



ELECTRONICS CORPORATION OF INDIA LIMITED
CORPORATE PURCHASE

PHONE NOS. 27121320/27182251/27182208

FAX NO.27121320 E-mail: corppur@ecil.co.in

TENDER
FOR
DESK TO DESK CARGO SERVICE FOR MATERIALS FROM ECIL TO ANY WHERE
AND ANY WHERE TO ANY WHERE WITHIN INDIA

“ECIL IS COMMITTED TO A CORRUPTION FREE WORK ENVIRONMENT.” All the purchase and contract commitments of ECIL will be honoured without the citizen having to pay any bribe. In case any person demands any bribe, as responsible citizen inform the matter to the Chief Vigilance Officer, (E-mail:cvo@ecil.co.in), ECIL, Hyderabad.



TERMS & CONDITIONS

TENDER NOTICE No.ECIL:CP:DTDC:PT-114/13-14
DATE: 21-01-2014

DUE DATE: 12-02-2014
TIME: 14.00 hours

Sealed Tenders superscribed with Tender Number and Due Date are invited from the registered, reputed and experienced Desk to Desk Cargo Service Agencies who are having Service Tax Registration.

SCOPE OF CONTRACT: This contract is for collection of Materials/Consignments from various Groups of ECIL and its Branches and transport them from anywhere to anywhere within India and arranging delivery of them to the consignees promptly within the stipulated time schedules. Wherever necessary the transportation will be done by Multi mode (Road + Air (or) Road + Sea etc). The value of the contract is estimated to be Rs.185 lakhs for two years approximately.

TERMS AND CONDITIONS:

1. SUBMISSION OF TENDERS:

- 1.1 Bidders should submit their Bids in Two Parts namely, Part 1. Techno- commercial Bid and Part 2. Price Bid.
- 1.2 Techno-Commercial & Price Bids should be submitted simultaneously in two separate covers, sealed and superscribed as "TECHNO-COMMERCIAL BID" and "PRICE BID" on respective covers with Tender Notice number, Date & Due Date.
- 1.3 Two sealed covers (Techno – commercial bid and Price bid) are to be kept in a separate cover and sealed again, superscribing with Tender Notice Number. Date & Due Date. Bids not superscribed as above will be summarily rejected.
- 1.4 Bids should reach DGM, Corporate Purchase, ICD Building, ECIL, ECIL Post Office, Hyderabad - 500062, on or before the due date and time specified. ECIL will not be responsible for late delivery due to wrong or improper address. Bids will not be considered if received late due to postal / courier delays.
- 1.5 Email / fax bids will be summarily rejected.
- 1.6 Bids received after the due date will be rejected summarily.
- 1.7 Request for extension of due date will not be considered. However, ECIL at its sole discretion may extend the due date and will notify through ECIL web site: www.ecil.co.in
- 1.8 Bids not submitted as two-part, will be rejected summarily. Techno-commercial Bids with price indications will be rejected summarily.

1.9 The Bidders should fulfill minimum number of network stations in the following zones and should enclose the list of the same with Techno-commercial bid, otherwise the bid will be disqualified.

- i) South zone-50 ii) West zone-20 iii) Central zone-10
iv) North zone-50 v) East zone-20 vi) North East zone-08

Please see Price bid form (Annexure - D) for definition of each Zone.

1.9.1 (a) The Bidders shall normally be required to collect / deliver goods in places other than their network stations on extra service / Diplomat charges.

(b) The Bidders are required to specify places which they would not be able to provide service.

1.10 The Bidders should write the quoted price in the price bid, zonewise both in figures and words. No correction, no erasing or over-writings are allowed. If any discrepancy in the figures and words, the less value indicated will be considered.

1.11 Please offer your rates for road, air and sea transport separately.

1.12 The Techno-commercial bid should contain detailed information about legal status of the firm, list of branches, delivery schedule, payment terms etc.

1.13 During technical evaluation, Bidder shall visit ECIL, Hyderabad, if requested, for techno-commercial discussions, with a notice period of 2 days.

1.14 Bidder should provide details of contact person with Mobile / Land Line Telephone Numbers, E-mail ID, Fax number etc.

1.15 Bidder should confirm in the Techno-commercial Bid that

(i) Every term and condition specified herein is understood and accepted unqualifiedly.

(ii) Prices have been quoted against each line of entry of the tender. Deviations, if any, found subsequently at any time during tender processing or execution of contract shall be treated as null and void.

1.16 Bidder should sign and affix the seal on all pages of the Tender document and include this in the Techno-commercial bid.

1.17 Clarifications on this tender notice, if any, can be obtained from:

- (i) Shri.N.Nageswara Rao, DGM (CP),
(ii) Shri P.Venkateswarlu, PM (CP) Tel No. (O) 040-27121320,
040-27182208/ 0404-27182251 E-mail id: corppur@ecil.co.in



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- 1.18 The Techno-commercial bid submitted by the bidder should accompany with duly filled and signed eligibility criteria form as indicated in Annexure-A. The Techno-commercial bid of bidders who are found not to fulfill the eligibility criteria will not be processed further.
- 1.19 Bids should be addressed to and deposited at tender box located at the office of DGM (Corporate Purchase), ICD Building, Electronics Corporation of India Limited, ECIL P.O, HYDERABAD – 500 062, Telephone No. 040-27121320 (or) 040-27182208 or 040-27182251 before the due date and time specified in the tender schedule hereunder.
- 1.20 Tender Fee: Tender document can be downloaded from ECIL website www.ecil.co.in or www.tenders.gov.in. Demand Draft for Rs.2,000/- (non-refundable) towards the cost of tender documents, drawn in favour of Electronics Corporation of India Limited, Hyderabad and payable at Hyderabad, on any Scheduled Bank should accompany the Techno-commercial bid format, failing which the bid will be rejected summarily. Tender fees would be not refundable.
- 1.21 *Pre bid meeting will be held at ICD Conference Hall, ICD Building, ECIL, Hyderabad-62 on 28.01.2014 at 14:00 Hrs for providing clarifications to the bidders.***

Tender Schedule	
Place, Date & Time of Pre Bid meeting at ICD Conference Hall, ICD Building, ECIL, Hyderabad-500062 Contact Persons: Shri N.Nageswar Rao, DGM (CP), Ph.No. 27182208 / 27121320. & P. Venkateswarlu, PM (CP) Ph No. 27182251, ECIL Hyderabad.	On 28.01.2014 at 14:00 Hrs .
Last Date for submission of suggestions if any.	On or before 30.01.2014
Corrigendum if any to be communicated through ECIL website.	On or before 01.02.2014
Date & Time for submission of bids	On or before 12.02.2014; 14:00 hrs
Date & Time for Opening of Techno-commercial Bid. (Tenders will be opened in the presence of Tenderers who will be present)	At 14.30 hrs on 12.02.2014. Bidder's representatives intending to attend the bid opening should submit an authorization letter from the bidder.
Date & Time of opening of price bids.	Will be intimated separately to the bidders who have been shortlisted after techno-commercial evaluation.
Place of opening of Techno-commercial bids ICD Conference Hall, ICD Building Electronics Corporation of India Limited Hyderabad – 500 062	

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- 1.22 For effective implementation of Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012 notified under MSME Act, 2006, we need details of your organization whether MSME Sector (including MSEs owned by SC/ST Enterprises). Please provide the same along with techno commercial bid.
- 1.23 As per India Foundation of Transport Research and Training Letter No. IFTRT/CARRIER-ACT-GD-PSUs/04E/13-14 dated 30.12.2013 the carriage by Road Rules, 2011 under carriage by Road Act, 2007 were notified on 28.2.2011 by which the common carriers, transport agents, packers and movers, logistic firms and courier companies were mandated to have compulsory registration with state Transport Department of the State in which these common carriers were having their main office along with the complete list of their booking and delivery offices in other parts of the country to be submitted.
- 2. ELIGIBILITY CRITERIA:** The bidders eligibility to make an offer will be based on following criteria which should be supported with documentary proof.
- 2.1 The bidder should have a registered office and infrastructure facilities.
- 2.2 The bidder should have executed a minimum of two such DESK TO DESK CARGO SERVICE contracts during the preceding three years period, the value of each order being not less than Rs.10.00 Lakhs. The bidder should have achieved a total turnover of at least 50 lakhs in any one of the preceding 3 years on Desk to Desk Cargo operations.
- 2.3 The Eligibility Criteria Form as per Annexure - A duly filled & signed should be submitted along with the Techno-commercial bid and to be placed on the top of Techno-commercial bid with clear identification / marking for immediate reference / scrutiny.
- 3.** Techno-commercial bids should be furnished strictly as per format in Annexure - B.
- 4.** Successful bidder shall enter into an agreement with ECIL.
- 5.** Bidder(s) shall submit a valid Registration and trade (i.e., for Desk to Desk Cargo Service) Licence from the Department of appropriate Government Authorities.
- 6. VALIDITY OF BID:** Bids shall be valid for a minimum period of 90 days from the date of opening of price bids.

7. EARNEST MONEY DEPOSIT (EMD):

- 7.1 Techno commercial bid shall accompany interest-free EMD amount of Rs.75,000/- as specified in Annexure - B through crossed Demand Draft, drawn on any Scheduled Bank in favour of 'Electronics Corporation of India Limited' and payable at Hyderabad (or) through Bank Guarantee on non-judicial stamp paper of a Scheduled Bank, as per format in Annexure - C, valid for 90 days from the date of opening of Techno Commercial bids.
- 7.2 EMD will be refunded to the un-successful Bidder within 30 days from the date of finalization of contract on this tender.
- 7.3 EMD will be refunded, to successful Bidder within 30 days of receipt of Performance Bank Guarantee-cum-Security Deposit and after signing of Agreement.
- 7.4 If EMD is furnished through Demand Draft, the Bidder shall furnish name of their Bank, Branch, Type of Account and Account No. in Techno Commercial bid for refund of EMD.
- 7.5 Upon award of contract, if the successful Bidder fails to furnish Performance Bank Guarantee-cum-Security Deposit as per Contract terms within the stipulated period, EMD will be forfeited and contract will be terminated, or Risk Purchase Clause will be invoked without further notice.
- 7.6 If the Bidder revokes, withdraws and modifies the Bid after the due date and within the validity period of the Bid, EMD will be forfeited in favour of ECIL.
- 7.7 Bids not accompanied by EMD will be summarily rejected.
- 7.8 Bids submitted with counter conditions will be summarily rejected.
- 8. PRICES:** Bidders should submit the bid indicating clearly Basic price against each line of entry of the price bid format. Prices and Taxes shall be indicated separately against each line of entry as per price bid format Annexure - D.
- 8.1 Price bid should not contain any term or condition or clause except the prices.
- 8.2 Prices should be indicated both in figures and words. In case of disagreement, the price whichever is less will only be considered for the purpose of evaluation.
- 8.3 No revision of rates will be entertained till completion of the contract.

