



HMT LIMITED

Auxiliary Business Division,
Jalahalli, Bengaluru – 560013.
Phone: 080-28381320, 23456965,
GSTIN: 29AAACH7073D2ZL

E-Mail: mchandra.shekhar@hmtlimited.com **Web:** www.hmtindia.com

NIT REF.NO.: HMTL/ABDB/Tender/Courier Service/2023-24

Date: 19.10.2023

NOTICE INVITING TENDER FOR COURIER SERVICES

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SECTION 1: TENDER DETAILS AND SCHEDULE

Sealed Tenders are invited in “Two Bid System” from reputed Service providers fulfilling the eligibility criteria mentioned in these tender documents for the Courier services.

Details:

1	Scope of Work	Courier Services in Volumetric weight basis-Rate Contract
2	Tender No. and Date	HMTL/ABDB/Tender/Courier Service/2023-24 Date: 19.10.2023
3	Type of Bidding system	Two Bid System
4	Type of tender	Manual
5	Bid Estimated Value	NIL
6	Tender Cost	INR 500.00
7	Earnest Money Deposit (EMD)	INR 25,000.00
8	Bank Details:	Current A/c No.: 02020200020178 IFSC Code: UCBA0000202 Bank: UCO Bank Branch: Jalahalli, Bengaluru
9	Bid Clarifications Last Date	On or before 26.10.2023 Clarifications shall be sent to : mchandra.shekhar@hmtlimited.com
10	Bid Due Date and Time	Date : 09.11.2023 Time : 14:00 Hrs.
11	Date, & Time of Technical Bid Opening	Date : 09.11.2023 Time : 14:30 Hrs.
12	Pre Bid Meeting	Date: 27.10.2023 Venue: HMT Limited, ABD Bangalore Landmark: Near kadamba Restaurant Phone No.: 080-23456965
13	Contact Details	Name: Chandrashekhar Myageri Designation: Deputy Engineer Phone No.: 080-23456965 Email: mchandra.shekhar@hmtlimited.com
14	Availability of Tender Document On Website(S)(Any corrigendums will be published only in HMT website)	HMT's Tender Website – https://www.hmtindia.com/tender-and-corrigendum-notification/ Govt. CPP Portal – https://eprocure.gov.in

Note:

1. Tender Cost & EMD shall be submitted in the form of DD drawn in favor of “HMT Limited, Payable at Bangalore” or can transfer for the above mentioned bank details. Copy of the payment made shall be enclosed while submitting in Technical bid.
2. EMD and Tender fee shall be exempted subject to furnishing of valid registration certificate as registered under Micro and Small Enterprises (MSE) for the service to be tendered.

SECTION 2: ELIGIBILITY CRITERIA

Minimum Eligibility Criteria:

1. The Bidder/Tenderer should have Main/Branch office location in Bangalore. Attach photo-copy of proof.
2. The Bidder/Tenderer should have a proper established office premises having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient courier services. Tenders received from Firms/establishments operating from residential premises and not having proper established office premises having necessary infra-structure and manpower on its rolls shall be rejected. HMT officials may inspect the premises if required
3. The Bidder/Tenderer should have a minimum experience of five years in the field of providing courier services.
4. The Bidder/Tenderer should have a valid PAN Number issued by Income Tax Authority, valid GST Number. Attach photo-copy of PAN Card.
5. The Bidder/Tenderer should have rendered satisfactory courier services to at least two Central or State Governments or Undertakings / Autonomous Institute during the last three financial years. Attach Certificate of Experience and providing satisfactory Courier Services from concerned Establishments/Companies.
6. The Bidder/Tenderer should have a On-line Developed Software available on its Official Website so as to enable to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer
7. The Bidder/Tenderer should furnish List of Clients to whom satisfactory courier services are given by them during the last three financial years. Attach Certificates from concerned Clients/Companies. Attach list of present and past clients.
8. The Bidder/Tenderer should have minimum average annual turn-over of Rs. 10 Lakhs and should have earned profit during the last three financial years. Attach Certificate from Chartered Accountant in this regard.

