



प्लाज़्मा अनुसंधान संस्थान  
Institute for Plasma Research  
Bhat, Gandhinagar 382 428, Gujarat, (India)  
भाट, गांधीनगर ३८२ ४२८, गुजरात, (भारत )



**Enquiry No:** IPR/Admin\_1/Courier/22-23/001  
DATED 19-04-2023

**ANNUAL RATE CONTRACT FOR COURIER SERVICES**

**Period of Contract: Two years**

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Tender issued to :

Address :

Last date of submission : 17-05-2023 - Upto 17:00 Hrs

Date : 19 April, 2023

Signature of Authorized Signatory



प्लाज़्मा अनुसंधान संस्थान  
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**Notice Inviting Tender  
(NIT)**

निविदा सूचना TENDER NOTICE NO: IPR/Admin 1/Courier/22-23/001  
DATED 19-04-2023

Chief Administrative Officer, Institute for Plasma Research, for and on behalf of Director, Institute for Plasma Research (IPR) invites tenders in **SINGLE PART** for execution of contract in accordance with the purchaser's tender specifications. The invitation to tender, tendering conditions, general conditions of contract, special conditions of contract and general conditions of contract, if any, which will govern the contract pursuant to tender are attached.

Bidders interested to submit bid are requested to go through the contents of this document and ensure that the bid is submitted on or before the due date and time indicated in NIT and as per technical specifications, terms and condition indicated herein alongwith necessary documents duly ink signed.

Bids submitted through email will not be accepted.

(Niranjan Vaishnav)  
Chief Administrative Officer  
For and on behalf of Director, IPR

Encl: as above.



An Aided R&D Institute of the Department of Atomic Energy, Government of India  
Tel : 079-2396 2000 Fax : 079-2396 2277 Web : www.ipr.res.in

Tender is invited in **SINGLE PART** through manual limited tender mode from reputed and eligible parties for the following:-

Work/Item Description	To provide Courier services and other allied services as per terms of the tender.
Tender Fee	Not Applicable
Earnest Money Deposit (EMD)	Not Applicable
Publishing Date	<b>19-04-2023</b>
Document Download / Sale Start Date	<b>19-04-2023</b>
Bid Submission Closing Date	<b>17-05-2023 at 17.00 Hrs.</b>
Time and Date of Opening of Tender	<b>18-05-2023 at 14.00 Hrs.</b>

It may please be noted that any clarifications required in this tender either technical or otherwise shall be carried out before submission of bids.

Detailed tender notice along with Eligibility criteria and Tender Document is available on website on the Institute's website [www.ipr.res.in](http://www.ipr.res.in) . For further information, please contact: 079 23962014/2017, Fax: 079 23962277.

#### PREPARATION AND SUBMISSION OF BIDS

- 1) Bidder should take into account any corrigendum published on Institute website on the tender document before submitting their bids.
- 2) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Bidder, should get ready duly signed bid documents and keep them in an envelope which must be super scribed with **Tender No. & Due date of submission of bid.**
- 4) The **sealed envelope** containing bid must be sent at the following address on or before due date of bid submission.

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To,

The Chief Administrative Officer

Institute for Plasma Research

Near Indira Bridge,

Bhat, Gandhinagar- 382428  
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# प्लाज़्मा अनुसंधान संस्थान Institute for Plasma Research

Bhat, Gandhinagar 382 428, Gujarat, (India)  
भाट, गांधीनगर ३८२ ४२८, गुजरात, (भारत )



## 1. SCOPE OF THE WORK:

The scope of the work is to provide Courier services and other allied services which forms an integral part of the courier services at the following locations for a period of **two years**.

1. **Institute for Plasma Research**, Near Indira Bridge, Bhat, Gandhinagar-382428 (IPR)
2. **FCIPT**, located at Plot- A - 10/B, GIDC Electronic Estate, Sector - 25 Gandhinagar-382016
3. **ITER- India**, located at Block - A, Sangath Skyz, Koteshwar Bhat Road, Koteshwar, Gandhinagar 380005

## 2. CONTRACT PERIOD:

- 2.1 The contract will be awarded for a period of **TWO** years with an initial trial period of three months. The performance will be evaluated during the trial period of the contract. At the sole discretion of IPR, the trial period may be extended for a further period of three months or more. IPR reserves the exclusive right to terminate the contract without notice, during the trial period/extended trial period without assigning any reason whatsoever.
- 2.2 Notwithstanding anything contained herein, Institute (IPR) reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

## 3. PAYMENT -

The contractor has to submit a monthly bill (s) for courier services on or before the 5<sup>th</sup> day of the subsequent month. The payment will be released after receipt of the bill & its scrutiny.

