

**ONLINE TENDER FOR HIRING OF COURIER SERVICES**  
**FOR IN-BOUND AND OUT-BOUND LOGISTICS OF**  
**PARCELS, ENVELOPES ETC IN GUJARAT & ACROSS**  
**INDIA**

**GVK Emergency Management and Research Institute**

Gujarat-108 Emergency Management Centre, Naroda -Kathwada Road,  
Naroda, Ahmedabad-382 330; Phone: 079-22814896 Email:- [ashish\\_muley@emri.in](mailto:ashish_muley@emri.in)

**Table of Contents**

<b>Sr. No.</b>	<b>Description</b>	<b>Page No.</b>
1	General Brief About GVK EMRI	4
2	Important Dates And Deadlines For Tender	5
3	A. Tender Guidelines	6
4	B. Procedure For Submitting Tender Document	7
5	C. Tender Evaluation	8
6	D. General Terms & Conditions Of Tender	11
7	E. Terms Of Supply	12
8	Annexure (I to X)	17 to 27

**List of Annexure**

<b>Sr. No.</b>	<b>Description</b>		<b>Page No.</b>
1	<b>Annexure – I</b>	Pre-Qualification Check List	17
2	<b>Annexure – II</b>	Undertaking on fraud And Corruption	18
3	<b>Annexure – III</b>	Performance Security Bank Guarantee	19
4	<b>Annexure – IV</b>	Service provider Information Form (SIF)	20
5	<b>Annexure – V</b>	Annual Turnover Statement	21
6	<b>Annexure – VI</b>	Performa For Performance Statement	22
7	<b>Annexure – VII</b>	Affidavit	23
8	<b>Annexure – VIII</b>	Govt. Of Gujarat, Finance Dept. GR For EMD & BG	25
9	<b>Annexure – IX</b>	Schedule of Requirement / Specifications	26
10	<b>Annexure – X</b>	Commercial Bid Format	27

**General brief about GVK EMRI:**

GVK Emergency Management and Research Institute (GVK EMRI) was established as a not-for-profit Organisation. GVK EMRI is a Society, registered under the provisions of Andhra Pradesh Societies Registration Act, 2001, in February 2005 and provide services free of cost through a toll free number '108' to every Citizen of our country Under Public Private Partnership (PPP) frame work. Vision of GVK EMRI is to support and build capabilities to Save one million lives per annum nationally and establish GVK EMRI as a premier Research and Training Institute.

GVK EMRI, under the Public-Private-Partnership, has made substantial progress over the last 10 years in providing Emergency Response Services across the country and presently operate over 10000 state-of-the-art ambulances in 15 States and 2 Union Territories viz Andhra Pradesh, Telangana, Tamil Nadu, Karnataka, Goa, Gujarat, Dadra Nagar Haveli Daman & Diu, Chhattisgarh, Assam, Meghalaya, Uttarakhand, Himachal Pradesh, Uttar Pradesh, Rajasthan and Arunachal Pradesh to provide pre-hospital care covering a population of 840 million. Everyday GVK EMRI is serving on an average 22000 emergencies ( 65 million emergencies attended since inception) and saving over – 651 lives everyday and cumulatively have saved more than- 26 lakh lives since the launch of the services and provide direct employment to over 46 000 associates while continuing to be a not-for-profit organization.

GVK EMRI's innovative approach has revolutionized the concept of Emergency Services in India. The organisation to its credit has pioneered the first of its kind inventions in India such as providing a Single Toll-Free number (108) for initiating the emergency response and a comprehensive coverage of emergencies involving Medical, Police and Fire departments, In-ambulance Pre-hospital care to mitigate the effects of medical emergency of the victim under the guidance of a specially trained Emergency Physician, Research and Training etc. Today "108" is synonymous with the best-in-class emergency service and has been acknowledged as the most efficient, speedy, reliable and professional service provider in the category.

With increased focus on research and analytics and collaborations with internationally renowned institutions like Stanford School of Medicine, GVK EMRI has plans to significantly enhance the overall emergency management scenario – further reducing individual suffering.

**Objectives:**

GVK EMRI intends to enter in to rate contract for hiring Courier Services for logistics of parcels/envelopes etc.

Only online commercial bids will be accepted and Tender bids in other forms (physical) without online commercial bid submission will be rejected.

Important dates and deadlines for tender are given below.

**TENDER REFERENCE : GVK EMRI/GJ/ET/COURIER/1819**

Sr. No.	Description	Schedule
1	ON LINE SALE OF TENDER DOCUMENT	19/12/2018 onwards
2	PRE BID MEETING	26/12/2018 at 11.00 Hrs.
3	LAST DATE FOR ONLINE SUBMISSION OF TENDER DOCUMENT	08/01/2019 up to 18.00 Hrs.
4	LAST DATE AND TIME FOR PHYSICALY RECEIPT OF EMD AND SUPPORTING DOCUMENT AT OUR OFFICE	09/01/2019 up to 14.00 Hrs.
5	TIME AND DATE FOR OPENING OF TENDER TECHNICAL BID	09/01/2019 up to 16.00 Hrs.
6	TIME AND DATE FOR OPENING OF TENDER COMMERCIAL BID	After evaluation of technical bid
7	COST OF THE TENDER DOCUMENT (Tender Fee)	Rs.5,000.00 + 18% GST = Rs.5900.00 (Non refundable)
8	EMD	Rs.2,00,000.00 (Refundable)
9	VALIDITY OF TENDER	180 Days

Online tender are invited by **GVK Emergency Management and Research Institute**, a nodal agency for Govt. of Gujarat (Dept. of Health & Family Welfare) for hiring of courier services as per tender terms and conditions stated in tender document.

The online tender documents can be downloaded from GVK EMRI website <https://emri.nprocure.com> for online price bids.