- 8.4 The bidder should have been registered for services tax. The claims should clearly indicate the following.
1. Name and address of Service provider.
 2. Name and address of the Service Receiver (ECIL).
 3. Service Tax Registration number of the service provider.
 4. Description of service ["Desk to Desk Cargo"].
- 8.5 Statutory deductions, including TDS as per IT Act, will be made from the bills payable to the contractor.
9. **AGREEMENT:** The Successful Bidder shall have to enter into an Agreement within a fortnight from the date of awarding the contract on Non-judicial stamp paper denomination of Rs.100/-. In case successful bidder does not enter into an agreement within fortnight, the EMD will be forfeited.
10. **INSPECTION & ASSESSMENT:** ECIL reserves the right to inspect bidder's premises for assessment of suitability of infrastructure, credentials in respect of nature and quantum of business claimed etc. The assessment made and consequent decision of ECIL on bidder's suitability for the tender scope shall be final and binding on the bidder.
11. **RESPONSIBILITIES:**
- 11.1 The contractor has to depute their representatives on all working days, along with van / vehicle for collection of consignments from all Business Groups of ECIL, Hyderabad, and its Branches located at various places in India for transporting them from any where to any where in India and arranging prompt delivery to the consignees.
- 11.2 An executive from the agency is required to be nominated for co-ordination with ECIL activities and there should be an informal meeting with all user departments/branches once in a quarter to sort out the problems and ensure smooth functioning.
- 11.3 Once the consignments are collected from ECIL, the contractor shall ensure that the contents are not tampered with in any manner. The contractor shall indemnify any loss / damages suffered by ECIL due to delay, non-performance or damage to any consignment during their custody, until its damage free delivery to the consignee.
- 11.4 For submission of tender, bidders should have state of the art communication facilities like on line tracking facility, Web site and E-mail facilities.
- 11.5 The contractor shall promptly submit Proof of Delivery particulars to ECIL, with Date of delivery within ten days from the date of collection of consignment from ECIL. In respect of consignments booked for North East states and / or J & K, the POD particulars shall be submitted within 20 days.

- 11.6 The Contractor shall be solely responsible for any damage or missing of packets and in case of any loss, shall lodge a Police complaint under intimation to ECIL and other agencies concerned to safeguard the interest of ECIL. He shall be solely responsible for any misuse of ECIL's consignments after handing over to him or his representatives. He shall reimburse in case of any loss to ECIL, equivalent amount of loss / damage suffered by ECIL due to negligence / misuse of documents / materials + penalty.
- 11.7 The contractor shall deliver the consignments within stipulated period as per the agreement. Any delay in delivery of consignments not only attracts penalty but also the damages suffered by ECIL should be compensated.
- 12. INSURANCE:** The successful bidders shall take an insurance coverage valid for the contract period, for an amount of Rs.10,00,000/-(Rupees ten lakhs only) to cover any loss during transit or due to any other circumstances in so far as it is in custody of the Contractor. The contractor should register with any good recognized Insurance Company for settlement of claims. The contractor should submit copy of insurance policy to Corporate Purchase within 15 days from the date of award of contract.
- 12.1 ECIL shall insure all the consignments booked through contractor to outstations. The contractor shall furnish certificates such as open delivery, non-delivery / loss / damage of any insured consignments, while they are in custody of the contractor and until the delivery to the consignee takes place, the contractor shall also register a complaint with the jurisdictional Police station and furnish a copy of FIR to enable ECIL to claim compensation from the underwriters.
- 12.2 ECIL also reserves the right to proceed against the contractor, for realization of value of consignments, that is not covered by the insurance and that remains to be made good by the contractor.
- 13. SECURITY DEPOSIT:** The successful bidders should furnish a security deposit 5% of contract value within 15days of award of contract, failing which EMD will be forfeited and acceptance of the offer shall be cancelled. The EMD can be adjusted as part of Security Deposit. The Security Deposit is liable to be forfeited on violation of any of the terms and conditions of the contract by the contractor or apportioned towards any loss that may be sustained by ECIL, which can be attributed to the contractor's negligence or adjusted towards any penalty levied. The security deposit or balance thereof will be returned on completion of contract without any interest subject to submission of 'No-due' certificate from user divisions /Groups/ Branches.
- 13.1 In the event of Security Deposit being insufficient or having been forfeited, the balance or the total sum recoverable as the case may be, shall be deducted from any sum payable to the contractor. If such sum also not sufficient to cover the full amount recoverable, the contractor shall remit the balance dues in cash to ECIL on demand.

- 13.2 Whenever the Security Deposit falls short of the specified amount, the contractor shall make good the deficit in order to maintain the total amount which shall not be at any time less than the specified amount.
14. In the event of breach of any of the terms and conditions of the contract, the Director (P) ECIL shall have without prejudice to other rights and remedies, the right to terminate the contract forthwith and or to forfeit the entire amount or part of the amount of Security Deposit towards any sum due for damages, losses, charges, expenses, or costs that may be suffered or incurred by ECIL due to the contractor's fault. The decision of Director (P) ECIL in respect of such damages, losses, expenses, or costs shall be final and binding on the contractor.
15. **DURATION:** The contract will be for a period of two years from the date of award of contract and extendable upto one year on mutual consent with same rates, terms and conditions. The Corporation reserves the right to award the contract for less period also, if circumstances warrant without assigning any reason.
16. The rates applicable will be from ECIL – Hyderabad to any where within India and any where to any where within India.
17. ECIL may require Air-linked Multi-mode transport by air for urgent consignments or by ship to be delivered for accessing places like Port-blair, etc. The contractors should accept this responsibility of Multi-mode transport system.
18. **PAYMENT:** Payments will be arranged within 30 days against bills duly complying with all prescribed conditions. The contractor should enclose proof of delivery to the bills. The name of the Bank, Branch, Account Type & Account number shall be made available for making payment.
19. **OCTROI:** ECIL shall provide Octroi duty exemption certificate wherever applicable. If any octroi duty is payable the same will be paid by the contractor after obtaining approval from division concerned, in writing and will be reimbursed by ECIL on production of original receipts, along with 2% as service charges. However, if and when the Octroi amount is arranged by the corporation, no service charges are payable to the contractor.
20. **DOCUMENTATION:** All the relevant documents shall be furnished by ECIL to contractor along with the consignments at the time of booking as per the statutory requirement. The contractor shall also ensure that all the relevant documents are furnished by ECIL before dispatching any consignment. It shall be the contractor's responsibility to take from ECIL, all the required documents and ensure that there is no stoppage of goods in transit and imposition of any taxes/penalties by check-post authorities or any other agencies enroute, for want of such documents.

21. DELIVERY: The contractor shall provide a delivery schedule and transit days for the network stations and diplomat stations along with the Techno - Commercial bid.

21.1 The contractor shall ensure delivery of the consignments to a given destination within the delivery schedule provided as above. In case of consignment booked to destinations not listed in the delivery schedule the delivery shall be ensured within reasonable time.

21.2 In the event of any occurrence of a situation beyond the control of the contractor, resulting in delayed delivery the same shall be informed to ECIL by Phone / Fax / E-mail followed by written communication.

22. PENALTIES:

22.1: Penalty will be levied @ Rs.200/- (per day) per consignment by any delay beyond schedule by more than 2 days.

22.2 In addition to the above, contractor is liable to pay a penalty @ 5% of the total freight charges per every day of delay. For this purpose, a grace period over and above assured delivery schedule will be allowed @ 2 days for consignments booked for network stations and 4 days for those booked for diplomat stations. The day of pickup and the day of delivery shall be excluded for this purpose.

22.2 Freight claims in case of unreasonable delays beyond scheduled period will be summarily rejected.

22.3 The penalties if any applicable as above will be recovered from the other freight amounts payable to the contractor. These penalties are in addition to imposition of Risk Purchase Clause.

23. RISK PURCHASE: In the event of contractor's failure to provide the services as per contract terms and conditions, ECIL reserves the right to cancel the contract without further notice and use alternate sources, in which event, the contractor will be liable to bear all extra cost / costs whatsoever which may be incurred by ECIL for alternate arrangement.

23.1 All such costs will be recovered from bills / payable (or) by invocation of Bank Guarantee/s (or) through other means of law. The decision of ECIL shall be final and binding on the contractors.

23.2 ECIL reserves the right to invoke risk purchase clause, without further notice

i) When successful Bidder failed to provide Performance Bank Guarantee as per terms of contract.

ii) When the penalty for non-compliance exceed penalty 1% in any 2 months in a consecutive 4 months period.

- iii) In the event of contractor assigning the contract either part / full to any third party without written consent of ECIL.
- 23.3 In case of failure of the bidder to comply with objections, ECIL reserves the right to cancel the contract and to invoke Risk Purchase Clause apart from other legal recourse without further notice.
- 24. AWARD OF CONTRACT:** ECIL reserves the right to enter into similar contract with any other contractor as required by ECIL from time to time and successful Bidder shall not have any grievance nor claim to provide the services as per the contract.
- 24.1 ECIL reserves the right to award the Contract for lesser period than indicated.
- 24.2 ECIL has right to accept more than one techno commercially qualified bids for award of contract on the basis of L-1 price matching criteria.
- 25. DISPUTE RESOLUTION:** Every effort shall be made to settle all the disputes or differences arising during the execution through mutual discussions.
- 25.1 Unresolved disputes, if any, arising out of or in connection with the proposed contract shall be referred to Arbitration. The provisions of Arbitration & Conciliation Act 1996 shall apply. The Sole Arbitrator will be appointed by the Director (P) of ECIL. The decision of the Arbitrator shall be final and binding on both the parties.
- 25.2 The venue for Arbitration proceedings shall be Hyderabad.
- 26. TECHNICAL BID EVALUATION CRITERIA:** Proof of successful execution of previous orders and corresponding completion certificates: Bidder should furnish copies of minimum two (2) contracts for Desk to Desk cargo services successfully executed during the preceding three financial years, 2010-11, 2011-12 & 2012-13 along with corresponding successful completion certificates, annual completion certificate, the value of each order being not less than Rs.10 lakhs.
- 26.1 **Track Record:** Preference will be given to bidders who provided services to Government departments, PSUs. Bidders have executed the orders to Government departments, PSUs in preceding three financial years. Copy of contract/order and successful Execution/Completion Certificate should be attached as proof. Name and addresses of Customers on such successful completion with contact person, telephone number, E-mail id should be furnished.

- 26.2 **Financial Capacity of the Bidder:** The Bidder should be a profit-making organization in previous three financial years i.e. 2010-11, 2011-12 & 2012-13 and should have minimum annual turnover of Rs.100.00 lakhs and Rs.50.00 lakhs on desk to desk service transport operations in any one of the preceding 3 years. Bidder should submit copies of audited Balance sheet, Profit & Loss Account towards proof of turnover and profit/loss.
- 26.3 Bidder should submit credit worthiness certificate of (Rupees.9.25Lakhs) from their Banker issued after 01.10.2013.
- 26.4 Bidder should attach copy of Service Tax Registration Certificate.
- 26.5 Bidder should attach copy of TIN / PAN card and Income tax Clearance certificate / Returns of IT for the year 2012-13.
- 26.6 The bidder must be a Registered Company/firm in India. Copy of relevant proof issued by statutory authority should be furnished with the techno commercial bid.
- 26.7 Compliance in respect of Clause 26, 26.1 to 26.6 is mandatory. This has to be indicated by filling eligibility form as per Annexure-A. Only bidders providing proof of satisfying these criteria will qualify in the techno-commercial bid evaluation.
- 26.8 Detention of municipal limits bidders should submit the map with periphery limits for the purpose application of Out Side Delivery Area (ODA).
- 27. AFFIDAVIT FOR NON PROSECUTION:** Bidder should furnish a notarized Affidavit on non-judicial stamped paper of value Rs.100/- as per at Annexure- G.
- 27.1 ECIL reserves the right to prosecute Bidder and / or claim damages for non-compliance.
- 28. TERMINATION OF CONTRACT:** ECIL reserves the right to terminate the Contract by giving three months notice without assigning any reason whatsoever. However, the contractors shall be bound to fulfill the contractual obligations even after such termination to the extent applicable during the period of notice.
- 29.** Transferring, assigning or subletting of the whole or any part of the contract is not permissible.
- 30.** ECIL shall have absolutely no responsibility to pay any compensation for any accident occurred to any person / representative / servants of any contractor during his / her to and fro journey and or while attending the services of ECIL.
- 31. JURISDICTION OF COURTS:** The courts in GHMC (Kapra Circle limits) Hyderabad, AP shall have exclusive jurisdiction.



32. ECIL reserves the right to accept the bids in full or in part or cancel the tender in its entirety, at its sole discretion.

33. COMPLIANCE STATEMENT:

33.1 Compliance Statement confirming compliance to all the above Clauses point by point of Techno-commercial bids as per Annexure - E should be submitted.

33.2 All pages of this Tender document should be signed and affix seal by the bidder and to be submitted along with Techno-commercial Bid.

(N.NAGESWARA RAO)
DGM (CP)



ANNEXURE – A

ELIGIBILITY CRITERIA FORM

SL.NO.	ELIGIBILITY CRITERIA	CONFIRMATION /FULFILMENT		
01.	Turnover	YES/NO		
02.	The bidder should have executed a minimum of two such Desk to Desk cargo service contracts during the preceding three years period, the value of each order being not less than Rs.10.00 Lakhs.	YES/NO		
03.	The bidders organization should be a profit making one in the preceding three financial years. The bidder should have a minimum turnover of Rs. 100.00 Lakhs in any one of the preceding 3 years.	TOTAL ANNUAL TURNOVER AND PROFIT IN RS. IN LAKHS		
			Turnover	Profit
		2010-11 :		
		2011-12 :		
		2012-13:		
04.	Registration with state Transport Department of the State in which you are having your main office (Copy to be submitted)			
05.	Credit worthiness certificate of Rs. 9,25,000.00 from their banker issued after 01.10.2013			

SIGNATURE & OFFICE SEAL



ANNEXURE – B

TECHNO – COMMERCIAL BID

(Please submit in separate sealed cover)

PT.No: ECIL: CP: DTDC: PT-114/13-14
Date: 21-01-2014

Due Date: 12-02-2014
Time: 14:00 hrs

1	Name of the Organization & Address	
2	Date of Establishment	
3	Company Registration Number & date (copy to be enclosed)	
4	Office Address	
	How old is the office as on tender closing date	
	Telephone No. (land line)/Cell No.	
	Fax No.	
	Email id	
	Proof should Attach	
5	Godown facilities at Hyderabad & other Metros with covered area 1. Hyderabad	place: Locality & area covered in Sq.ft.
	2. Chennai	
	3. Bangalore	
	4. Mumbai	
	5. Kolkata	
	6. New Delhi	
6	Number of branches available (within India) with Godown facility along with Land line phone, Mobile nos., E- Mail Address, website & On-line tracking System.	



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7	<p>Number of delivery stations available (within India) along with delivery schedule subject to having a minimum of any one of the following zones as indicated</p> <p>a. South Zone – 50</p> <p>b. West Zone – 20</p> <p>c. Central Zone – 10</p> <p>d. North Zone – 50</p> <p>e. East Zone – 20</p> <p>f. North East Zone – 08</p> <p>(Separate lists of Sl.No. 6 & 7 Zone wise may please be enclosed to the tender, otherwise your tender will be disqualified).</p>	
8	<p>Fleet ownership at</p> <p>a. Hyderabad :</p> <p>b. All over India :</p> <p>(certified copies of the following should be enclosed)</p>	
9	Track Record	
a	Total number of Similar Orders executed by the Bidder in 2010-11 (Please attach Copy or orders and Job Completion Certificate/ Yearly Completion Certificate, for ongoing contracts).	
b	Total number of Similar Orders executed by the Bidder in 2011-12 (Please attach Copy or orders and Job Completion Certificate/ Yearly Completion Certificate, for ongoing contracts).	
c	Total number of Similar Orders executed by the Bidder in 2012-13 (Please attach Copy or orders and Job Completion Certificate/ Yearly Completion Certificate, for ongoing contracts).	
10	Financial Capacity (Please furnish audited documents)	Hyderabad, Rest of India
	Turnover 2010-11	
	Profit/Loss 2010-11	



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	Turnover 2011-12	
	Profit/Loss 2011-12	
	Turnover 2012-13	
	Profit/Loss 2012-13	
11	Service tax registration Certificate (copy to be enclosed)	
12	Income tax Clearance Certificate OR Copy Of IT Return with PAN (copy to be enclosed)	
13	Your Banker's Name, Branch and Account No.	
14	EMD details (Rs.75,000/-)	BG / DD If DD Bank – Branch- DD No Date – Payable at -
15	Tender document fee (Rs.2,000/-)	DD No- Date – Bank – Branch – Payable at -
16	Affidavit for non prosecution submitted as Annexure-G	Yes / No
17	Compliance Statement submitted as Per Annexure-E	Yes / No
18	Declaration form as per Annexure – H	Yes / No

NOTE TO THE TENDERERS: All the above information i.e. Sl. No. 01 to 18 relevant documents should be provided along with Techno-commercial Bid, otherwise your bid will be disqualified.

Place:
Date:

Signature:
Name & Office Seal:

ANNEXURE - C

FORMAT FOR BANK GUARANTEE TOWARDS EMD

WHEREAS M/s _____ (Name and address of the Bidder) intend to submit a Bid, hereinafter called the 'Bidder', to M/s Electronics Corporation of India Limited, Hyderabad, hereinafter called the 'Company', against the tender notice issued by the Company vide reference no. _____ dtd _____ due for submission on _____ for Desk to Desk Cargo Service Contract.

Now, by this Guarantee, we, the undersigned on behalf of _____ (name of the Bank, name of the Branch and address), hereinafter called as the 'Guarantor' whose registered office is at _____ (address of the Bank) bind ourselves unconditionally and irrevocably for payment to the Company, of the sum of Rs.75,000/- (Rupees Seventy Five Thousand Only) as Earnest Money Deposit to indemnify the Company in case of default by the Bidder. The conditions of the above obligations are such that if M/s _____ (name of the Bidder) shall not keep their Bid being submitted to the Company as set forth in the enquiry valid and unaltered until 90 days from the date of opening of Techno Commercial bid i.e. up to _____ and/or refused to sign a formal agreement/contract in accordance with the terms of the tender or after having signed the agreement/contract does not perform the purchase order/contract when awarded, then this obligation remains in full force and effect, otherwise to be null and void.

In case, this obligation is effective, we, _____ (Name of the Bank) undertake to pay to the Company any amount up to the above indicated sum, upon written request, without any demur or protest and without reference to M/s _____ (name of the Bidder) within 7 days from the date of such demand in any manner in which the Company may direct and also without the necessity of instituting and proceeding whether judicial or otherwise, at any time upon the Bidder committing any one or more of the following:

- a) withdraws the Bid during the validity period or any extension sought/granted thereof, or,
- b) if the Bidder varies or modifies the Bid in a manner not conforming to tender conditions which are not acceptable to the Company during the validity period of the Bid or any extension of the validity duly agreed to by the Bidder, or,
- c) If the Bidder whose offer has been accepted fails to furnish Security Deposit within ten days of award of purchase order/contract or by the date mutually agreed to, whichever is later.

We, _____ (name of the Bank), agree that our liability to pay is not dependant on conditions on the Company proceeding against the Bidder and we shall be liable to pay an amount not exceeding the aforesaid amount as and when demanded by the Company merely on claim being raised by the Company and even before any legal proceedings are taken against the Bidder.



- 2 -

We, _____ (name of the Bank) undertake not to revoke or modify this Guarantee during its currency except with the previous written consent of the Company. The Guarantee herein contained shall not be revocable by notice or by reasons of dissolution or winding up of the business of the Bidder or any change in the constitution or composition of the Bidder.

This Guarantee shall remain valid in case the Bid is accepted, until furnishing of Security Deposit by the Bidder in the manner specified by the Company and in any case until _____ (____ days from the bid date) with additional claim period of 15 days, i.e. the Company is entitled to lodge the claim under this Guarantee up to _____ (15 additional days).

We, _____ (name of the Bank) have power to issue this Guarantee under Memorandum and Articles of Association and the undersigned has full powers to do so under the Power of Attorney dated _____ granted to him by the Bank.

After the above-mentioned date, the Guarantee shall lapse automatically without necessity to be returned to the Bank.

Date:

Signature of the person duly
Authorized to sign on behalf of
the Bank, with Seal of the Bank

- Bidder should submit this BG on non-judicial stamp paper of Rs.100/- from a Nationalized or Scheduled Bank only.



ANNEXURE – D

PRICE BID

(Please submit in separate sealed cover)

PT.No: ECIL: CP: DTDC: PT-114/13-14
Date: 21.01.2014

Due Date: 12.02.2014
Time: 14:00 hrs

RATES FOR DESK TO DESK CARGO SERVICE WITHIN INDIA
Rates should be per Kg.

1. Local transportation charges within : By Road
Municipal limits of following cities
(The municipal distances, in the form
of map, city wise should be provided.)

a. Hyderabad	Rs.
b. Chennai	Rs.
c. Bangalore	Rs.
d. Kolkata	Rs.
e. Mumbai	Rs.
f. New Delhi	Rs.
g. Cochin	Rs.

II Zone	States Covered	Mode	Within Zones Rs.	Inter Zones Rs.
1. South – I	A.P., Karnataka, Tamilnadu, puducherry & Kerala	: Road : Air		
South – II	Andaman, Nikobar Islands	: Ship : Air		
2. West:	Maharashtra, Gujarat, Goa, Daman & Diu, Dadar and Nagar Haveli	: Road : Air		



**ELECTRONICS CORPORATION OF INDIA LIMITED
CORPORATE PURCHASE**

3. Central:	Madhya Pradesh & Chattisgar	: Road		
		: Air		
II Zone	States Covered	Mode	Within Zones Rs.	Inter Zones Rs.
4. North – I	New Delhi, UP, Punjab, Haryana, Uttaranchal, Rajasthan & Himachal Pradesh	: Road : Air		
North – II	Jammu & Kashmir	: Road : Air		
5. East:	West Bengal, Odisha, Bihar & Jharkhand	: Road : Air		
6. North East:	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Tripura, Nagaland & Sikkim	: Road : Air		

III. a. Minimum chargeable weight is allowed up to 15kgs. Where actual weight is less than 15 kgs in case of consignment bound for direct stations (destination point) uniform for all originating stations of ECIL.

b. Minimum chargeable weight up to 30kgs in case of consignment bound for diplomatic stations (destination point) uniform for all originating stations of ECIL.

IV. Diplomat Charges

a. Consignments booked to other than Network stations additional charges for Every 100kms., or part thereof. : Road Rs._____
Per kg.

(Min. 25kms or municipal limits, free allowed)

b. Allowing payment to the diplomatic charges beyond 100kms. – 200kms. : Road Rs._____
Per kg.

V. Hamali charges at Kerala and West Bengal : Rs._____
(Subject to providing of documentary evidence) Per kg.

VI. Service Tax @ : _____%

Note: i. For the purpose of payment for Volumetric Consignments one cft, is taken as : _____per Kg
(this is applicable for consignments of light weight materials)

Place:
Date:

Signature:
Name & Office Seal:



ANNEXURE – E

Tender No.ECIL:CP:DTDC:PT:114:13-14

Compliance Statement

(To be enclosed with Techno-commercial Bid)

Sl. No.	Compliance Criteria	Complied	
		Yes	No
1			
2	Tender document signed and affixed bidder's seal on all pages.		
3			
4			
5			
6			
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8			
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11			
12			
13			
14			
15			
16			
17			
18			

Signature of the Bidder, Date and Seal



**PROFORMA FOR PERFORMANCE BANK GUARANTEE -
CUM - SECURITY DEPOSIT**

This Deed of Guarantee made this _____ day of _____, Two Thousand _____ between _____ (Name of the Bank with address), (herein after called the “Guarantor”, which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the One Part,
And

Electronics Corporation of India Limited, (a Government of India Enterprise), a Company incorporated under the Companies Act, 1956, having its Registered Office at Hyderabad – 500 062, India (herein after called the “Company”), which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns, of the Other Part.

Whereas M/s _____ / company name and address) (herein after referred to as the “Contractor” was awarded a Purchase Order/contract No. _____ dated _____ (hereinafter referred to as the “Purchase Order/contract”) by the Company for providing Desk to Desk Cargo Service.

And whereas the Purchase Order, /contract inter-alia, provides that the Supplier shall furnish Bank Guarantee to the Company a sum of Rs. _____ (Rupees _____ only) towards due and faithful performance of the Purchase Order/contract in the form and manner specified therein covering the obligations of the Contractor.

And whereas the Contractor has approached the Guarantor and in consideration of the arrangement arrived at between the Contractor and the Guarantor, the Guarantor has agreed to give Guarantee as hereinafter mentioned in favour of the Company.

Now this Deed witnesses as follows:

1. The Guarantor do hereby guarantee to the Company the due and faithful performance, observance or execution of the Purchase Order/contract by the Contractor and further unconditionally and irrevocably undertake to pay to the Company without demur and merely on a demand, to the extent of Rs. _____ (Rupees _____) when claim is made by the Company on them for any loss, damage, costs, charges and expenses caused to or suffered by the Company by reason of the making any default in the performance, observance or execution of the terms, conditions, stipulations or undertakings or any one of them as contained in the Purchase Order/Contract.

2. The decision of the Company whether any default has occurred or has been committed by the contractor in the performance, observance, discharge, execution of any of the terms, conditions, stipulations or undertakings or any one of them as contained in the Purchase Order/contract and/or as to the extent of loss or damage costs, charges and expenses caused to or suffered by the Company by reason of the making any default in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them shall be conclusive and binding on the Guarantor, irrespective of the fact whether the Contractor admits or denies the faults or questions the correctness of any demand made by the Company in any Court, Tribunal or Arbitration proceedings or before any other Authority.
3. The Company shall have the fullest liberty without affecting in any way the liability of the Guarantor under this Guarantee from time to time to vary any of the terms and conditions of the Purchase Order/contract or extend time of performance by the Supplier or to postpone for any time and from time to time any of the powers exercisable by it against the said Contractor and either to enforce or forbear from enforcing any of the said terms and conditions governing the said Purchase Order /contract and the Guarantor shall not be released from its liability under these presents and the liability of the Guarantor here under shall remain in full force and effect not withstanding any exercise by the Company of the liberty with reference to the matters aforesaid or by reason of time being given to the Contractor or any other forbearance, act or omission on the part of the Company or any indulgence by the Company to the said or of any other matter or thing whatsoever which under the law relating to sureties, would, but for this provision have the effect of so releasing the Guarantor from its liability under this Guarantee.
4. The Guarantor further agrees that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the Purchase Order/contract and its claims satisfied or discharged and till the Company certifies that the terms and conditions of the Purchase Order/contract have been fully and properly carried out by the Contractor and accordingly discharges this Guarantee subject to, however, that the Company shall have no claim under this Guarantee after 12 (months) from the date of completion of the Purchase Order/contract, as the case may be, unless a notice of the claim under this Guarantee has been served on the Guarantor before the expiry of the said period in which case the same shall be enforceable against the Guarantor notwithstanding the fact that the same is enforced after the expiry of the said period.
5. The Guarantor undertakes not to revoke this Guarantee during this period it is in force except with the previous consent of the Company in writing, and agree that any liquidation or winding up or dissolution or any change in the constitution of the Contractor or the Guarantor shall not discharge the Guarantor's liability hereunder.



6. It shall not be necessary for the Company to proceed against the Contractor before proceeding against the Guarantor and the Guarantee herein contained shall be enforceable against them notwithstanding any security, which the Company may have obtained or obtained from the shall, at the time when the proceedings are taken against the Guarantor hereunder be overdue or unrealized.
7. The Guarantor hereby declares that it has power to execute this Guarantee under its Memorandum and Articles of Association and the executant has full powers to do so on its behalf and the Power of Attorney dated _____, granted to him/her by the proper authority of the Guarantor.
8. This Guarantee is valid till _____ and the Company is entitled to lodge its claim on the Guarantor on or before _____ (additional 15 days). The Guarantor hereby undertakes to honor the said invocation without demur.

Witness:

Signed for and on behalf of the
Bank (Guarantor)

- 1.
- 2.



AFFIDAVIT
TOWARDS DECLARATION OF NON PROSECUTION

To
DGM (Corporate Purchase)
Electronics Corporation of India Limited
Hyderabad – 500 062

Sub: Your Tender Notice No.ECIL:CP:DTDC:PT:114-13-14 Dated 21.01.2014.

“We, M/s _____ (name and address),solemnly declare and affirm that we are not debarred, blacklisted nor prosecuted by Central Government, State Governments or any other PSUs, Private Sector Units for breach of any contract.

There are no pending litigations against us either from Government of India, State Governments within the Union of India or any other Private Sector Units.

We have no arrears of taxes or any other statutory dues to any Government Body”.

for M/s x x x x x x x x x x

(Authorized Signatory)

Date:



ANNEXURE – H

Tender No.ECIL:CP:DTDC:PT:114:13-14

Declaration Form

(To be enclosed with Techno-commercial Bid)

Name of the Bidders

Address of the Bidders :

(To be filled in by the Bidder)

I / we hereby offer to bind ourselves to terms and conditions of the contract.
I/ we do hereby agree that I / we shall keep my / our offer for a period of
Ninety Days from the due date of the tender or from the date of negotiations
whichever is later or for the extended period as desired by ECIL in addition to
the period of Ninety days mentioned above in the event of my / our offer
being accepted. I/we shall abide by and give my / our acceptance to the
terms and conditions which are mentioned in this Tender document
governing and shall execute an agreement in the prescribed form in the event
of my / our offer being accepted by ECIL.

Yours faithfully,

Signature of the Bidder with full address
(To be signed by an authorized signatory
With full address of the Bidder)