GSTIN, at applicable rates, will be reimbursed on production of proof of payment as per the prevalent rates prescribed by the Government and subject to the provision for the same as amended from time to time.

No claim for interest will be entertained by IPR in respect of any payment which will be withheld with IPR due to discrepancy in the claim or due to Administrative delay for the reasons beyond the control of IPR.

**4. ARBITRATION:**

*In case of any dispute on any matter, the decision of the Director, IPR will be final and binding on both the parties.*

**5. JURISDICTION /RESOLUTION OF DISPUTES:**

*The Court (s) of Gandhinagar only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.*

**6. VALIDITY OF BIDS**

*Bids shall be kept valid for acceptance for a period till **90 Days** from the date of **Opening**. Bids with shorter validity period shall be rejected without any notice to the bidder.*

**7. GOODS AND SERVICE TAX**

*The offered price should be exclusive of applicable GST. However, bidder should have to specifically mention the applicable GST in Percentage (%) and HSN/SAC Code in price schedule for evaluation purpose.*

8. Estimated value: The Estimated value of the Contract is **Rs.1,73,000/-**.

## GENERAL TERMS & CONDITIONS

1. The courier agency shall be required to provide efficient and time bound courier related services.
2. Goods and Services Tax will be paid extra as applicable. The same may be indicated and submit a copy of Service Tax Registration along with your offer.
3. The **normal pick-up timings** for documents/parcel collections will be between 4.00 pm to 5.00 pm. In emergency, the courier agency will be required to do pick-up at any time from Institute for Plasma Research and its other offices located at following locations:
  4. FCIPT located at Plot- A-10/B, GIDC Electronic Estate, and Sector - 25 Gandhinagar.
  5. ITER – India located at Block - A, Sangath Skyz, Koteshwar Bhat Road, Koteshwar, Ahmedabad, Gujarat 380005.
6. The booking of the consignments shall be done by courier's executive visiting the above offices /premises. Proper docket shall be issued bearing details like name & full address of the party, etc. Courier agency should specify non-serving stations and the courier pick-up person should have knowledge of it and should not book consignments to those destinations.
7. The courier agency shall arrange to deliver parcels of any size and weight / letters / consignments within 24 hours in all major cities which are connected by Air, within 48 hours in smaller cities, within 96 hours in remote stations.
8. The courier agency shall ensure that all the parcels / letters / consignments are delivered to the addressee only and in no case shall be delivered to anybody else other than the addressee.
9. The courier agency shall give the list of other documents / forms / undertakings etc. required by them with the booked consignment e.g. Road Permit, Weighing report, etc. in advance.
10. Promptness, efficiency, feedback system, timely reporting of status of courier will be the essence of this contract.
11. In case of lack in promptness, efficiency, feedback, non-timely delivery of letters or parcels, domestic or international or any such lapse in services, viz. not able to pick up the consignments on a particular day, returning of the consignments without delivery, any deviation in services as per clause - 3, creating inconvenience to the Institute, the Institute may impose a penalty ranging from ₹100 to ₹1000/- (to be decided by the Competent authority of IPR depending on the gravity of the lapse/s)
12. In case of any dispute on any matter the decision of the Director IPR will be final and binding.
13. The validity of the offer would be of 3 months from the date of opening.

14. The courier agency shall provide to-pay facility in special cases.
15. The successful bidder shall have to deposit **Security Deposit amounting to ₹5200/-** within two weeks of the receipt of the LOI. The security deposit will be furnished in the form of Demand Draft / Bank Guarantee from State Bank of India/ nationalized banks or any one of the scheduled banks mentioned in the bracket (Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank) drawn in favour of "Institute for Plasma Research" Payable at Gandhinagar and no interest shall be paid thereon.
16. The security deposit should be valid for 60 days beyond the date of completion of all contractual obligations. The Security Deposit shall be held by IPR as security for the due performance of the CONTRACTOR's obligations under the Contract. The security deposit shall be refunded to the contractor within three months from the date of expiry/termination of the contract.
17. The whole amount of the Security Deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the CONTRACTOR. The security deposit shall also be liable to appropriation against dues payable to IPR under the agreement or damage or expenses that may be incurred by IPR as a result of negligence, or such acts and omissions on the part of the CONTRACTOR.
18. Agencies having branch offices at Mumbai & Delhi besides Ahmedabad/Gandhinagar would be preferable.
19. The party must have good infrastructure, good feedback system and online tracking system being updated from time to time.
20. If any of the information submitted by the bidder is found to be wrong at any point of time the tender would be rejected.
21. Incomplete/insufficient and tenders without the information asked for are liable to be rejected.
22. Security rules and regulations of the Institute will be required to be observed by all the staff of the contractor visiting the institute on regular / occasional basis.
23. The agency must use the prescribed form to quote their rates. The agency should not quote their rates in any other form or format. If the Rates are not received in the prescribed format, the bid will be summarily rejected.
24. The rates quoted shall remain unchanged during the entire contract period and no escalation shall be considered under any circumstances.
25. During last 12 months, for domestic services, approximately 3400 Nos. of documents (not parcel) up to 100 grams each were sent and average distribution across the country in different zones followed the given below percentage.

