

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY  
THIRUVANANTHAPURAM-695011**

(An institution of National Importance under Government of India)

Phone:(91) 0471 2524644/2524443/2524522; FAX:0471 2550728 Email:admin@sctimst.ac.in

Tender No. Per & Admn./CS/Tender/2016

01.11.2016

**TENDER NOTICE**

Sealed tenders are invited from registered Courier agencies for collection and despatch of Consignments from our Hospital wing. The tenders should be super scribed "Tender for Courier Service" along with the EMD of ₹10,000/- by Cash receipt payable at Institute's Cash counter/ Demand Draft drawn in favour of The Director, SCTIMST, Thiruvananthapuram and should reach the Institute **on or before 15.12.2016 by 1.00 p.m. The quotations will be opened on the same day at 03.00pm** in the presence of the tenderers or their authorized representatives who may be present at that time.

Intending tenderers may, on application to the Administrative Officer obtain the requisite tender forms on which tenders should be submitted. Application for tender form should be accompanied by a Cash receipt/DD remittance of Rs.500/- plus VAT @ 5% being the price of the tender forms and which is not refundable under any circumstances. Tender forms are not transferable. Cheques, postage stamps etc will not be accepted towards cost of forms, nor will the forms be sent by V.P.P. **Tenders will be received up to 01.00pm on 15.12.2016.**

The tender documents are also available in the website **www.sctimst.ac.in** for downloading by the prospective tenderers. The cost of tender documents can be paid by such tenderers in the form of cash receipt/demand draft drawn in favour of the Director of the Institute while submitting their offers with the tender documents. The cost of such downloaded documents should be kept along with the Quotation.

Duplicate tender forms, if required, will be issued at Rs.100/- per copy. plus VAT @ 5% will be charged extra. The Director of the Institute reserves the right to accept or reject all or any tender at his/her discretion without assigning any reason. Late tenders will not be accepted.

**Sd/-  
DIRECTOR**

Copy to: Notice Board [AMC, Hospital Wing, BMT Wing], Website

## TERMS & CONDITIONS

In addition to the conditions mentioned in the tender notice, the following will also form part and parcel of the tender documents.

- 1) A Consignment includes - letters, documents, packets/parcels of drugs etc.
- 2) The rates should be firm and valid from the date of opening of the tender and upto the date of the end of the contract period i.e one year from the date of signing of the agreement. The agreement may be renewed for further period with mutual consent.
- 3) EMD of unsuccessful bidders will be discharged/returned as promptly as possible but not later than 30 days after awarding the contract.
- 4) Non- submission of sufficient EMD as mentioned shall be one of the primary reasons for rejection of the bid.
- 5) The price bids are to be submitted in the prescribed format as in Annexure II.
- 6) Mode of payment will be by cheque only.
- 7) Bids received after the specified date and time for receipt of bids shall be rejected and returned unopened to the concerned bidder.
- 8) The tender offers, duly filled, shall be submitted in sealed covers and shall be super scribed as "Tender for Courier Service"
- 9) The bidders who are in the business of providing courier services and also having a minimum experience of 2 years in relevant field and providing such services for reputed organizations / Government Organizations / Public Sector Undertakings under a written agreement.
- 10) The bidder should have Real Time Web based tracking system for the consignments, right from the point of pickup to the time of final delivery and capture of the name / signature of the recipient.
- 11) The bidder should have adequate professionally trained manpower, for its network across the country and should not subtender the jobs and authorize to any other courier service/vendor.
- 12) Bidders who have been black listed/debarred by any State Government or Central Government department/organization should not participate in the tender during the period of blacklisting.
- 13) The bidder shall duly and promptly collect the consignments ie; letters/documents/packets/ parcels from the Institute twice on all Institute working days ie; at 10.30am and 2.30pm without fail.
- 14) The person deputed to collect the consignments from the Institute shall have valid identity card issued by the service provider.
- 15) The successful tenderer shall execute an agreement in the format as given under Annexure II for Courier Services
- 16) The Institute shall pay the service provider the charges for their services on a monthly basis for which the service provider shall have to raise and submit the invoice along with all Proof of Delivery (POD) to the Institute in the first week of the following month for which the payment is due.

- 17) The monthly Invoice shall have the details pertaining to Consignment Packet No. , Date of Booking, Destination, No. of Articles Booked, Weight, Courier charges and statutory taxes and levies.
- 18) In the case of late delivery of the consignments penalty of 20% of the courier charges will be deducted from the monthly bill payment.
- 19) In case complaint is received for non-delivery, wrong delivery, loss or damage of letter/documents/parcels/packets, a suitable penalty depending upon the merit of each case shall be imposed on the service provider and the decision of the Director, SCTIMST will be final and binding.
- 20) The Tender Inviting Authority has the right to terminate the contract in whole or in part, if the successful bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Tender Inviting Authority.
- 21) The tenders should be prepared and submitted as per the tender formats prescribed and should be addressed to:

**Sr. Deputy Director  
Sree Chitra Tirunal Institute for Medical Sciences and Technology  
Medical College P.O  
Thiruvananthapuram – 695 011  
Kerala State  
Phone : 0471-2524/444/522**

- 22) Email: [admin@sctimst.ac.in](mailto:admin@sctimst.ac.in)
- 23) Those bidders who are found to be not qualified as per the prequalification criteria during the tender opening process will be disqualified.
- 24) There will not be any individual communication in respect of notices, amendments, etc. The prospective bidders are advised to check regularly for updates in the Institute website at [www.sctimst.ac.in](http://www.sctimst.ac.in) till the tender is concluded.
- 25) All disputes arising out of this contract, the legal jurisdiction of which will be Thiruvananthapuram, Kerala State, India

## ANNEXURE I

### GENERAL INFORMATION ABOUT THE BIDDER

1.	Name of the Bidder	
2.	Registered Address of the company (Telephone no., Fax no., E-mail id, Website)	
3.	Contact Person (Designation, Telephone no., Mobile no., E-mail id)	
4.	Key Personnel: (Chairman / Managing Director / Managing Partner etc)	
5.	Registration No. & Date of incorporation of Company (Attach copy of Certificate of Company Registration)	
6.	Principal Place of Business	
7.	Act/Rule under which the firm was registered	
8.	Trivandrum office address and HO address details and Phone numbers of contact person	
9.	Whether any criminal case was registered against the company or any of its promoters in the past	Yes/No
10	Whether the company provides a real-time online web based parcel shipment tracking software system to its customers (If Yes provide details of operations and website URL with Log in Test ID and Password)	
11	Any other relevant information	

Date :

Office seal

Signature of the  
bidder/Authorised  
signatory

**ANNEXURE II**  
**PRICE BID FORM**

To

The Director  
Sree Chitra Tirunal Institute for Medical Sciences and Technology  
Medical College P.O  
Thiruvananthapuram – 695 011  
Kerala

Sir,

Having examined and read the tender document for the courier services required by Sree Chitra Tirunal Institute for Medical Sciences and Technology, we here offer our best price for the courier services across the categories of document and non-document (viz. parcels/packets/covers) herein as follows. The rates will not be increased under any circumstances for a period of one year from 02.02.2017

Sl.No.	Location	Weight Slab	Rate	Service Tax	Total Charge
1.	Trivandrum (local)	0-250 gms			
		250-500 gms			
		Above 500 upto 1kg			
		Above 1kg (per kg)			
2.	Kerala	0-250 gms			
		250-500 gms			
		Above 500 upto 1kg			
		Above 1kg (per kg)			
3.	South India	0-250 gms			
		250-500 gms			
		Above 500 upto 1kg			
		Above 1kg (per kg)			
4.	North India	0-250 gms			
		250-500 gms			
		Above 500 upto 1kg			
		Above 1kg (per kg)			

We also agree to the terms and conditions of the tender as mentioned in the tender notice no. Per & Admn./CS/Tender/2016 dtd.01.11.2016

Date :

Office seal

Signature of the  
bidder/Authorised  
signatory