

Punjabi University, Patiala

(Established under Punjab Act No. 35 of 1961)

E-TENDER NOTICE

E-Tenders on project rate basis through electronic tendering process are invited from the Courier Services for the for Hiring Courier Services to send articles to different countries at Punjabi University Patiala as listed below, fulfilling the eligibility criteria mentioned herein that should be uploaded & received on <https://tenderwizard.com/PUNJAB>

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| 1. Last date and Time for receipt of Tender online | : | 13-01-2021 05:00 PM |
| 2. Time and date of opening Technical bid | : | 14-01-2021 11:30 AM |
| 3. Time and date of opening Financial bid | : | 14-01-2021 02:30 PM |

Sr No	Name of Supply	Security (Refundable)	Tender Fees (Non Refundable)	Bid processing fee.	Time Limit
1.	Hiring Courier Services to send articles to different countries at Punjabi University Patiala.	20,000/-	2,240/-	2,360/-	1 Year

Aspiring Tenderer who has not obtained the User ID and password for participating in e- tendering may obtain the same by registering in the e- procurement portal www.tenderwizard.com/PUNJAB. The Tenderers once registered can participate in any of the department tenders.

For any clarification contact +91 9257209340, 0172-5035985, +91 8146699866 or E-mail : etenderhelpdeskpb@gmail.com, pavitar.s@tenderwizard.com

1. The Tender Fees & Earnest Money (separately) should be paid through e-payment (Internet Payment Gateway (Debit & Credit), Net banking & National Electronic Funds Transfer) only.
2. Bid Processing fee should be paid through e- payment (Debit/Credit or Net banking only).
3. Tender Processing fee should be paid through e- payment (Direct Debit or Internet Banking)
4. The Tender documents shall be uploaded in 2 folders.
 - (i) Folder-A: Shall contain pre-qualification documents such as Registration, PAN No., GST, Income Tax Return and Non Black list Self certificate etc uploaded on website.
 - (ii) Folder-B: shall contain financial bid on the prescribed form.
5. In case earnest money is not deposited for not having the required value, the bids will not be considered and rejected straightaway.
6. The folder-B: shall be opened only of those contractors who will be found technically qualified for the supply.
7. Corrigendum /Addendum/Corrections, if any will be published in the web site only. Firm shall continue to check the Web site www.tenderwizard.com/PUNJAB
8. Tender Will be opened in the office of Dean, academic affairs.

PRE-QUALIFICATION REQUIREMENTS:-

Courier Services for Different Countries.

1. The Supplier/Firm shall submit a copy of PAN No., GST No. etc.
2. The Supplier/firms shall submit copies of income tax return for the last 2 years.
3. The firms shall also submit Self certification that they have not been debarred/ Blacklisted by any Govt./ Semi Govt. Organization or any Corporation at any stage.
4. The firms should furnish a certificate that it is a international courier service provider with minimum 2 years of experience

Terms and Conditions: -

1. If there is holiday on the receipt/opening day of the tender, the tender may be received/ opened on the next working day at the same time and at the same place.



2. The Purchase Committee reserves the right to reject the tender without assigning any reason before/after opening of the tenders and the tenderers shall have no right or any claim whatsoever for the same on this account.
3. The rate quoted by the Supplier/Tenderer shall be inclusive of all the taxes i.e. GST or any other taxes levied by Central Govt. or State Government Authority or Local Bodies including their variations as notified by the Concerned Authority from time to time and of all the new taxes and levies that may be imposed. firm will quoted Rates which include inclusive of all taxes. Nothing Extra shall be paid.
4. In case of failure as per ordered specifications, the University reserve the right to reject the supply order and can forfeit the earnest money deposited by the firm.
5. The period of contract under the scope of work shall be valid for one year from the date of contract which may be extended as per University requirements.
6. It will be the responsibility of the successful bidder to collect the consignments from examination branch, Patiala on daily basis at its own cost.
7. The agency to whom contract will be given will inform about the tracking number to the student whose consignment it will take up from Punjabi university to send at its destination.
8. It shall be the responsibility of the courier agency to promptly respond to Punjabi University, Patiala calls, Non-tampering of packages and documentation and ensure safe delivery of the documents/Packages to the destination without any damage.
9. Proof of Delivery(POD) of the packages should be given to Punjabi University, Patiala. POD should invariably contain the consignee stamp & signature. Please mention whether any other proof of delivery other than POD is available (with supporting document). Two copies of POD/Booking to be enclosed with the bill.
10. Facilities to track the courier through website should be available to Punjabi University, Patiala and to students as well.
11. The Agency shall maintain a register/document for the packages collected from our office premises.
12. The Agency will bear all taxes, rates changes, levies or claims, whatsoever, as may be imposed by the State/Central Government or any local body or authority. To furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by Punjabi University, Patiala from time to time.
13. All Personnel engaged by Agency shall not disclose the identification of the material details to anyone. In case the same is proved the stringent action shall be taken against the Agency.
14. A senior level representative will also meet Punjabi University, Patiala officer dealing with services under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The day to day functioning of the services shall be carried out in consultation with and under direction of Punjabi University, Patiala.



