

ITI LTD, MANKAPUR, DISTT: GONDA -271308 (U.P.) INDIA

TENDER ID NO : S150916

Date: 20-06-2022

Tender Due Date : 05-07-2022 (11:00 Hrs IST)

Tender Opening Date : 05-07-2022 (11:30 Hrs. IST)

TERMS & CONDITIONS OF THE TENDER OF CARGO COURIER CONTRACT

1. Consignments / Equipments (**Electronic Switching Exchanges, GPON Product & Banking Products, SNVM, SNDM & other equipment**) are to be dispatched from ITI Limited Mankapur to all over India and vice versa.
2. Equipped PCBs / other equipment will be transported in the **Cartoon / Wooden Boxes**.
3. Weight of Consignment will be taken as higher of volumetric weight and actual weight. On non availability of actual weight, volumetric weight will be work out.
For Volumetric Weight: 01 Cubic Feet = 08 Kg.
4. **The CONTRACT PERIOD will be for TWO YEAR from the date of award of the contract**, which may be further extended for one year (01 Year) on the mutual consent.
5. **RATE SHALL BE SAME FOR INCOMING & OUTGOING CONSIGNMENTS** & rates shall be inclusive of loading, unloading, handling and other charges at the both point of dispatch and destination and on door delivery basis.
 - 5(i) **RATE: RATE TO BE QUOTED IN “INR (Rs) PER KG”**.
 - 5(ii) **Also quote rate for the consignment weighing more than 500 Kg (higher of volumetric & Actual) to a single destination.**
 - 5(iii) **QUOTE THE RATE STATE WISE ONLY** FOR BETTER COMPARISON. Do not quote the rate Zone wise.
 - 5(iv) A list of states is enclosed with the Tender. Rate and delivery period to be mentioned/quoted for all the states. Rate to be quoted for scheduled & unscheduled stations through out the country. On proof of using same vehicle on same day for delivery to same consignee against more than one docket, the ESS Charges will be paid against one docket only. The materials dispatched /delivered for the station is not available in the branch list will be treated as unscheduled station.
 - 5(v) The **Minimum Weight Chargeable Per Docket** to be quoted also for very small consignments.
 - 5(vi) Besides Govt. Levies (i.e. GST etc.), no other charges shall be payable.
 - 5(vii) **No additional charges will be payable for incoming consignment.**
6. Our unit/offices will give intimation for collection of consignment as and when required on any working day.
7. In the event of delay in taking material for the dispatches within stipulated time, ITI will be free to engage other agency for the carriage of goods.
8. **For delivery of consignment, a List of Branch Offices with the delivery schedule is to be furnished / submitted for courier and non-courier stations.** Delivery period for destinations (courier/non courier stations) should be indicated clearly. Your service stations in all over India with lesser delivery schedule will be preferred.
 - 8(a)- You have to maintain your Service office at Mankapur for PICKUP & DELIVERY of outgoing and incoming consignments.
 - 8(b)- **Consignee Receipt submission period will be considered equal to delivery period from the date of receipt of material by the consignee.**

9. LD and Penalty will be as follows:-

- 9(i) LD against late delivery of consignment will be deducted @ 5% per week subject to a maximum of 20% of freight bill value.
- 9(ii) Penalty against late submission of CRs (Proof of Delivery) will be deducted @ 2% per day maximum up to 10% of freight bills value.
10. Courier bills along with PODs i.e. the consignee receipts (CRs) duly signed & stamped should be submitted within 30 days for all the stations from the date of consignment receipt at site.
11. Bill for payment of freight is to be submitted in sequence of GRs / Docket Nos. on monthly basis in DUPLICATE (POD is required in original for both Outgoing & Incoming consignments).
12. **Payment of freight bill will be released within 30-45 days after the submission of bill** Along with Consignee Receipt (CR) and other relevant documents to ITI Mankapur with an additional copy as Duplicate Bill.
13. Income Tax/TDS will be deducted at source as per Government rules.
14. For the calculation of delay, pickup/booking and delivery day will be excluded. In case, last day of stipulated delivery schedule is holiday, it will also be excluded.
15. Shipping Deptt. may allow free delivery time in specific cases for specific reasons.
16. **Courier shall be fully responsible for safe delivery of goods in scheduled time period indicated in the contract.**
17. **In case of any damage / loss due to negligence / mishandling on the part of courier, they shall be held responsible to make goods of the losses.**
18. All outgoing & incoming consignments will be covered under Open Insurance Policy obtained by ITI Ltd. **Successful courier shall also obtain Legal Liability Insurance Policy and submit** the copy of the same to ITI Ltd, Mankapur duly attested by Notary.
19. For the lost / damaged consignments, courier shall provide certificate of facts / damage certificate & other required documents to ITI Ltd Mankapur. Till the settlement of the case either providing the certificate of facts or to make good the losses during damages, freight bill amount in this regard will not be released.
20. It is responsibility of the courier to get proper acknowledgement of the consignment with date and stamp from the consignee, not below the SDE rank in case of BSNL/MTNL/BBNL supply.
21. While booking the consignment, courier shall ensure to collect all dispatch documents. Under no circumstances, courier shall lift the consignment without collecting the required documents such as TAX Invoice, duplicate copy of invoice, E-Way Bill etc. In case, courier fails to collect the required documents while lifting the consignment and as a result, if courier incurred any expenditure, the same will not be admitted for the payment and delay will attract LD as per clause no 8 & 9 and any loss to ITI Ltd on this account will be recovered from courier.
22. In case of late delivery to the consignee any loss suffered by ITI, will be recovered from freight bill of courier.
23. **There will be No Minimum Work Guarantee from ITI Limited, Mankapur.**
24. **Minimum 200 Branch Offices (Courier Stations) are essential to enter in the tender.**
25. No sub-contract of any type is permitted.
26. **Demand Draft for Security Deposit (SD) for the sum of Rs 50,000.00 only (Rs Fifty Thousand Only) shall be deposited to ITI Ltd at the time of signing of contract.** Earnest Money Deposit (EMD) i.e. Rs.10,000.00 only (Rs Ten Thousand only) may be adjusted against the above S.D. for the successful bidder. Security Deposit shall be refunded after successful completion of contract.

27. In the event of any dispute arising in connection with the contract, it is further agreed that such dispute shall be referred to the sole arbitrator of an officer to be appointed by the UNIT HEAD of the Company. The provisions of the arbitration and conciliation at 1996 with its statutory modifications shall apply to the reference.
28. Unit Head (M) has full power to accept or reject any tender without assigning any reason.

For ITI Ltd Mankapur

(Alok Gupta)
DGM - P&IMM

ANNEXURE – II

ITI LTD, MANKAPUR, DISTT: GONDA -271308 (U.P.) INDIA

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Date: 20-06-2022

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THE TENDER OF CARGO COURIER CONTRACT

Approx. Dimension/ Weight of Packings / Equipments

SLNO	NAME OF MACHINE	W	D	H	Approx. Weight	REMARK
1	NOTE COUNTING M/C FLOOR MODEL	420MM	300MM	780MM	37 Kg.	
2	NOTE COUNTING M/C DESKTOP MODEL	370MM	475MM	260MM	30 Kg.	
3	NOTE BUNDLING M/C DESK TOP	450MM	330MM	125MM	18 Kg.	
4	FAKE NOTE DEDECTOR M/C	310MM	123MM	190MM	3.0 Kg.	
5	INVERTOR TROLLY					
6	ONT11				0.9 Kg	
7	SENATARY NAPKIN VENDING MACHINE 35				12 Kg	
8	SENATARY NAPKIN VENDING MACHINE 70				18 Kg	
9	SENATARY NAPKIN DISPOSAL MACHINE 70				37 Kg	
10	FDMS-3B	880MM	510MM	430MM	28 Kg	
*						

* Any other product / equipment, not in list.

The above is for information only. Packing will be in corrugated/wooden boxes etc.