SECTION 3: GENERAL INSTRUCTIONS TO BIDDERS

3. Cost of Tender

- a) The Tenderer shall bear all costs associated with the preparation and submission of its tender, and HMT Limited, Auxiliary Business Division, Bangalore hereinafter referred to as “The Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- b) The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the Tender Documents or submission of a tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of its tender.
- c) **Clarification of Tender Documents**
Tenderers may request clarifications in writing , on or before the deadline as mentioned in tender document. The responses to the request for clarification shall be done in writing/email and will be published as a corrigendum on the HMT India website.
- d) **Amendment of Tender Documents:**
At any time prior to the deadline for submission of tenders, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender Documents by amendment. The amendment will be published on the HMT India website. These amendments shall be binding to all tenderers. In order to afford prospective Tenderers reasonable time in which to take the amendment(s) into account in preparing their tenders, the Purchaser may at its discretion, extend the deadline for the submission of tenders.

3.1 Documents Comprising the Tender

DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Demand Draft of Earnest Money Deposit and cost of tender document.
- c) Documents in support of minimum eligibility criteria as stated
- d) If claiming any exemptions, Corresponding documents shall be enclosed

All the aforesaid documents must be enclosed with the Technical bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

3.2 Tender Form

The Tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the Tender Documents, indicating for the goods to be supplied.

3.3 Period of Validity of Tenders

Tenders shall remain valid for 90 (ninety) days after the date of tender opening prescribed by the Purchaser. A tender valid for a shorter period may be rejected by the Purchaser as non-responsive.

The Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). A Tenderer granting the request will not be required nor permitted to modify its tender.

3.4 Format and Signing of Tender

The original and all copies of the tender shall be signed by the Tenderer or a person or persons duly authorized by the Tenderer. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender shall be initialed by the person or persons signing the tender.

The tender shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

3.5 Late Tenders

Any tender received by the Purchaser after the deadline for submission will be rejected and returned unopened to the Tenderer.

3.6 Modification and Withdrawal of Tenders

The Tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawals is received by the Purchaser prior to the deadline prescribed for submission of tenders.

No tender may be modified subsequent to the deadline for submission of tenders.

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.

3.7 Opening of Tenders by Purchaser

The Purchaser will open tenders in the presence of those tenderer's representatives who may choose to attend, at the specified address and time. Commercial opening details will be shared for all the technically qualified bidders.

3.8 Clarification of Tenders

To assist in the examination, evaluation and comparison of tenders the Purchaser may, at its discretion, ask the Tenderer for a clarification of its tender. The request for clarification and the response shall be in writing/email and no change in the price or substance of the tender shall be sought, offered or permitted.

3.9 Preliminary Examination

The Purchaser will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit

price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its tenders will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

3.11 Purchaser's Right to Accept Any Tender and to Reject Any or All Tenders

The Purchaser reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders at any time prior to award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Purchaser's action.

3.12 All over-writings/corrections should be duly signed by the Tenderer/Bidder.

3.13 Performance Guarantee – Rs 50,000/-

The successful Tenderer shall, within 10 days after the receipt of the notification of the award of contract, furnish to the Purchaser, a performance guarantee of Rs 50,000/- to be submitted to HMT Limited, ABD Bangalore.

3.14 Procedure for submitting tenders

The Tenders are to be submitted in two bid system i.e. Technical bid and Financial Bid.

- a. Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of experience, turnover, proof of address, undertaking as per instructions etc.
- b. Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid - NIT ref no for “Providing Courier Services.” and “Financial Bid NIT ref no-for for “Providing Courier Services.” respectively.

Technical Bid:

1. An EMD in the form of Demand Draft or Banker’s cheque from any nationalized bank.
2. Cost of tender document
3. Proofs of documents for minimum eligibility meeting criteria.
4. Filled Technical bid document.
5. Signed and Sealed Tender document

Financial bid:

Filled, signed and sealed price bid should be put in a separate envelope and should be super scribed as tender for “Providing Courier Services”.