15. Punjabi University, Patiala may discontinue the service if urgency at any time without assigning any reason whatsoever.
16. Prompt delivery of the consignment is of prime importance (within 3 days) and penalty will be levied for delay. Delay in delivery beyond certain time will attract penalty@2% per week or part thereof subject to a maximum of (25)% of the total bill against particular consignment.
17. In case the materials are delivered at wrong destination or short delivered it will be the responsibility of the bidders to collect the material and deliver to the correct place at the risk and expenditure of bidders. Bidders will not be eligible for any payment on account of such additional trips involved.
18. Even in cases where the bidders does not have their branch office of delivery point at any place, all consignments ready for such places shall have to be accepted by the bidders for delivery to such point.
19. All road permits or licenses or any other relevant authorization from competent authority as required for the running the vehicles shall be obtained by the bidders at its own cost. All Air and road rules pertaining to different states should be followed by the bidders.
20. It shall be the responsibility and obligation of the bidders to ensure safety and security of the consignment entrusted to him for carriage and to effect the delivery to the designated place in the same sound condition as received by him and within the time schedule stipulated. Any destruction, deterioration, or damage or breakage caused to the consignment, charge will be charged from the bidders.
21. While accepting the consignments for delivery the bidders should ensure that necessary documents for check post are collected, so that consignment are not detained en route for want of these documents. Any detention or expenses incurred on this account shall be the bidder's responsibility to get the consignment released and delivered in time. In case of Floods/Strikes/Riots materials should be kept in their vault.
22. The Agency shall not, in anyway, discontinue/withdraw the services on their own during the contract period.
23. The personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of Punjabi University, Patiala/Govt. of India/ any State/or any Union Territory.
24. The Agency will arrange to handover a photo identification list of their persons who will collect parcel from Punjabi University, Patiala at each location where the Punjabi University, Patiala require the service of bidder. The photo identification list will be duly authorized by the local Branch Head/Manager at each location.
25. Delivery period: The documents shall be delivered at the desired destination (Within or outside India) within the period of 3 working days.
26. Good Standard of services shall be maintained as indicated.
27. Punjabi University, Patiala shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable except as under the contract.

28. Before submission of the bill, the Agency shall ensure that the packages are properly delivered in good conditions and POD enclosed.
29. No request for making advance payment on any ground shall be entertained.
30. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
31. During the course of the contract period, the Agency shall deposit GST at prevailing rates as per GOI norms.
32. The decision of Punjabi University, Patiala in regard to interpretation of the terms & conditions and the Agreement shall be final and binding on the Agency.
33. Punjabi University, Patiala shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.
34. Penalty: In case of non compliance of the terms and conditions of the contract the Punjabi University, Patiala reserve the right to impose penalty up-to maximum (10)% of the total annual value of the contract during the period of operation.
35. Termination; The contract may be terminated by Punjabi University, Patiala giving one month notice, in case the agency:
 - (a) Assigns or sub-contract of this service.
 - (b) Violation/ contravention of any of the terms and conditions mentioned herein.
 - (c) Does not improve the performance of the services in spite of instructions.
 - (d) Any violation of instructions/agreement of suppression of facts. On termination of the contract, it shall be the responsibility of the agency to discontinue the service.
36. The Consignment should be delivered within three days.
37. In case of difficulty on non-availability in delivery of material the same should be brought to the notice of Punjabi University, Patiala immediately.
38. Main contact person name, Mobile numbers to be given to Punjabi University, Patiala on award of contract.
39. Jurisdiction : In case of any dispute, the jurisdiction shall be the court of Patiala.
40. Punjabi University, Patiala reserves the right to cancel the contract at any point of time without assigning any reason whatsoever with the notice period of 30 days.

