

Place:

DOCUMENTS TO BE SUBMITTED (HARD COPIES)

CHECKLIST:

1. Shop & Establishment / Certificate of Registration
2. Manpower Strength
3. No. of Branches (Different Geographical Areas)
4. GST Registration Certificate
5. SSI/MSME Registration/ Udyog Aadhar Registration Certificate
6. Copy of PAN Card
7. List of Clients (Govt. & Non-Govt)
8. List of Products/Goods & Services
9. Three Consecutive Year's Audited Balance Sheet & Income Tax Return/Annual Turnover
10. Photo-copies of any two recent MOUs or Work Orders with similar organizations
11. Bank Details (Cancelled Cheque)
12. Copies of any two Offer Letters issued by any organization of similar tenders

Hard copies of the aforesaid documents along with quotations are to be submitted to the Section Officer, Purchase Section, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088, Phone: 022 2552 5228 (Ext: 5228)

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Bid Security Declaration

To

The Registrar,
TISS, Mumbai

Dear Sir/Madam,

We, [insert *name of the Bidder*] understand that, according to bid conditions, Bids must be supported by a Bid-Securing Declaration.

We the Bidder hereby declare that, if we are in breach of any of our obligation(s) under the bidding conditions as brought out below, our bids for any package whose originally scheduled date of bid opening/actual date of bid opening (First Envelope or Second Envelope) falls within 1 year reckoned from the date of issuance of communication to this effect by the Employer, shall be considered non-responsive:

- (1) If we withdraw our bid during the period of bid validity specified by us in the Bid Form; or
- (2) In case we do not withdraw the deviations proposed by us, if any, at the cost of withdrawal stated by us in the bid and/or accept the withdrawals/rectifications pursuant to the declaration/confirmation made by us in Attachment — Declaration of the Bid; or
- (3) If we do not accept the corrections to arithmetical errors identified during preliminary evaluation of our bid; or
- (4) In the event of us being a successful Bidder, if we fail within the specified time limit
 - (i) To sign the Contract Agreement (if applicable), or
 - (ii) To furnish the required performance security, in accordance with the tender.
- (5) In any other case specifically provided for intender.

I/We undertake to accept the above obligations failing which my/our Firm may be blacklisted for participating in any future bid floated by the Institute.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

** : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

Declaration & Acceptance of Terms and Conditions (On Letter Head)

To,

The Registrar
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.

Sub: LIMITED TENDER ENQUIRY FOR APPOINTMENT/ EMPANELMENT OF COURIER SERVICE AGENCY

Madam/Sir,

This is with reference to your tender no: _____ due on _____. We are interested in participate in the tender for appointment of courier service agency. We have read and understood the details as given in the tender information regarding the Scope of Work and Terms and Conditions for the selection and the same are fully acceptable to us.

We have been given all the required information by TISS. We have submitted the required Documents as per the format. We certify that we are eligible as per the said Terms. The duly signed copies of all the tender pages are attached herewith.

Signature of Bidder

Name & Seal of firm

(Name of Proprietor): _____

Landline No: _____

Mobile No: _____

Place :

Date :

Financial Bid (Commercial Bid) for Domestic Articles

Format for the Financial Proposal / Cost Bid:

Please refer to the Financial Bid through online mode of application.

	Mumbai (in Rs.)	Metros and other cities directly connected with air	East Zone	West Zone	North Zone	South Zone
Rates Quoted below must be in INR and inclusive of all taxes, duties and levies						
Per Article Up to 10 – 100 gm						
Per article from 101 to 250 gm						
Per article from 251 to 500 gm						
Per article from 500 to 1000 gm						
Every additional Article from 1001 gms and part thereof upto 5 kg						
Expected Delivery Time						

Name & Signature of Bidder

With seal of firm

(Name of Firm): _____

Mobile No: _____

Landline No: _____

Place

Date.....

Financial Bid (Commercial Bid) for Domestic Articles

(More than 5 Kg)

Format for the Financial Proposal / Cost Bid:

Please refer to the Financial Bid through online mode of application.

	Mumbai	Metros and other cities directly connected with air	East Zone	West Zone	North Zone	South Zone
Rates Quoted below must be in INR and inclusive of all taxes, duties and levies						
By Train (surface) (per Kg)						
Expected Delivery Time by Train						
By Air (per Kg)						
Expected Delivery Time by Air						

Name & Signature of Bidder

With seal of firm

(Name of Firm): _____

Mobile No: _____

Landline No: _____

Place

Date.....

Financial Bid (Cost Bid) for International Articles

Format for the Financial Proposal / Cost Bid:

Please refer to the Financial Bid through online mode of application.

	Asian countries	Gulf countries	Europe	African countries	American countries	Australia continental
Rates Quoted below must be in INR and inclusive of all taxes, duties and levies						
Per Article Up to 10 – 100 gm						
Per article from 101 to 250 gm						
Per article from 251 to 500 gm						
Per article from 500 to 1000 gm						
Every additional Article from 1001 gms and part thereof upto 5 kg						
Expected Delivery Time						

Name & Signature of Bidder

With seal of firm

(Name of Firm): _____

Mobile No: _____

Landline No: _____

Place

Date.....