**(34%- in West Zone, 8% in North Zone, 4 % in Central Zone, 1% in East Zone, 22% in South Zone and 31% in Ahmedabad region).**

**IMPORTANT NOTE:**

- 1) QUOTATIONS ARE INVITED IN INDIAN CURRENCY ONLY.
- 2) QUOTATIONS RECEIVED OTHER THAN "INR" QUOTE SHALL SUMMARILY BE REJECTED.
- 3) OFFERED PRICE SHOULD BE EXCLUSIVE OF APPLICABLE GST. HOWEVER BIDDER SHOULD MANDATORILY HAVE TO SPECIFY THE PERCENTAGE (%) OF APPLICABLE GST AND HSN/SAC CODE OF OFFERED PRODUCT, IN PRICE-SCHEDULE (i.e. SECTION-E) OF TENDER DOCUMENTS.
- 4) PARTIAL OFFER IS NOT ACCEPTABLE. OFFER RECEIVED FOR THE PARTIAL ITEM SHALL BE SUMMARILY BE REJECTED
- 5) RATE MENTIONED AS "0" IN PRICE SCHEDULE SHALL BE CONSIDERED AS "WITHOUT ANY CHARGE/ FREE OF COST".



## DECLARATION FORM

Date .....

To,  
Chief Administrative Officer  
Institute for Plasma Research  
Near Indira Bridge; Bhat  
Gandhinagar-382428 (INDIA),

Dear Sir,

1. I/We have gone through the tendering conditions pertaining to the Tender and General Conditions of Contract, Special Conditions of Contract and Additional Conditions of Contract, if any.
2. I/We hereby agree to execute the contract in accordance with the tender specifications of the tender document and also agree to abide by General Conditions of Contract, Special Conditions of Contract and Additional Conditions of Contract, if any.
3. Purchaser will be at liberty to accept the services being offered by us and I/We shall be bound to provide the services as may be specified in the purchase order/contract.
4. I/We hereby agree to keep our above mentioned bid valid for the period mentioned in the NIT.
5. Prices applicable are indicated in the price bid format of the tender.
6. I/We are also submitting herewith all the leaflets/catalogue, etc. pertaining to the services offered.
7. If I/We withdraw or modify the bid during the period of validity or if I/We are awarded the contract and I/We fail to submit a PSDBG before the deadline mentioned in the contract, I/We shall be suspended for a period of one year from being eligible to submit bids for contracts with Institute for Plasma Research.

**Yours faithfully,**

**Seal of the bidder**

**(Signed by Bidder)**

**Institute for Plasma Research**  
**(An Aided Institute of Dept. of Atomic Energy, Govt. of**  
**India)**  
**Bhat, Gandhinagar**

**Eligibility Criteria**

ITEM DESCRIPTION	To provide Courier services and other allied services as per terms of the tender.	
Sl. No.	PARTICULARS	REMARKS
I	Name of the Vendor	
II	IPR Bid NO & Date	<b>IPR/Admin_1/Courier/22-23/001, DATED 19-04-2023</b>
III	Vendor Offer No & Date	
Sr. No.	Criteria	Documents required to be Submitted with bid
1	The bidder must be a company / proprietor / partnership firm /Franchise of a reputed firm registered for this purpose under any Law / Act of India.	Valid shops and establishment certificate/ Memorandum of Association/Electricity bill/Rent agreement, etc.
2	An office set up in <b>Ahmedabad or Gandhinagar</b> as on date of issue of tender notice.	Valid shops and establishment certificate/ Memorandum of Association/Electricity bill/Rent agreement, etc.
3	The bidder should have at least 3 years' experience of having provided similar courier services in Government Organizations / Semi Government Organizations / Public Sector undertakings / Govt. Autonomous bodies / corporate offices.	Copies of work orders & completion certificates issued by clients.
4	Should have registered with local bodies	Shops and Establishments registration certificate.
5	The bidder must have successfully executed / completed similar contract (Similar service means: providing courier services), over the last 3 years i.e. current financial year and the last three financial years.  i) Three similar completed contract costing not less than the amount equal to 40% (forty percent) of the estimated cost. or  (ii) Two similar completed contract costing not less than the amount equal to 50% (fifty percent) of the estimated cost or  (iii) One similar completed contract costing not less than the amount equal to 80% (Eighty percent) of the estimated cost.	Copy of past work order / agreement of contract which have been successfully executed/Experience certificate issued by clients.
6	The bidder should have an average annual financial turnover of related services during the last three years, ending 31st March of the previous financial year, equivalent to at least 30% (Thirty percent) of the estimated cost. Copy of audited balance sheets / Income tax returns for 2019-20, 2020-21 & 2021-22.	Copy of audited balance sheets / Income tax returns for 2019-20, 2020-21 & 2021-22 or a certificate from Chartered Accountant must be uploaded.

**COMMERCIAL TERMS & CONDITIONS**

<b>IPR Enquiry/Tender No</b>	<u>TENDER NOTICE NO: IPR/Admin. 1/Courier/22-23/001, DATED 19-04-2023</u>
<b>Item Description</b>	<b>To Provide courier Services and other Allied services as per terms of the tender</b>

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>REMARKS</b>
I	<b>Name of the Bidder</b>	
II	<b>Bidder Bid Date</b>	
III	<b>Postal address</b>	
IV	<b>Contact with STD code</b>	
V	<b>Fax with STD code</b>	
VI	<b>Name of Contact person</b>	
VII	<b>Mobile No.</b>	
VIII	<b>e-mail ID</b>	
IX	<b>Currency of offer/quotation</b>	INR
<b>Commercial Terms for Quoted items (Please Provide Commercial terms and conditions in the below form)</b>		
1	Price Term for Supplies offered in Indian Currency	FOR IPR Gandhinagar
3	<p><b>Goods and Services Tax:</b></p> <p>Please confirm that you have mentioned the applicable GST (in percentage) along with HSN/SAC Code in price-schedule i.e. Section-E of tender documents.</p> <p><b>(Please Note that quoted price should be EXCLUSIVE of applicable GST)</b></p>	
4	Terms of Payment:- Please confirm payment terms mentioned in the tender document is acceptable to you	
5	<b>Validity of offer/quotation:-</b> Refer tender terms	

6	Whether you will provide Proof of Delivery	
7	Pick-up time 4.30 p.m. every day from all points	Accepted/ Not Accepted
	Emergency pick-up/delivery possible	Yes or No
	Online tracking of the consignment	Yes or NO
	<b>For destinations not covered by you - what mechanism do you have for delivery?</b>	
	<b>QUESTIONNAIRE TO BE FILLED BY BIDDER IN AND SENT ALONG WITH OFFER DULY SIGNED</b>	Accepted/ Not Accepted
8	<b>Performance Security:</b> In the event of a purchase order/contract vendor has to provide Performance Security (PSDBG) as per tender terms, wherever applicable shall be submitted.	

Yours faithfully

Bidder  
(Digitally signed or ink signed)

PRICE BID - ANNEXURE-3

RATE SCHEDULE FOR DOMESTIC DOCUMENT /PARCEL IN INR  
(Rate should be excluding of GST)

Weight (Document/Parcel)	West Zone		North Zone		East Zone		South Zone		Ahmedabad/ Gandhinagar	
	Doc (₹)	Parcel (₹)	Doc (₹)	Parcel (₹)	Doc (₹)	Parcel (₹)	Doc (₹)	Parcel (₹)	Doc (₹)	Parcel (₹)
Up to 100 gms.										
Between 100 & 200 gms.										
Between 200 & 300 gms.										
Between 300 & 400 gms.										
Between 400 & 500gms.										
Between 500 & 1Kg										
Between 1 Kg & 5 kg										
For every additional 500 gms. exceeding 5 kg.										

Date: - \_\_\_\_\_

\_\_\_\_\_  
Signature & Seal of the Bidder

TENDER NOTICE NO: IPR/Admin 1/Courier/22-23/001, DATED 19-04-2023

**CRITERIA FOR DETERMINING LOWEST BIDDER (L1)**

The criteria for determining lowest bidder shall be as follows –

- i) Lowest bidder for domestic services shall be selected as per below, based on the rates quoted for document (weight up to 100 gms) as per Annexure-II

S.No.	Category	% weightage factor (a)	Rate quoted for document (upto 100 gms) (₹) (b)	Net (c)= b * a/100 (₹)
1	West Zone	34		
2	North Zone	08		
3	East Zone	1		
4	South Zone	22		
5	Central Zone	04		
6	Ahmedabad region	31		
Total of c =				

I / We have read and understood terms and conditions of the tender and accept it unconditionally and state that the details given herein are true.

(Signature of Authorized Person of Agency / Company with Official Seal) \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Designation: \_\_\_\_\_