Tender for Courier Service for Examination Work

Sealed Tenders in Single Stage two Envelope bid system are invited for Courier Service for Examination Work of The Institution of Engineers (India).

The tender document can be downloaded from the website of the Institution (www.ieindia.org).

The sealed tenders are to be submitted in prescribed format duly stamped and signed and dated on each page of Part ‘A’ & ‘B’ as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. Technical Bid - (Part - ‘A’) and Financial Bid (Part - ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the respective envelopes). Technical Bid - (Part - ‘A’) shall comprise of compliance documents against Qualification Requirement, Earnest Money Deposit of Rs. 30,000/-, Company Profile and other documents in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in Part - ‘B’. Both Envelope - A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tenderer over it.

The sealed tender duly superscribed, “Courier Service for Examination Work” with Tender No. should be addressed to Director (Administration), and to be dropped at the tender box of this office within time and date i.e., upto 4.00 PM on 18.02.2020.

Tenders received after the stipulated date and time shall not be entertained. The Institution reserves the right to reject the tender in part or full without giving any reason and any correspondence.

(Shukla Das)
Director (Administration)
NAME OF THE WORK

Courier Service for Examination Work

ESTIMATED COST OF WORK

Rs. 20 lacs

COST OF TENDER DOCUMENT

Rs. 1000/- (Rupees thousand only) in form of Demand Draft/Pay Order (Non- refundable) in favour of “THE INSTITUTION OF ENGINEERS (INDIA)”, payable at Kolkata or in cash to be deposited at Cash Counter of IEI.

EARNEST MONEY DEPOSIT AND PERFORMANCE GUARANTEE

(a) Earnest Money of Rs.30,000/- be deposited with the tender.

(b) Performance Guarantee of Rs.50000/- (Rupees Fifty thousand only) towards security of question paper/answerscript packets must be deposited in form of Bank Guarantee or Demand Draft by the party finally awarded the contract.

QUALIFICATION REQUIREMENT (QR)

(a) The courier agency must have All India based infrastructure and facility for delivery of the materials on all days including Saturday and Sunday. Necessary proof in support of the claim be submitted.

(b) The party must have executed at least two such services during the last five years starting from 2014-2015.

(c) Annual Turn Over must be more than Rs.50 lakhs.

(d) Company Profile and cliental list must be submitted.

AVAILABILITY OF TENDER

Tender documents may be obtained from Executive (S&P) IEI, after payment of Cost of Tender Document. Tender may be downloaded from the website of the IEI: www.ieindia.org. The cost of Tender Document in form of demand draft has to be attached separately along with the tender in this case.

Signature of the Tenderer with Date & Seal
FOR ANY QUERY CONTACT

Executive (Stores & Purchase)
The Institution of Engineers (India)
8 Gokhale Road, Kolkata-700020

LAST DATE AND TIME FOR SUBMISSION OF TENDER

18 Feb 2020 upto 16-00 Hrs.

ADDRESS AT WHICH THE TENDER IS TO BE SUBMITTED

Director (Administration)
The Institution of Engineers (India)
8 Gokhale Road, Kolkata-20

VALIDITY OF OFFER

For a period of 90 days from the date of opening of cover-II (Part-B) of tender.

SUBMISSION OF TENDER

Tender will have to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and superscribed with the name of the work and Name of the Bidder.

**COVER-I**: (i) Earnest money, (ii) Forwarding letter, (iii) Signed-sealed copies of all aforesaid credential (iv) Signed-sealed copy of the Tender Document

**COVER-II**: Shall contain only the offered price(s) in the given format. No other condition stipulated in Cover-II shall be accepted.

Delays in submission of any part arising out of the postal irregularities/or any other at any stage will not be considered. Also the IEI will not be responsible for damage in transit in case of Postal delivery.

After examining the Cover-I of the tender, IEI will only open the Cover-II of the successful tenderers who have satisfied the requirement of Cover-I.

IEI preserves the right to split the order between two printers at same rate.

Signature of the Tenderer with Date & Seal
TERMS AND CONDITIONS FOR EXAMINATION WORK

The Institution conducts Section A & B examinations in June and December at 69 Centres all over India including at Abu Dhabi, Bahrain and Kuwait. List of examination Centres is given in Annexure I subject to addition / deletion from time to time.

1. Daywise question papers will have to be collected from the authorised person of the Institution at Kolkata and shall essentially be delivered to the Officer-in-Charge of the respective examination centre at least one hour before the commencement of examination (9 a.m. daily) on each day (including Saturdays and Sundays). List of contact persons shall be provided well in advance to enable the courier to pre-alert their respective branch offices. Question paper bundles shall be given 3-4 days in advance only for timely delivery to each Examination Centre.

2. At the end of afternoon session, sealed answerscripts packets are required to be collected after completion of the second session at 1730 hours on each day by authorised representative of the courier (including Saturdays and Sundays) after showing his valid Identity Card from each Centre and must be delivered at the Headquarters of the Institution at Kolkata (excluding Saturday and Sunday) within the time frame mutually agreed upon.

3. Delivery of question paper packets to the Centres/answerscripts packets to Kolkata will be effected by air only. The Centres where the delivery of question paper packets/collection of answerscript by air are not possible, the same be indicated separately.

4. Answerscripts packets shall be sent subsequently to 10-12 Centres in India for evaluation. Again, these packets are required to be collected from the authorised person of the Institution and to be delivered to the respective person (list of such persons will be provided well in advance). Also, after evaluation, these answerscripts packets are required to be collected from the respective person from different locations and must be delivered to Kolkata (excluding Saturday and Sunday) within the time frame mutually agreed upon.

5. Only competent/reliable personnel should be identified at each centre to deliver the question papers packets on daily basis and also collection of the answerscripts packets on the close of the afternoon session (after 17.30 hrs. daily).

6. It is utmost essential to maintain safety and strict confidentiality for keeping question paper bundles/answerscripts bundles and ensure delivery in specified time. For this purpose, a written undertaking is required to be given. Format of documentation for handing over the question papers bundles and receipt of answerscripts shall be provided well in advance.

Signature of the Tenderer with Date & Seal
7. Non-delivery or delayed delivery of question paper packets at any of the examination centre and answerscript bundles at the Headquarters of the Institution at Kolkata or tampering/damaging any question paper packet and/or answerscript bundles shall result in non-payment of the bill by the Institution and also imposition of adequate penalty as compensation to be decided by the Institution from time to time for pecuniary loss as well as damage caused on the reputation of the Institution.

8. **Time is the essence of this contract.** It is, therefore, binding to strictly follow the time schedule. Failure to adhere to time-schedule will attract the penalty mentioned in Clause 7 as above.

9. All consignments received from the Institution shall be on webtrack, i.e., delivery information on the internet, with the consignment number only.

10. Successful bidder is required to submit **bank guarantee/performance guarantee** of Rs.50,000/- towards security of question papers/answerscript packets.

11. An Earnest Money Deposit (EMD) of Rs.30,000/- by way of cheque/DD drawn in favour of ‘The Institution of Engineers (India)’ payable at Kolkata is to be submitted along with the quotation which will be refundable to those tenderers with whom the contract will not be executed. **Tender without EMD will be rejected.** The EMD of successful Tenderer will be retained till the expiry of the contract. In case the Tenderer fails to execute the contract, the EMD will stand forfeited.

12. The bills for the services rendered by the party must be supported by authentic signed PODs or authentic delivery sheets as per satisfaction of the Institution.

13. Payment shall normally be made within 60 days after submission of complete bill in all respect.

14. **GST at the applicable rate would be payable as extra on all acceptable rates.** However, the successful Tenderer will hold the liability to deposit the taxes to Govt. Department.

15. The contract and the terms & conditions, including rates, will remain valid for a period of two years subject to satisfactory rendering of services by the vendor. The date of effect will be reckoned from the date of acceptance of the order by the vendor for rendering the courier services. The Institution will reserve the right to terminate the contract in addition to imposing of penalty as laid down in Clause 7 as above in the event of unsatisfactory services by the vendor who will not have the right to challenge the decision of the Institution in the matter.

16. The contract may be extended by such period or periods after the expiry of the initial contract upon mutual agreement of both Institution and the Vendor.

**Signature of the Tenderer with Date & Seal**
### Price Part (B)

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<th>251 to 500 ms (Rs.)</th>
<th>Addl. 500 gms (Rs.)</th>
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Signature of the Tenderer with Date & Seal

Name of the Company: 
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Mobile No: 
e-mail: 