Both Technical & Financial bids should be kept in third envelope and superscribe the NIT Tender number and send it to the below mentioned address,

Deputy Engineer, Material Management,
Auxiliary Business Division,
HMT Limited, Jalahalli post,
Bangalore-560013.
Landmark : Kadamba Hotel

- 3.15 Right of rejection of tender:** Auxiliary Business Division, HMT Limited, Bangalore reserves the right to accept or reject any or all the tenders without assigning any reason.
- 3.16** The Contract with the Bidder/Tenderer can be cancelled by the purchaser giving one month's notice in writing without assigning any reason, whatsoever.
- 3.17** In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months notice in writing to the Company otherwise the Security Deposit lying with the company will be forfeited and not refunded.
- 3.18 Disputes and Arbitration:** In case of any dispute the decision of the ABD, HMT Limited will be final. The venue of any arbitration shall be Bangalore. ABD, HMT Limited also reserves the right to terminate the contract at any time without assigning any reason(s) therefore.

SECTION 4: SCOPE OF SERVICES AND PAYMENT TERMS AND CONDITIONS

- i. The Bidder/Tenderer is required to provide the courier services for an initial period of One year. However, the contract for providing courier services can be renewed thereafter with two more years at the same rates subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
- ii. The Bidder/Tenderer will arrange to collect courier letters/packages daily i.e. At 02.30 PM on every working day from all departments of ABD Bangalore.
- iii. The Bidder/Tenderer is required to submit PODs of the letters/packages collected from the various departments as proof of delivery of letter/package within seven days from the date of collection of letter/package to the respective departments of the purchaser for record/verification. In the event of non-submission of PODs for the courier/packages sent, no payment will be made to the Bidder/Tenderer.
- iv. That in case the Bidder/Tenderer or its franchises/agents :-
 - (i) Manipulates the delivery particulars
 - (ii) Damages the consignments
 - (iii) Mis-handles the consignments, which result in loss in full or any part/item of the consignments
 - (iv) Submits wrong bills
 - (v) Submits unreliable delivery status report or which is found to be incorrect.
 - (vi) Picks up a consignment and then returns it on the plea that the address is outside the area of operations of the First Party; then the HMT,ABD shall impose a panel charge of Rs. 2000/- (Rupees Two Thousand Only) per consignment or the amount of consequential loss suffered or whichever is more.
- v. The Bidder/Tenderer will submit monthly bills to each department for the letters/packages received from them for courier along with PODs for verification and certification of amount payable as per approved rates. The bills duly verified, certified, stamped and “Passed for Payment” indicating the amount payable as per approved rates.
- vi. The payment of bills received shall be released within 30 working days from the date of receipt of bills.
- vii. The Bidder/Tenderer should have On-line Developed Software available on its Official Website so as to enable the Company to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.
- viii. The Bidder/Tenderer on empanelment by the company is/are required to keep a deposit of an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) as security deposit. This deposit will remain with the ABD during the currency of the contract and no interest shall be paid on this amount.

SECTION 5: TECHNICAL BID

TECHNICAL BID
(Please enclose copies wherever required)

S.No	Description	Particulars
1.	Name of the Firm / Establishment.	
2	Registered Address of the Firm / Establishment.	
3	Number of Branch Office of the Firm/Establishment in India. Attach list of offices along with its addresses.	
4	Number of Franchise of Firm / Establishment. Attach list of Franchises with its addresses.	
5	Year of Establishment	
6	Whether the Firm / Establishment is proprietorship / partnership / Pvt. Ltd. Or Public Limited Company. Attach self attested copy of document with Registration No.	
7	(A) Name of authorized contact person. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	
8	PAN Number of the Firm / Establishment. Attach Self-attested photo-copy of the PAN Card.	
9	Goods and Service Tax Number of the Firm / Establishment. Attach Self attested photo-copy of the GST Registration Number.	
10	Office Website Address of the Bidder/Tenderer where On-Line Tracking of Status of delivery, delivery time and date can be checked.	
11	Experience in the field of providing courier service on Contract Basis. Attach Certificate of Experience and Satisfactory Completion of work awarded from Govt. Establishments / PSU / Companies.	

