

CSIR-Institute of Microbial Technology

Sector – 39 A, Chandigarh.

NOTICE INVITING TENDER

(No. Z-20025/2/2022-Gen.)

E-Tenders are invited on www.etenders.gov.in on the behalf of the Director, CSIR-IMTECH, Chandigarh for providing “Courier Service at CSIR-IMTECH”. The agencies with experience of at least five (05) years and having wide network may apply.

Details of start, submission & opening of tenders are as under :-

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| i) Date of start of Tender and Bid submission | : | 30.11.2022 |
| ii) Last date & time of Bid submission | : | 21.12.2022 |
| iii) Date & time of opening of E-Tender | : | 22.12.2022 |

The Technical bid should have the duly attested copies of the following :

1. The firm/agency must have registered office in the tricity (Chandigarh/Panchkula/Mohali).
 2. The Firm must have GST Registration certificate issued by Competent Authority at Chandigarh/Panchkula/Mohali.
 3. Signed Bid Security Declaration as per **Annexure I** (MOF O.M No. 9/4/2020-PPD dated 12.11.2020) on letter head of the firm/agency.
 4. A scanned copy of Demand Draft of Rs.1500/- (Fifteen Hundred only) as Tender Fee, in the favour of Director, CSIR-IMTECH, Chandigarh, payable at Chandigarh and original of the same may be submitted to this Institute before last date of submission of e-tender.
 5. The Director, CSIR-IMTECH, Chandigarh reserves the right to reject any or all the tenders or to accept them in part, or to reject the lowest tender without assigning any reason thereof.
 6. The undertaking by the firm/agency on letter head as per **Annexure II** of NIT.
 7. The detailed NIT document can also be accessed on our website www.imtech.res.in/tenders.
- Income Tax would be deducted @2% as per Income Tax Rules, applicable from time to time. If lesser deduction is applicable as per Income Tax Laws & Rules, documents in support of the claim may be provided.
 - Incomplete tender or tenders received without bid security declaration shall also be summarily rejected. Canvassing in connection with tender/quotation is strictly prohibited. The director, CSIR –IMTECH reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.
 - Tenders are to be submitted only through the online mode on www.etenders.gov.in and offer by E-mail/Fax/any other mode will be summarily ignored.

Administrative Officer

1.0 SCOPE OF WORK:

- 1.1** The Courier Agency will provide international/domestic courier services, which include delivery of letters/documents to the addresses located in all parts of India and various countries. Contractor/courier Agency will arrange to collect letters/documents daily from CSIR-IMTECH at Sector 39, Chandigarh on all working days at pre-determined time and arrange to transport and deliver of the same to marked destinations.
- 1.2** The courier agency will make a proper record and issue the acknowledgement slip against letters/documents collected by their representative from CSIR-IMTECH in the prescribed format.
- 1.3** It will be the responsibility of courier agency to ensure safe custody of letters/documents and treat the letters/documents as confidential; Official Secrecy Act shall apply. Contents of the same will not be divulged to any person.
- 1.4** The Courier agency will have to provide proof of delivery (POD) within 07 (seven) days in the form of acknowledgement which shall be obtained from the receiver of the letters/documents being handed over to by their representative. No payment will be made in case of the delivery with no receipt of POD. They will provide electronic copy of proof of delivery for International Consignment.
- 1.5** Contractor shall in no case lease/transfer/sublet/appoint care-taker for services.
- 1.6** No other person except contractor's authorized representative shall be allowed to enter CSIR-IMTECH premise. Contractor shall also not entertain any outsider or extend any source beyond CSIR-IMTECH premises.
- 1.7** Within CSIR-IMTECH premises, the contractor's personnel shall not do any private work other than their normal duties.
- 1.8** Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep CSIR-IMTECH indemnified against all losses, damages and claims arising thereof.
- 1.9** The personnel engaged by the contractor shall be subject to security check by the CSIR-IMTECH security staff while entering/leaving the premises.
- 1.10** Contractor/Agency shall be solely responsible for payment of wages/salaries and allowances to his personnel, including such as might become applicable under any new Act of Order of Government. CSIR-IMTECH shall have no liability whatsoever in this regard.
- 1.11** Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by their staff.

2.0 OFFICER-IN-CHARGE:

Administrative Officer shall be the Officer-in-charge for this contract. He shall act in all matters pertaining to the contract on behalf of CSIR-IMTECH. Person(s) authorized by Officer-in-charge in writing shall act as his representative(s).

3.0 TERMS OF PAYMENT:

Payment shall be made on monthly basis. Payment shall be released within 15 days from the date of submission of the invoice by the contractor/agency and on certification by officer in-charge including production of proof of deliveries as stated in 1.4 above.

4.0 INCOME TAX DEDUCTION AT SOURCE:

Income tax shall be deducted at source from the running bills as per Income Tax Rules (as applicable).

5.0 GST:

GST, as applicable on the services may be charged in the bill by the contractor and same shall be reimbursed by CSIR – IMTECH. In case of any other statutory tax is levied by the Govt., the same shall be reimbursed upon production of proof.

6.0 TERMINATION OF CONTRACT:

- 6.1 If at any time, the agency/contractor makes any default in completing the work with due diligence and continue to do so even after the notice in writing or commit any default in complying with any of the terms & conditions ever after the notice in writing is given to you on that behalf by the officer-in-charge, CSIR-IMTECH may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to the Institute, by written notice, terminate the contract as a whole or part of the contract.
- 6.2 All instructions, notices and communication etc. under the contract given in writing and if send to the last known place of the business, shall deem to have been served on the date, even in ordinary course of post, these would have been delivered to the contactor.

7.0 ARBITRATION:

- 7.1 In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
- 7.2 The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim awards) and/or directions, as may be required.
- 7.3 Subject to the aforesaid provision, the arbitration and conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

The detailed special conditions of the contract are enclosed as **Annexure “II”**

BID SECURITY DECLARATION FORM

Date:-_____

Tender No._____

To
Director,
CSIR - Institute of Microbial Technology,
Sector 39-A, Chandigarh- 160036

I/We The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of Bid validity specified in the form of Bid: or
- b) having been notified of the acceptance of our bid by the purchaser during the period of Bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful bidder; upon the earlier of the receipt of your notification of the name of successful bidders: or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (Signature of person whose name and capacity are shown)

In the capacity of (Legal capacity of person signing the Bid Securing Declaration)

Name: (complete name of person signing Bid Securing Declaration)
duly authorized to sign the bid for an or behalf of (complete name of Bidder)

Special Conditions of the Contract

1. The contract will be for a period of **two years but initially shall be awarded for a period of one year and shall be extended on yearly basis upon satisfactory performance upto a maximum period of not more than twice the initial period of 1 year**. CSIR –IMTECH may renew/extend the contract to such further period(s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be consent/written request by the contractor in this regard.
2. Letters/packets will be collected by the representative of the courier agency at 4.00 PM daily on working days in the evening from the administrative branch and/or any other place as instructed, of this Institute.
3. In case of urgency, the representative of the Courier Agency can be asked to collect the letters from the Institute any time during the day.
4. Delivery of letters to be sent to Delhi must be ensured by next day positively and for letter beyond Delhi within three days.
5. The delivery of local letters to be ensured before the forenoon of the following day.
6. The POD of letters will be produced by the agency as and when asked for. In case of late delivery of letters, the Institute has the full right to deduct charges from the bills of the Courier Agency except if it shown that the delay was due to reasons beyond the control of the agency/contractor.
7. Delivery of International letters to be ensured within seven days from the date of collection from this Institute.
8. The payment will be made on monthly bill basis. Bill should be submitted in the first week of every month enclosing therewith proof of delivery of all the letters.
9. In case, the services of the Courier Agency are not found to be satisfactory, the contract can be terminated without any notice during the currency of contract period.
10. An agreement on Non-Judicial Stamp Paper required to be executed by the courier Agency.

(Administrative Officer)