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QUESTIONNAIRE FORMING PART OF THE TENDER

1. Name of the Cargo Courier : M/s
GSTIN : PAN No.: (enclose the copy)
2. Registered & Head Office address :
.....
Contact Person: Email :
Ph / Mob. No.:
3. Annual Turnover :
4. Number of Branches :
5. Is your firm registered as Public Limited Co/Private Ltd. Co. / Partnership concern / Private individual company.
6. If your firm is a Limited Co./ Private Co., furnish a copy of the Memorandum and article of association together with the latest copy of the balance sheet.
7. Number of year in transportation/courier business :
8. Give details of vehicles being owned by you in a separate sheet.
9. Confirm if all go-downs are insured against fire, theft and other risks (submit copy of the policy for perusal.
10. Give name and address of your regular clients on a separate sheet.
11. Furnish the details of facilities you are having for loading and unloading of sophisticated material.
12. Have you entered into agreements of this nature of work with any clients.
13. Who are your bankers (Name & address)
14. Enclose photocopy of last Income Tax clearance certificate & being a member of Indian Banker Association.

I/We certified that to the best of my / our knowledge the particulars furnished above are true and correct. It is understood that information furnished will be treated as Confidential and will not be divulged to an authorized person.

Place :

Date :

Signature of Tenderer
With office seal

ANNEXURE- IV**ITI LTD, MANKAPUR, DISTT: GONDA -271308 (U.P.) INDIA****TENDER ID NO : S150916****Date: 20-06-2022****Tender Due Date : 05-07-2022 (11:00 Hrs IST)****Tender Opening Date : 05-07-2022 (11:30 Hrs. IST)****PRICE BID/COMMERCIAL BID (for Outgoing & Incoming Consignments)**

S.N.	STATE	Del. Time. (In Days)	Rate/Kg (In Rs)	Remarks
1	ANDHRA PRADESH / TELANGANA			Ex-Mankapur
2	ASSAM			Ex-Mankapur
3	ARUNANCHAL PRADESH			Ex-Mankapur
4	BIHAR			Ex-Mankapur
5	CHHATISHGARH			Ex-Mankapur
6	DELHI			Ex-Mankapur
7	GOA			Ex-Mankapur
8	GUJRAT & DAMAN&DIU			Ex-Mankapur
9	HARYANA			Ex-Mankapur
10	HIMANCHAL PRADESH			Ex-Mankapur
11	JHARKHAND			Ex-Mankapur
12	JAMMU & KASHMIR / LADAKH			Ex-Mankapur
13	KARNATKA			Ex-Mankapur
14	KERLA			Ex-Mankapur
15	MADHYA PRADESH			Ex-Mankapur
16	MAHARASTRA & DADARA NAGAR HAVELI			Ex-Mankapur
17	MANIPUR			Ex-Mankapur
18	MEGHALAYA			Ex-Mankapur
19	MIZORAM			Ex-Mankapur
20	NAGALAND			Ex-Mankapur
21	ORISSA			Ex-Mankapur
22	PUNJAB & CHANDIGARH			Ex-Mankapur
23	RAJASTHAN			Ex-Mankapur
24	SIKKIM			Ex-Mankapur
25	TAMILNADU & PUDUCHERRY			Ex-Mankapur
26	TRIPURA			Ex-Mankapur
27	UP EAST			Ex-Mankapur
28	UP WEST			Ex-Mankapur
29	UTTRAKHAND			Ex-Mankapur
30	WEST BENGAL			Ex-Mankapur

Place :

Date :

Signature of Tenderer
With office seal

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PRICE BID/COMMERCIAL BID (for Outgoing & Incoming Consignments)

Clause 8b- The ESS / ODA Charges:

(for Unscheduled Stations where courier cargo branch offices are not available.)

Clause 8c- Minimum Charge per Docket:

[In term of weight (in Kg) per docket for very small consignment considering clause-5a of NIT].

Clause 8d- Rate for the consignment weighing more than 500 Kg :

(higher of volumetric & Actual) to a single destination.

REMARK :

Note: (1) Above prices are all inclusive (excluding GST).

(2) At present applicable GST

Place :

Date :

Signature of Tenderer

With office seal