



Odisha State Health & Family Welfare Society

Dept. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012
Phone/Fax: 0674- 2392479/80/88



NOTICE

With reference to the advertisement (**Advt. Ref. no.04/18 dtd-23.02.2018**) for the tender of Courier Services, last date of submission of tender is hereby extended to **14.03.2018, 3 PM**. The Tender shall be opened at **3.30 PM on 14.03.2018**. All other terms and conditions remain unchanged.

Sd/-
Mission Director
NHM, Odisha



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Advt.No.04/18

Date: 23.2.2018

TENDER CALL NOTICE FOR COURIER SERVICES

Sealed tenders are invited from courier agencies having wide network in India for providing courier services of the Mission Directorate, NHM, Odisha. Details regarding the terms & conditions, formats of submission of tender etc may be downloaded from the website: www.nrhmorissa.gov.in. The tenders should reach the office of the undersigned by **7th March 2018 (till 3 PM)**. The Tenders will be opened at **3.30 PM on 7th March 2018**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-
Mission Director
NHM, Odisha

TERMS & CONDITIONS FOR PROVIDING COURIER SERVICE

1. Sealed tenders are invited from the Courier agencies having wide network throughout India for providing Courier service for the Mission Directorate, NHM, Odisha.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from our website www.nrhmorissa.gov.in.
3. The bidder **should have GST registration** for Courier Service.
4. The courier agency should have executed courier service work for any Govt./ PSU / Banks during the last three years.
5. The bidders shall furnish an **EMD of Rs.1,000/-** in the shape of a demand draft from any Nationalized / Schedule Bank payable at Bhubaneswar and in favour of the Mission Director, NHM, Odisha. The EMD should be put in the Technical Bid (Cover A) envelop.
6. **Instruction for submission of Tender:** The tender will be in **two parts** i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **technical** and **financial** bid **separately** in **two separate envelopes** and the same should be put into **another cover envelop** superscribed as **“Tender for Providing Courier Service to NHM in reference to adv. No.04/18 dtd. 23.02.2018 (Extension of date of submission upto 14.03.2018, 3 PM)”**. The Technical & Financial Bid envelopes should be clearly **marked** as **Technical Bid & Financial Bid** on the top of the relevant envelopes and the name of the bidder at the left bottom side of the envelopes. All the envelopes (Inner & Cover envelopes) should be addressed to :

**The Mission Director,
National Health Mission,
SIHFW Annex Building, Nayapalli,
Unit-8, Bhubaneswar – 751 012, Odisha.**

7. Bidders who qualify technically [as per submission of relevant documents as asked to be submitted in Technical Bid – Tender Form (Cover A)], their Financial Bid (Cover B) shall only be opened.
8. The tender should reach the office of the Mission Directorate, NHM, Odisha by **14th March 2018, 3 PM** and the tenders will be opened at **3.30 PM** on same day.

Terms and Conditions

1. Courier service on monthly basis will generally be required by the Mission Directorate, National Health Mission office for its daily letter correspondences inside Bhubaneswar, Odisha and outside the state.
2. The period of contract shall be for a period of **two years**. However, the contract shall be signed initially for a period of **one year** which shall be extended for a further period of **one year** subject to satisfactory performance of the agency.
3. The rate for courier services shall include all expenditures incurred while carrying letters, from the premises of Mission Directorate, NHM, Odisha to the addressee.
4. The sealed / closed envelopes with complete address shall be delivered to tenderer at a particular time on every day except Sunday and holidays.

5. Any type of declarations as and when necessary for transporting couriers shall be provided by Mission Directorate NHM, Odisha.
6. The agency is liable to pay any charges, levies, imposed on the courier services, apart from agreed prices.
7. The agency must have GST registration and submit a copy of registration certificate.
8. The agency is required to maintain detail record of receipt of letters from Mission Directorate with acknowledgement of concerned person. It is also required to submit the duly signed delivery receipt on weekly basis or as and when required.
9. You are responsible to deliver the couriers within following stipulated period for different destinations. If necessary, after execution of contract, at any point of time, it is found that deliveries are not made within stipulated period, penalty may be imposed as deemed fit, unless until extreme condition arises.
 1. Within Bhubaneswar city 1 to 2 days.
 2. Within the state 2 to 4 days.
 3. Outside the state 3 to 5 days.

(N.B:- Sundays and other public holidays or excluded from the above prescribed days.)