12	<p>Bank Account Details of the Firm</p> <p>(A) Bank Account No.</p> <p>(B) Bank Name and Address (C)IFSC Code (D)MICR Code.</p>	
	<p>Attach photo-copy of cancelled cheque.</p>	
13	<p>List of existing Clients along with proof which should include at least two Government / Public Sector Undertaking during the last three financial years. Attach Certificate from clients / organizations.</p>	
14	<p>The Tenderer should have minimum average annual turn-over of Rs. 10 Lacs for the last three financial years. Attach Certificate from Chartered Accountant in this regard</p>	
15	<p>Enclose Demand Draft only of Rs. 25,000/- as “Earnest Money Deposit”.</p>	<p>Demand Draft No. _____</p> <p>Date of Demand Draft _____</p> <p>Demand Draft Amount _____</p> <p>Bank Name _____</p>
16	<p>Enclose Demand Draft only of Rs. 500/- as “Tender Fee”</p>	<p>Demand Draft No. _____</p> <p>Date of Demand Draft _____</p> <p>Demand Draft Amount _____</p> <p>Bank Name _____</p>

SIGNATURE WITH STAMP :
NAME OF FIRM :
NAME OF AUTHORISED PERSON :
CONTACT NUMBER :
E-mail ID :
DATE

INSTRUCTIONS AND TERMS AND CONDITIONS FOR SUBMITTING FINANCIAL BID

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The rates quoted by the Tenderers/Bidders should be valid for a period of Three years from the date of empanelment of the firm for providing courier services. No revision will be allowed during the Rate Contract Period of Three years.
6. The Bidder/Tenderer is required to provide the courier services for a initial period of three years. However, the contract for providing courier services can be renewed thereafter on three-year basis by increasing the existing rates/rates quoted by the tenderer/bidder by 10% subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
7. The Tenderers/Bidders are advised to refer to Scope of Services and Terms and Conditions of the Tender Document so as to cover all expenses to be borne by him/them for providing courier services before quoting rates in the Financial Bid.
8. All applicable Statutory Deductions such as TDS, Education Cess, Higher Education Cess etc., if applicable will be deducted from the amount payable as per rules.
9. Goods and Service Tax and Cess thereon, if any, will be paid in addition to amount quoted by the Bidder/Tenderer.

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SECTION 6: FINANCIAL BID

(To be submitted on the letter head of the bidder firm)

S.No	Category	Local (Bangalore)	South India (Karnataka, Kerala, Tamil Nadu, Andra Pradesh, Telangana)	North East and Jammu Kashmir	Rest of India
1	Upto 50 gm				
2	From 51 gm to 1000 gm				
3	From 1001 gm to 2000 gm				
4	From 2001 gm to 3000 gm				
5	From 3001 gm to 4000 gm				
6	From 4001 gm to 5000 gm				
7	Rate per kg exceeding 5000 gm				
8	Reverse Pickup & delivery to HMT ABD				

NOTE:

- 1. Quoted price shall be inclusive of fuel surcharges and shall not be paid extra**
2. Weight shall be considered in volumetric basis only
3. Parcel shall be picked from Monday – Saturday after 02:30 PM from HMT ABD Office
4. GST will be paid extra as per the bills, All bidders requested to enter only the basic prices.
5. L1 will be arrived based on the overall quoted price for all the locations. (For arriving L1, quantity shall be considered 01).
6. This L1 evaluation is based on overall quoted prices.
7. Evaluation is subjected to arithmetical check.
8. No additional amount will be paid other than Contract value.

SIGNATURE OF THE TENDERER WITH SEAL
DATE: