

URGENT

Dated : 24st October,2011

Sub : Tender for courier services

The contract with M/s Trackon couriers for providing courier services is expiring on 31st December,2011. It has been decided by the management to go for a open tender for courier. Accordingly, NIT and other terms and conditions have been drafted.

Finance may kindly vet the NIT and other terms and conditions.

The main file is under submission.

AM/Admn

DELHI METRO RAIL CORPORATION LTD

OPEN TENDER FOR COURIER SERVICES

DMRC invites bids for courier services at Metro bhawan.

The bid document containing detailed terms and conditions etc. can be purchased from Assistant manager/Administration), Delhi Metro Rail corporation Ltd., Metro bhawan, Fire Brigade lane, Barakhamba Rd, New Delhi-110001 at a total cost of Rs.1500+VAT(5%) upto 23.12.2011 .

The terms and conditions can also be downloaded from its website i.e. www.delhimetrorail.com.

1575/-

Serial No...

DELHI METRO RAIL CORPORATION LTD

**(A JOINT VENTURE OF GOVT. OF INDIA AND
GOVT. OF DELHI)**

TENDER FOR” PROVIDING COURIER SERVICES”

OPEN TENDER NO.DMRC/COURIER/02-2011

**APPLICATION FORM/TENDER DOCUMENT
(CONTRAINING INSTRUCTIONS FOR
APPLICANTS AND TERMS & CONDITIONS)**

DELHI METRO RAIL CORPORATION LTD.

Application Form/Tender Document for providing courier services in DMRC.

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NOTICE INVITING TENDER

Sealed quotations are invited from Delhi based bonafide, competent and experienced courier agencies of good repute, credentials, and sound financial standing for providing courier service in DMRC office.

Technical Requirements

- (1) Only authorized agencies in the business of providing courier services with minimum experience of 3 years in the services are permitted.
- (2) Average annual turnover from similar works of last 3 years should be greater than or equal to Rs.2.60 lakhs.
- (3) An EMD of Rs.6000/- in form of demand draft/pay order/banker's cheque in favour of "Delhi Metro Rail Corporation Ltd" payable at Delhi is to be submitted.

The contractor should have to submit the following documents duly attested along with quotation:

- (1) Income Tax returns for last 3 years along with copy of PAN card.
- (2) Audited Balance sheet for the last three years
- (3) DVAT registration certificate.
- (4) A list of similar works executed during the last three years alongwith their proof (eg. Client certificate)and contracts in hand.
- (5) Service Tax registration No -----and date of registration.
- (6) Proof of legal entity.
- (7) (i) Tender form will be available for sale in the office of the undersigned (on all working days) from 09.12.2011 to 23.12.2011 between 10.00 to 1700 hrs.) Tender documents describing the eligibility criteria, scope of work/services and the terms & conditions for the contract are available for purchase on payment of a non-refundable fee of Rs.1575/- (Rupees One thousand five hundred seventy five only) through DD/Bankers Cheque drawn in favour of Delhi Metro Rail Corporation Ltd. Payable at Delhi.

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- (ii) Duly signed/filled up tender form may be submitted latest by 15.00hrs in sealed cover on 30.12.2011.
- (iii) The tender will be opened at 15:30 hrs on 30.12.2011.

The Agency should also have competence, infrastructure and expertise to provide the said service. The Agency should have adequate financial and technical competence and should be able to carryout the work.

1. Quotations can be submitted to the office of the undersigned in Sealed Cover up to 1500 hours on 30.12.2011.
2. The submissions received after the stipulated time and date shall not be entertained.
3. DMRC Limited takes no responsibility for delay , loss or non-receipt of the quotation document sent by post/courier.
4. DMRC Limited reserves the right to reject any or all quotations without assigning any reason whatsoever.
5. DMRC Limited also does not bind itself to accept the lowest rate.
6. Telex/FAX/E-mail offers will not be accepted.

Encl:

(A.K.GARG)
COMPANY SECRETARY
DELHI METRO RAIL CORPORATION LTD
Metro Bhavan
Fire Brigade Lane,
Barakhamba Road,
New Delhi-110001
E-mail :-

SCOPE OF WORK

1. The Authorized representative of Courier agency will collect parcels/letters
2. The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
3. The Courier agency will arrange to deliver parcels/letters within 24 hours in all major cities which are connected by Air, within 48 hours in smaller cities, with in 96 hours in remote stations and 3-4 days for international deliveries.
4. The courier agency will ensure that all the parcels/letters are delivered to the recipient to whom it is meant for and in no case is delivered to any body other than the recipient.
5. The Courier agency will furnish proof of delivery of parcels/letters every week after getting signature of the recipient, his/her name and telephone number. The Representatives of Courier Service will write the name and telephone number of the recipients themselves.
6. The Courier agency will return the undelivered parcels/letters within two weeks.
7. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
8. The quantities mentioned in the financial offer are tentative for evaluation of tender only actual quantities may vary.

TERMS AND CONDITIONS

1. The agency must have carried out similar work during the last three years and at least three orders of similar work in Government/autonomous organizations or public sector undertakings or reputed companies. A copy of the award letter satisfactory performance certificate is required to be furnished from at least three of the above organizations.
2. The Courier agency is required to have branch offices in all metropolitan cities, state capitals and other major towns of India. The courier service is required to provide a list of stations along with addresses, telephone number, e mail and Fax where its offices or contact offices are located.
3. An EMD of 6000/- will have to be submitted in a separate cover at the submission of the tender.
4. The successful tenderer is required to deposit an amount of Rs.50,000/- only as performance guarantee. The EMD submitted by the tenderer will be adjusted against the performance guarantee of the successful tenderer. The balance performance guarantee of Rs.44000/- will have to be paid by the contractor within three days after issuing of LOA. The performance Guarantee will be refunded only after the completion of work in all respects by the contractor.
5. The period of contract shall be two years in the first instance from the dated of taking position by the Contractor. The company may extend the contract beyond the original.
6. The agency shall have their representatives accessible either by person or by phone during office or after office hours and if called for to attend work concerning delivery of Dak.
7. The agency shall ensure safe delivery and confidentiality of the document entrusted to it.
8. The agency shall observe the highest standard of ethics during the execution of the contract.

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9. DMRC will reject a proposal for award if it determines that the Courier agency recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question. DMRC will also declare the firm ineligible indefinitely or for a stated period of time.
10. The agency shall indemnify and keep indemnified the DMRC against any loss, demand, action, proceeding, damages, cost charges and expenses which may be made or brought or commenced against DMRC by any of its act contrary to the terms of the agreement.
11. The tenderer shall observe the laws applicable and the rule or code of conduct of the agency.
12. **Arbitration**
 - i) In the event of any question, dispute/difference arising shall be referred to the sole arbitration of MD/DMRC or his nominee.
 - ii) The award of the arbitrator shall be final binding on the parties.
13. In case of untimely or non-delivery of parcels/letters etc or damage to the parcels/letters, an amount equivalent to five times the amount incurred on Courier Service will be deducted from the monthly billing of the Courier Service.
14. The contract is not transferable/assignable.
15. Renewal of the contract will be considered by mutual consent of both the parties.
17. If any of the terms and conditions provided herein or any direction issued is not complied with or agency is found to have committed any breach thereof the security deposit/performance guarantee shall be forfeited without any further notice besides terminating the contract. The decision of DMRC shall be final in this regard.

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Penalty Clause

A penalty of 100/- will be imposed for any omission/negligence/delay in delivery for national letters and 500/- for international letters. If the performance/service of the company is found unsatisfactory the contract will be terminated without giving any notice.

Payment Terms

1. The Courier service will raise bills on completion of each calendar month along with proof of delivery of the previous month and payments will be made within a reasonable time.
2. In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, DMRC reserves the right to deduct the amount from the monthly billing of the Courier Service.
3. Letters which cannot be delivered due to non availability of services of the agency can be sent to the addressee by registered post at the agencies cost.

FINANCIAL OFFER

RATES FOR DOMESTIC SECTORS

Place	Weight	Rate	Tentative Quantities of letters (per year)	Total Amount
Delhi	250gms		9816	
	Every addl 250gms		84	
Ghaziabad,Gurgaon,Faridabad,noida and NCT Region	250gms		1308	
	Every addl 250gms		85	
Rest of India	250gms		7704	
	Every addl 250 gms		1308	
Intn(single Rate)	250gms		168	
	Every addl 250 gms		48	
	Total			

Taxes :

MRC/06/Admn/courier/93/2011

Dated : 28th November,2011

Note

Sub : Notice Inviting Tender-for Newspaper and Official Website

A Notice Inviting Tender and details of the contract for the contract (Providing Courier services for corporate office and Metro Bhawan and other offices of DMRC) may kindly be advertised/posted in newspaper and at the official website.

AM/Admn

GM/F-I/CompanySecretary

CPRO



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड DELHI METRO RAIL CORPORATION LTD.

Notice Inviting Tender

(Tender No. Courier Services/02-2011)

Delhi Metro Rail Corporation Limited (DMRC) invites tenders from eligible firms for the work: "Providing Courier services for corporate office at Metro bhawan and other offices of DMRC"

Contract period	: 12 months
Sale of tender documents	: 09.12.2011 to 23.12.2011
Date/Time of tender submission	: up to 1500 hrs on 30.12.2011

for detailed information log on to www.delhimetrorail.com. Tender documents can be purchased from office of the AM/Admn, Delhi Metro Rail Corporation Limited, Ground Floor, C-Wing, Metro Bhawan, Fire Brigade lane, Barakhamba Road, New Delhi-110001 (Tele No 011- 23417910-12)