10. Rates mentioned in the schedule of price are fixed for a period of **two years** from the date of signing of contract. Upward change in rates will not be considered at any cost during the period of contract.
11. Criteria for selection: The bidders have to quote for all the items (Destination & Weight in Gms) mentioned in the financial bid format. The bidder who quotes the lowest price for maximum items (Destination & weight in Gms) shall be awarded the contract but they will have to agree to the lowest price received in the tender for those item(s) for which they have not quoted the lowest price.
12. Service should be provided by the tenderer directly. Any attempt to sublet the work to any other party shall not be entertained.
13. Services performed should be in accordance with latest post and telegraph act. Tenderer shall be responsible for any deviation from the said rule and is liable for punishment as per the law of the land. Mission Director shall in no way will be responsible for any of commission / omission of the tenderer .
14. Mission Directorate, NHM authority will have the sole discretion to extend the period of the work order beyond one year or terminate the contract prematurely in case of unsatisfactory services.
15. In case of the selected agency, the EMD submitted by the agency at the time of bid submission shall be retained as performance security for the contract period.
16. Mission directorate, NHM shall have the discretion to terminate this work order at any time. The agency will immediately cease the services on submission of a bill for cost incurred to provide the contracted services till the date of termination. .
17. **Payment:-** Payment shall be made on monthly basis after submission of bills in triplicate attached with the copy of delivery receipts acknowledged by receiver.
18. **Arbitration:-** Mission Directorate, NHM and your firm will make every effort to resolve amicably negotiation any disagreement or dispute arising under or in connection with the work assigned. In case of their failure to resolve the matter, it will be referred to Mission Director, NHM whose decision will be final and binding on both parties. The arbitration proceedings if any shall be held in Bhubaneswar.
19. **Legal Jurisdiction:-** All legal disputes are subject to the jurisdiction of Bhubaneswar court only .

TENDER FORM T1
Cover A (Technical Bid)

(to be submitted in technical bid envelop)

1	Name of the Firm/Agency	
2	Address of the firm /Agency	
3	Name of authorized signatory (in block letters)	
4	Specimen signature of authorized signatory	
5	Telephone number of authorized signatory Firm /Agency	
6	Website address of the courier agency if any where tracking facility for the consignment is available	
7	Draft number and date of the EMD of Rs. 1,000/- submitted by the firm/Agency (yes/No)	
8	GST Registration No	(Furnish Photocopy of GST Regd.)
9	PAN (furnish Photo Copy of PAN)	(Furnish photocopy of PAN)
10	Major Clients of the firm/Agency with whom similar work orders/contracts were executed for courier services	Furnish the details in a separate sheet at Format T2 (furnish photocopies of the work order /contracts in support of the details furnished)
11	Whether all documents submitted signed by the authorized signatory of the firm/agency (Yes/ No)	

DECLARATION

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

(Signature of the authorized signatory)

Place

Date

Seal

FORM T2

(To be furnished in **Technical Bid**)

**PAST EXPERIENCE IN EXECUTING MAJOR COURIER SERVICE WORKS DURING LAST
THREE YEARS**

Sl.	Name/address of the Organization for which courier service works have been executed	Date of award of Assignment

* Note : Please furnish the **Work order copies** of the works executed in support of the information mentioned above.

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory: _____

(Company Seal)

Cover B (Financial Bid)

(to be submitted in the **format below** in **financial bid** envelop)

Financial Bid For Courier Service		
Name of the Firm:-		
Place of destination	Weight in Grams	Quoted Rate (Rs.) (Exclusive of GST)
Within Bhubaneswar		
	0-100 GM	
	101-250 GM	
	251-500 GM	
	501GM -1 KG	
	Above 1 KG	
Within Odisha		
	0-100 GM	
	101-250 GM	
	251-500 GM	
	501GM -1 KG	
	Above 1 KG	
Kolkata		
	0-100 GM	
	101-250 GM	
	251-500 GM	
	501GM -1 KG	
	Above 1 KG	
Rest of India		
	0-100 GM	
	101-250 GM	
	251-500 GM	
	501GM -1 KG	
	Above 1 KG	

GST : Rate (%) of GST on & above the Price mentioned above : _____

NB: The bidders have to quote for all the items (Destination & weight in gms). The bidder who quote the lowest price for maximum items (Destination & weight in gms) shall be awarded the contract but they will have to agree to the lowest price received in the tender for the items for which they have not quoted the lowest price.

(Signature and seal of the authorized signatory)

Place :

Date :

Seal