**AGREEMENT FOR APPOINTMENT OF COURIER SERVICE AGENCY FOR
DELIVERY OF LETTERS / MAILS/ PACKETS/ PARCELS ETC. OF THE TATA
INSTITUTE OF SOCIAL SCIENCES, MUMBAI (SPECIMEN COPY)**

No. _____ Dated _____ This agreement is made at Mumbai on this _____ Day of _____ 2021 between the **TATA INSTITUTE OF SOCIAL SCIENCES, V.N. Purav Marg, Deonar, Mumbai 400 088.**

(hereinafter called TISS) which expression shall, unless repugnant to the context hereinafter contained, Include its successors and assigns of the one part and _____ carrying on business at _____ under the name of _____ (hereinafter called the Agency which expression shall be deemed to include his/their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assignees) on the other part for the purpose of performing the courier related services at the rates and under the terms and conditions specified in the tender document and its annexure. Whereas the Agency has agreed with the TISS to perform all the operations set forth in the tender documents including its annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing contract annexed. In consideration of the payment to be made by TISS, the Agency shall duly perform the said operations as mentioned in the tender document and its annexure and shall execute the same with great promptness, care and diligence to the satisfaction of TISS and will carry out the work in accordance with the terms and conditions of contract with effect from _____ day of _____, 2022 upto _____ of _____ 2022 and will observe, fulfill and honour all the conditions mentioned in the tender document. TISS hereby agrees that if the Agency observe and honour the said terms and conditions of the contract, TISS will pay or cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed. The cost of stamp duty on this account shall be borne by Agency. In witness whereof the said parties have hereunto set their hands the day and year first above written.

SCHEDULE DETAILING THE TERMS OF WORK WITH RATES THEREOF AND THE CONDITIONS OF CONTRACT ARE ANNEXED.

That this Agreement is being signed on behalf of each of the parties by the signatories authorized by the respective parties.

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IN WITNESS WHEREOF THE UNIVERSITY AND THE AGENCY ABOVE SAID HAVE
HEREUNTO SUBSCRIBED THEIR HANDS ON THE DAY MONTH AND YEAR AS
MENTIONED ABOVE IN THE PRESENCE OF THE FOLLOWING WITNESSES.

REGISTRAR
(First Party)

TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR,
MUMBAI 400 088.

AUTHORISED SIGNATORY
(Second Party)

Name of Firm: _____
Address: _____

Name & Signatures of the Witnesses:

(First Party)

1. _____
2. _____

(Second Party)

1. _____
2. _____

**PERFORMANCE GUARANTEE / SECURITY DEPOSIT IN THE FORM OF BANK
GUARANTEE (from Govt. Sector Bank)**

Dated: _____ 2021

Bank Guarantee No: _____

The Registrar
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.

Dear Madam/Sir,

In consideration of **TATA INSTITUTE OF SOCIAL SCIENCES** (hereinafter called the TISS, which expression shall, wherever the context admits, mean and includes its successors and assignees), having its head office at **V.N. Purav Marg, Deonar Mumbai 400 088** having entered into a contract dated _____ with M/s _____ (hereinafter called the said Agency which expression shall include its successors, representatives, assignees, executors, administrators) to perform courier service on its behalf as custodians of the TISS on the terms and conditions of the agreement. Agency having agreed to provide a Guarantee to the TISS for performance of the contract in the form of Bank Guarantee for Rs **15000/-** (Rupees: Fifteen Thousand only). We _____ Bank, having its registered office at _____ and acting through its branch office at _____ (hereinafter referred to as Bank) hereby unconditionally and irrevocably guarantee and undertake to indemnify and keep indemnified the TISS to the extent of Rs.**15000/-** (Rupees: Fifteen Thousand only) against any loss or damage caused to or suffered by the TISS by the Agency or its employees or sub-agents.

We _____ Bank, do hereby undertake and promise to pay the amount due or payable under this guarantee without any demur, reservations, recourse, contest or protest merely on a demand from the TISS, stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the TISS.

We _____ Bank, further agree that the TISS shall be the sole judge of and as to whether the Agency has committed any breach or breaches of any terms and conditions of the contract and the extent of loss, damage, costs and expenses caused to or suffered by the TISS on account thereof and the decision of the TISS that the Agency has committed such breach as to the amount or amount of loss, damages, costs, charges and expenses including due to faulty/ delayed service shall be final and binding on us notwithstanding any difference or any dispute pending before any court, tribunal or any other authority.

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We the Bank further agree that no change or addition to or modification of the terms of contract/ tender documents which may be made between TISS and the Agency shall in anyway release the Bank from the liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

We _____ Bank, further agree that the guarantee herein contained shall be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the TISS, under or by virtue of the said agreement have been fully paid and its claim satisfied or discharged or guaranteed unless a demand or claim under this agreement is made on us in writing on or before three months after the date of completion of the contract, we shall be discharged from all liability under this guarantee thereafter.

This guarantee will not be revoked by any change in the constitution of the Bank or of the surety. It is agreed that TISS's claim shall remain valid even if the TISS has not issued a prior notice or has not proceeded against the Agency before making such claim.

We _____ Bank lastly undertake not to revoke this guarantee during this currency except with the previous consent of TISS in writing.

Place:

Name & Signature of the authorized signatory of
the agency

Date:

Official seal/ Address Stamp

INTEGRITY DECLARATION

1. It is hereby specifically agreed that the firm/vendor/contractor will not pay, offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.
2. It is understood that violation of the aforesaid clause shall entail sanctions, which could include loss or denial of contract, forfeiture of bid or performance security, liability for damages, debarment for future contracts. Besides action in accordance with law and criminal or disciplinary action against any, employee of the Institute, who seeks, demands accepts bribes of any sort.
3. The vendor/supplier/contractor shall declare that they have not been convicted by any court for and have not been formally investigated of a corruption crime and have not/ will not resort to bribery or any other form of corruption in the context of the contract.
4. Any misinformation or wrong declaration in respect of above clause (3) above shall provide the Institute the right to cancel the contract unconditionally.

Date:

Name & Signature of the Bidder/authorized person along
with Rubber Stamp/ Seal of organization

Place: