

TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

PURCHASE & STORES SECTION

e-Notice inviting tender (ONLINE TENDERING)
for
eTENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY

Two Bids System
(Please find enclosed 'Annexure – A' for the Techno-Commercial Bid)

e-Tender No. TISS/COURIER140920

WEBSITE <https://www.tenderwizard.com/TISS>

Schedule of Events / CRITICAL DATE SHEET

Published Date & Time	14.09.2020	(11.00 hrs)
Bid Document Download Start Date & Time	14.09.2020	(13.30 hrs)
Last Date for Online Submission	09.10.2020	(16.30 hrs)
Date of opening (Technical Bids)	12.10.2020	(11.30 hrs)
Date of opening (Financial Bid)	13.10.2020	(11.30 hrs)

The MSMEs are provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption.

Complete details of Scope Work and Terms & Conditions are also available on TISS website: www.tiss.edu & TISS e-Procurement Website at <https://www.tenderwizard.com/TISS> Bidders may kindly download the same from the Institute's e-Procurement website upto 9th October, 2020.

Security Deposit

Successful bidders shall pay towards Performance Security Deposit @ 10% of the total order value by way of Demand Draft in favour of the Institute at the time of finalization of the contract. The Security Deposit shall be interest free and refundable subject to due performance of the contract and in case of Contract default, or violation of any terms of the contract, the Security Deposit shall be forfeited.

Issued by:

The Section Officer
Purchase & Stores Section
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.
Mobile No (Office) : 7039201320 / 9702 000 947
Email: dilip_p@tiss.edu

Bid Submission

Kindly submit your eBid of the proposed services with the required details duly signed by the authorized representative. Submit your tenders (Online) and for further clarifications, please contact to The Section Officer, **(Mobile No: +91 9987 55 22 89 / 7039201320 / 9702 000 947)** Purchase & Stores, Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400088.

EMD Exemption:

MSME(D) Micro Small and Medium Enterprises (Development Act, 2006) - The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption.

“Notice inviting eTENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY”

Information & Instructions to the Bidders for Using Online Electronic Tendering System (eTS)

Standard e-Tender Terms & Conditions For TISS e-Procurement . TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>

1. The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "Tender of TISS" link in the homepage.
2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on “Enrolment” link in the homepage.
3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
4. For further details on e-Tender participation, please contact ITI Help desk on : • Telephone: 080-49352000 (Bangalore) & Sanjay KC – Mumbai & Maharashtra (09665721619) Email : sanjay.kc@etenderwizard.com • Email: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com. • Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

Special Conditions & instructions for using online Electronic Tendering System through portal (website) <http://www.tenderwizard.com/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>

Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment. Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/TISS>) by clicking on the link “ Enrolment ” on the home page of e- Portal which is chargeable. (Rs.2000/- + GST(18%)(Non-Refundable) to be paid online by e-payment gateway). The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in “Vendor Help Manual“ . Class III Digital Signature Certificate are mandatory for e-Tender /eProcurement .

Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . N.B: Bidders can download the Vendor's manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> . KEY INSTRUCTIONS for BIDDERS by clicking on "Latest Circulars/Formats/Help Manuals/Faq". The complete Step by Step "Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines" & "Digital Signature Certificate Process" this details are available on TISS e-Procurement Website for e-Tenders.

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through "Team viewer" , "Ammy Admin " Or "Any Desk" Remote software only. For Downloading this software , the downloading software links are available on home page of TISS eProcurement Website .

For further Enquiries, please contact:

The Section Officer
Purchase & Stores Section
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.
Mobile No (Office) : 7039201320 / 9702 000 947
Email: dilip_p@tiss.edu

Request for Proposal (RFP)

1. NOTICE INVITING TENDER

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.

eTenders are invited by the Section Officer, Purchase & Stores, V.N. Purav Marg, TISS, Mumbai from reputed Courier agencies / firms with relevant experience and having sufficient infrastructure for dispatching letters / parcels of the Institute.

2. GUIDELINES FOR THE BIDDER

2.1 ELIGIBILITY CONDITIONS

1. Only authorized agencies in the business of providing courier service with minimum experience of **3 years** in the services are permitted.
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 or contact offices are located, preferably, Delhi, Tuljapur (Maharashtra), Guwahati, Hyderabad, Mumbai etc.
3. 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.
4. 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.
5. The details of inputs / information required to be submitted by the agency is as per the **Annexure-I**.
6. Average annual turnover from similar works of last year's should be greater than or equal to Rs.5.00 lakh from any contract/ party.
7. Tenders received without requisite documents, without EMD, shall not be entertained.
8. 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.
9. 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. An undertaking in this regard from the Company Secretary or Authorized Signatory.

10. 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.
11. 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.
12. The agencies should also specify the pick-up timings on all working days of the Institute.
13. 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.
14. **Validity of the bids** 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). The validity of EMD shall also be suitably extended.
15. **Amendment of Tender** (A) 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. Any such amendment issued along with the original Tender document will constitute Revised Tender. (B). The addendum/corrigendum will be uploaded on the TISS website. The Bidders are requested to visit the website frequently to check for any amendments. (C) 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.
16. **SCOPE OF WORK** (1) The Authorized representative of Courier agency will collect parcels/letters from the Despatch Section, TISS, Mumbai. (2). The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements. (3) The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected. (4) The Courier agency will return the undelivered parcels/letters within two weeks. (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. (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. (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. (8) The quantities mentioned in the financial offer are tentative for evaluation of tender only actual quantities may vary.

GENERAL CONDITIONS OF TENDER

Period of Contract (a). 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. (b). On expiry of one year, the Institute reserves the right to extend the contract for another one year [maximum period of two years] 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.

Termination of the Contract (a). 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. (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 have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by the Institute. (c). 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 case of termination, the Institute 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 Institute reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

Impound of EMD: EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfill any of the following conditions:

1. If the Bidder withdraws their offer during the period of tender validity.
2. If after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
3. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
4. The Agency does not commence Courier services within seven days of the stipulated date for commencement of Courier services,

The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption.

Security Deposit: The EMD of the successful bidder can be converted into performance guarantee/ security deposit and shall be retained for the entire period of contract. The agency shall not be entitled to any claim or receive any interest on the amount of performance guarantee.

Security deposit / performance guarantee at the rate of 10% of order value **through NEFT or bank transfer** as per the given online format is to be submitted by the Agency immediately within 7 days of the execution of the agreement to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the Agency or any failure on the part of Agency in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid up to three months beyond the expiry of contract period.

Payment Terms: (I). The Courier service 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 the Payment will be made within a reasonable time after scrutinizing and verifying the (II). 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.

Liquidated Damages:

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.
2. 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.
3. 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.
4. 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.

Indemnity: 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.

Force Majeure: 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, 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 Purchase Committee may deem, fit except such material, as the agency may, with the concurrence of the Institute, elect to retain.

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 Registrar of the Institute who may himself act as sole arbitrator or may name as sole arbitrator an officer of TISS notwithstanding the fact that such 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.

1. The place of the arbitration shall be at the Mumbai Jurisdiction.
2. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
3. The proceedings of arbitration shall be in English language.

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 Delhi shall only have the jurisdiction.

The ebids are to be submitted in two separate online streams:- (Next Page)

TECHNO-COMMERCIAL BID – Online Mode (Annexure 1)

Technical Proposal: Interested agencies may submit a technical proposal including the following:

Institution Overview

- Provide a brief institution history, years in service, number of employees and office locations.
- List top clients and services provided to them.
- List any awards or industry recognitions.
- Competitive advantage of the organization to deliver on this services

Please provide **three references of organizations that have utilized your custom services.**

Include the contact name, title, company name, address, phone number and email address for each reference.



ANNEXURE - I

TECHNICAL BID-CUM- ORGANISATIONAL PROFILE

To register as a new supplier, enter your user and organization information.

Please provide information on the company's Letter Head

(Scan Copies should be uploaded online also)

{Note: Above mentioned form are available in EXCEL Format also on e-Tender Website, Vendors need to fill up that excel form and same should be uploaded online}

TECHNICAL BID: eTechnical Bid, along with an online payment of EMD of Rs. 8,000/- (Rupees Eight Thousand only) towards EMD, through online, and other requested document mentioned in Section I. Tender Document received without EMD shall stand automatically disqualified by the system.

EMD Exemption: MSME(D) Micro Small and Medium Enterprises (Development Act, 2006) - The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.

Name of the Organisation/Company: _____

Date of Incorporation / Establishment: - (Please attach Certificate of Incorporation):

Product Description: _____

Registered Office Address: _____

Landline No: _____

Mobile No: _____

Email ID: _____

Fax No: _____

Type of Organization: Sole Proprietorship/Partnership/ Ownership or any other

Name of the Proprietor: _____

Name of the Bank: _____

Name of the Account Holder: _____

Bank Branch: _____

Bank A/c. Number: _____

NEFT Code: _____

GST Registration No.: _____

Income Tax PAN Card No: _____

Product Details: _____

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

Strength of the Man-power: _____

Address of Workshop or Shop Floors: _____

Any other branches:

(a) -----

(b) -----

(c) -----

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:

Enclosures:

1. Company founding year – Shop & Establishment Certificate
2. Company size/branches,
3. Clients' List
5. Products Profile/List
6. **Target** - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)
7. Copy of Purchase Order pertaining to the Government Organization (at least three exceeding Rs. One Lakhs, if not please ignore)

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:

ANNEXURE - II

COST BID – Online Mode

Format for the Financial Proposal / Cost Bid: Please refer to the Financial Bid through online mode of application.

Financial Bid (Commercial Bid)

{Note: Below Cost Bid Forms are available in EXCEL (.xls) format on e-Tender Website, vendors need to download the same from e-tendering site and same should be filled and upload online only}

Domestic (Document / Letters) - (Rs)

	Mumbai	Metros and other cities directly connected with air	East Zone	West Zone	North Zone	South Zone
Per Letter / Article Up to 250 GM						
Per letter / article from 51 to 100						
Per letter / article from 101 to 150 grms.						
Per letter / article from 151 to 250 grms.						
Per letter / article from 101 to 150 grms.						
Every additional 250 grms and part thereof upto 5 kg						
Expected Delivery Time						
FUEL Surcharge						
Tax if any						

Place:

Signature of the authorized signatory of the
agency

Date:

Official seal/ stamp

ANNEXURE - III

Domestic (Parcel more than 5 Kg)

	Mumbai	Metros and other cities directly connected with air	East Zone	West Zone	North Zone	South Zone
By Train (surface) (per Kg)						
By Air (per Kg)						
Fuel Surcharges						
Tax if any						

Place:

Signature of the authorized signatory of the
agency

Date:

Official seal/ stamp

ANNEXURE - IV

International (Rs)

	Asian countries	Gulf countries	Europe	African countries	American countries	Australia continental
Per Letter / Article Up to 250 GM						
Per letter / article from 51 to 100 gms.						
Per letter / article from 101 to 150 grms.						
Per letter / article from 151 to 250 gms.						
Every additional 250 gms and part thereof upto 5 kg						
Expected Delivery Time						
Fuel Surcharge						
Tax if any						

Place:

Signature of the authorized signatory of the
agency

Date:

Official seal/ stamp

All enquiries to be sent on dilip_p@tiss.edu and tiss-purchase@tiss.edu with the subject line **“Notice inviting eTENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY”** only. Emails without the correct subject line will not be looked at or judged

ANNEXURE - V

Declaration & Acceptance of Terms and Conditions **(Vendors should have to upload the scan copies online also)**

To,

The Section Officer
Purchase & Stores Section
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.
Mobile No (Office) : 7039201320 / 9702 000 947
Email: dilip_p@tiss.edu

Sub: TENDER 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 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.

Place:

Signature of the authorized signatory of the
agency

Date:

Official seal/ Address Stamp

ANNEXURE - VI

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)

MoU / UNDERTAKING

No. _____ Dated _____ This agreement is made at

Mumbai on this _____ Day of _____ 2013 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 form 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 _____, 2020 upto _____ of _____ 2021 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.

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.

ACTING REGISTRAR
(First Party)

AUTHORISED SIGNATORY
(Second Party)

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

Name & Signatures of the Witnesses:

(First Party)

(Second Party)

1. _____

1. _____

2. _____

2. _____

ANNEXURE - VII

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

Dated: -----, 2020

Bank Guarantee No: _____

The Section Officer
Purchase & Stores Section
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.
Mobile No (Office) : 7039201320 / 9702 000 947
Email: dilip_p@tiss.edu

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**10000/-** (Rupees: Ten 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.**10000/-** (Rupees: Ten 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.

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:

Signature of the authorized signatory of the
agency

Date:

Official seal/ Address Stamp



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

Tender No.TISS//COURIER140920

Date : 14/09/2020

PURCHASE & STORES SECTION

Name of Work: e-TENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY

2.1 ELIGIBILITY CONDITIONS

Name Of The Tenderer		
Sl No:	Description	Documents Submitted Online (Required Documents Scan Copies Should be uploaded online) Yes /No
1	Only authorized agencies in the business of providing courier service with minimum experience of 3 years in the services are permitted.	
2	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	
3	UTR Details of EMD (Online e-Payment Receipt for EMD Amount and Date)	
4	Tender document charges (Online e-Payment Receipt)	
5	The details of inputs / information required to be submitted by the agency is as per the Annexure-I.	
5	Average annual turnover from similar works of last year's should be greater than or equal to Rs.5.00 lakh from any contract/ party.	
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TATA INSTITUTE OF SOCIAL SCIENCES
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Tender No.TISS//COURIER140920

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PURCHASE & STORES SECTION

Name of Work: e-TENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY

ANNEXURE - I
TECHNICAL BID-CUM- ORGANISATIONAL PROFILE

Technical Proposal: Interested agencies may submit a technical proposal including the following:

- 1. Institution Overview**
- 2. Provide a brief institution history, years in service, number of employees and office locations.**
- 3. List top clients and services provided to them.**
- 4. List any awards or industry recognitions.**
- 5. Competitive advantage of the organization to deliver on this services**
- 6. Please provide three references of organizations that have utilized your custom services. Include the contact name, title, company name, address, phone number and email address for each reference.**

TECHNICAL BID: eTechnical Bid, along with an online payment of EMD of Rs. 8,000/- (Rupees Eight Thousand only) towards EMD, through online, and other requested document mentioned in Section I. Tender Document received without EMD shall stand automatically disqualified by the system.

EMD Exemption: MSME(D) Micro Small and Medium Enterprises (Development Act, 2006) - The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption

Name Of The Tenderer		
Sl No:	Description	Documents Submitted Online (Required Documents Scan Copies Should be uploaded online) Yes /No
1	Name of the Organisation/Company:	
2	Date of Incorporation / Establishment: - (Please attach Certificate of Incorporation):	
2	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	
	Name of the Bank	
	Name of the Account Holder:	
	Bank Branch:	
	Bank A/c. Number	
	NEFT Code:	
11	GST Registration No.:	
12	Income Tax PAN Card No:	
13	Product Details:	
14	Total Turn Over (as on the date of application):	
15	Strength of the Man-power:	
16	Address of Workshop or Shop Floors:	
17	Any other branches:	
	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. Enclosures:	
1	Company founding year – Shop & Establishment Certificate	
2	Company size/branches,	
3	Clients' List	
4	Products Profile/List	
5	Target - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)	
6	Copy of Purchase Order pertaining to the Government Organization (at least three exceeding Rs. One Lakhs, if not please ignore)	

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

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Name of Work : eTENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY				
TECHNICAL BID PERFORMA				
Note: This form is also available in EXCEL Format for online submission (Mandatory)				
1	Name of the Firm/Company/Agency (Attach a copy of registration)			
2	Name of the Director/Proprietor/Head etc.			
3	Address of the Registered office, Local office in Hyderabad			
4	Registration under Private Security Regulation Act . Whether ISO certified. If so enclose the copy of relevant certificate.			
5	Contact Details: a.Phone/Fax/ Mobile Nos. b.Email c. Web Campus if any			
6	PAN No./TIN (Attach a copy)			
7	GST Registration No. (Attach a copy)			
8	Labor Commission Registration No. (Attach a copy)			
9	EPF Registration No. (Attach a copy)			
10	ESI registration No. (Attach a copy)			
11	Financial Turnover in last Three FYs (in lakhs) Attach a copy of Audited statement of each)			
	(a) FY: 2016-17			
	(b) FY: 2017-2018			
	(c) FY:2018-19			
	Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed			
12	List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case)			
	Details	Organization	Contract Value (Annual)	Duration
1				
2				
3				
13	EMD Details (Enclose the DD with Technical Bid) (Enclose the Online Receipt with Technical Bid)			
Note: This proforma after filling up details has to be submitted with technical bid along with all supporting attachments. Please use more than one sheets to furnish the above information if required. Copies of supporting documents attached must be serially numbered from 1 to13.				
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TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088

Tender No.TISS//COURIER140920		14/09/20
PURCHASE & STORES SECTION		
Name of Work: e-TENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY		
Documents To Be Uploaded		
Name Of The Tenderer		
SL	Description	Documents Submitted Online (Required Documents Scan Copies Should be uploaded online) Yes /No
1	Shop & Establishment / Certificate of Registration	
2	Manpower Strength (Total)	
3	No. of Branches (Different Geographical Areas) (Total)	
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	
	Financial Turnover in last Three FYs (in lakhs) - Attach a copy of Audited statement of each (a) FY: 2017-18 (b) FY:2018-19 (c) FY: 2019-20 Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed	
10	Photo-copies of any two recent MOUs or Purchase Orders with similar organizations	
	List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case) (a) Name of the Organization (b) Contract Value (Annual) (c) Duration	

SL	Description	Documents Submitted Online (Required Documents Scan Copies Should be uploaded online) Yes /No
11	Bank Details (Cancelled Cheque)	
12	Copies of any two Offer Letters issued by any organization of similar tenders	
13	EMD Payment Details – Bank Name, UTR No. Date etc. (Online e-Payment Receipt)	
	EMD Details (Enclose the DD with Technical Bid) (Enclose the Online Receipt with Technical Bid) (a) Details of the EMD: (b) Amount: (c) Bank's Name: (d) Tracking No: (e) Date: Once EMD paid, receipt will be generated by the Institute and the same will be mailed.	
	New Bidders/Vendors will be required to submit 'Vendor Registration Form' (hard copies) alongwith the aforesaid photocopy/documents to the TISS, Mumbai. Also hard copies of the following documents are to be submitted to the Section Officer, Purchase & Stores Section, V.N. Purav Marg, Deonar, Mumbai-400 088.	
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TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Tender No.TISS//COURIER140920

**Date :
14/09/2020**

**Name of Work: e-TENDER FOR APPOINTMENT/EMPANELMENT OF COURIER
SERVICE AGENCY**

**ANNEXURE - II
COST BID – Online Mode**

**Format for the Financial Proposal / Cost Bid: Please refer to the Financial Bid through
online mode of application.
Financial Bid (Commercial Bid)**

Domestic (Document / Letters) - (Rs)

Name Of The Bidder (Mandatory):						
Sr	Mumbai	Metros and other cities directly connected with air	East Zone	West Zone	North Zone	South Zone
Per Letter / Article Up to 250 GM						
Per letter / article from 51 to 100						
Per letter / article from 101 to 150 grms.						

Per letter / article from 151 to 250 grms.						
Per letter / article from 101 to 150 grms.						
Every additional 250 grms and part thereof upto 5 kg						
Expected Delivery Time						
FUEL Surcharge						
Tax if any						

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.

"This Is The Electronic Spread Sheet Singature Is Not Required"



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

Tender No.TISS//COURIER140920

Date : 14/09/2020

Name of Work: e-TENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY

ANNEXURE - III
COST BID – Online Mode

Format for the Financial Proposal / Cost Bid: Please refer to the Financial Bid through online mode of application.
Financial Bid (Commercial Bid)

Domestic (Parcel more than 5 Kg)

Name Of The Bidder (Mandatory):						
Sr	Mumbai	Metros and other cities directly connected with air	East Zone	West Zone	North Zone	South Zone
By Train (surface) (per Kg)						
By Air (per Kg)						
FUEL Surcharge						
Tax if any						

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.

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Name of Work: e-TENDER FOR APPOINTMENT/EMPANELMENT OF COURIER SERVICE AGENCY

ANNEXURE - IV
COST BID – Online Mode

Format for the Financial Proposal / Cost Bid: Please refer to the Financial Bid through online mode of application.
Financial Bid (Commercial Bid)

International (Rs)

Name Of The Bidder (Mandatory):						
Sr	Asian countries	Gulf countries	Europe	African countries	American countries	Australia continental
Per Letter / Article Up to 250 GM						
Per letter / article from 51 to 100 gms.						
Per letter / article from 101 to 150 grms.						
Per letter / article from 151 to 250 gms.						
Every additional 250 gms and part thereof upto 5 kg						
Expected Delivery Time						
FUEL Surcharge						
Tax if any						

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.

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