Bidders who wish to participate in this tender will have to register on <https://emri.nprocure.com> Further Bidders who wish to participate in online tender will have to procure Digital Certificate as per Information Technology Act 2000 using which they can digitally sign their electronic bids. Bidders can procure the same from **(n) code solutions, A Division of GNFC Ltd.**, who is a licensed certifying authority by Govt. of India and they will assist them in procuring the same at below mentioned address. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

**Manager (Marketing),**  
**(n) code Solution-A division of GNFC Ltd.**  
301, GNFC Infotower, S.G.Road, Bodakdev,  
Ahmedabad-380054 (GUJARAT)  
Phone: 079-26854511/12/13; 40007501  
Fax: 079-26857321

## **A. TENDER GUIDELINES**

### **1. Definitions**

PO –	Purchase Order;
GVK EMRI-	GVK Emergency Management and Research Institute,
Contract –	Terms informed in PO
EMD –	Earnest Money Deposit
DD –	Demand Draft
BG –	Bank Guarantee
BC –	Banker's Cheque
Purchaser –	GVK EMRI,Gujarat
Tenderer –	Bidders who have submitted Valid Tender Document
Service provider –	Successful Bidder (s), to whom, the tender quantity is distributed to
SBU –	Strategic Business Unit
Sample –	One Piece Manufactured by Bidder
Manufacturer	Original Equipment Manufacturer
Bidder –	MANUFACTURER or Authorized Trading partner such as dealers / distributors / Stockiest / Wholesaler
R.C.	Rate Contract
A.T.	Acceptance of Tender

- 2.** The entire document should be properly page numbered, signed and should have appropriate and relevant contents.
- 3.** A pre bid meeting will be conducted at the Conference hall of GVK EMRI, Naroda Kathwada Road, Ahmedabad 382330as per the schedule.

4. Tender Fee, EMD and Supporting Documents must be physically submitted, signed by proper authority on each page of the Tender documents and the Annexure there in, to GVK EMRI Ahmedabad Office at Naroda Kathwada Road.
5. **Only Online commercial bids will be considered and no tender price bids in other (Physical) form will be accepted.**

Tenders not satisfying the procedure prescribed in the tender document will be treated as invalid and will be rejected summarily. Further, the GVK EMRI, Gujarat reserves the right to accept or reject the lowest or all offers without assigning any reason thereof.

For further details, / clarification, please contact:

**Mr. Ashish Muley**

Supply Chain Management  
GVK Emergency Management and Research Institute,  
108 Emergency Management Centre,  
Naroda-Kathwada Road, Ahmedabad - 382330.  
Tel: 079 22814896 / E-mail: [ashish\\_muley@emri.in](mailto:ashish_muley@emri.in)

**B. PROCEDURE FOR SUBMITTING TENDER DOCUMENT**

1. The tenderer should invariably submit his tender in three sealed covers separately namely [1] Tender Fee, [2] E.M.D. covers [3] Technical Supporting

All these covers are again put in single envelope super scribed with the tender no. GVK EMRI/GJ/ET/COURIER/1819 for hiring of courier services.

2. Online tender(s) without physical submission of tender fee, EMD and supporting documents duly signed will not be considered and will be summarily rejected.
3. Tender must quote their prices (On-line only) in the schedule format supplied in the online tender form. Tender received in any other form will not be accepted.

**4. Tender fee and EMD Cover**

4.1 Payment towards Tender Fee should be made by Demand Draft (DD) payable at Ahmedabad at any Nationalized / schedule bank.

**4.2 EMD has to be submitted**

in form of Demand Draft in favor of GVK EMRI drawn on any bank in Ahmedabad OR irrevocable Bank Guarantee issued by Nationalized Bank including the Public Sector Bank / Private Sector Bank / Regional Rural Bank of Gujarat / Co-operative Bank of Gujarat mentioned in G.R.No.EMD/10/2018/18/DMO, Dt.16/04/2018 of Finance

Department, Govt.of Gujarat as amended from time to time will be followed. (Copy attached with Annexure).The DD/BG should be issued by bank after the date of advertisement of tender enquiry.

4.3 Bank Guarantee will be accepted in case, where amount of EMD exceeds Rs.5000/- B.G. should be valid up to 6 months from the date of its issuance. E.M.D. in any other form will not be accepted.

4.4 Payment should be made in favor of “GVK Emergency Management and Research Institute”Ahmedabad, Gujarat, India.

4.5 Payment made toward Tender Fee will not be refunded.

4.6 Non-payment of the Tender Fee will make the tenderer liable for disqualifications.

**4.7 EMD would be refundable under following conditions:**

- a) Tender is closed at any stage of procurement.
- b) Rejection of bid at primary or technical scrutiny level.
- c) After issuance of Rate Contract/Purchase Order.

4.8 Non- payment of the EMD will make the tenderer liable for disqualifications.

4.9 Those tenderers who are exempted for payment of Tender Fee and EMD must enclose necessary documents like SSI Registration [of Gujarat State] along with NSIC / DGS&D / CSPO Registration for item under tender enquiry.

4.10 Wrong / Fraudulent data submission may lead to disqualification /debarment. Please ensure that you furnish correct data.

**C. TENDER EVALUATION:**

Tender will be evaluated in three stages:

**a. Preliminary evaluation:**

I. Tenders will be scrutinized for their adequacies in terms of Tender Fee, EMD and required Documents with Tender as per Annexure I.

II. All vendors are requested to strictly submit the documents in sequence as per preliminary evaluation criteria.



**b. Technical evaluation :**

- a) Technical evaluation of the item tendered will be done by a Technical Committee constituted by the COO GVK EMRI, Gujarat.
- b) Tender submitted with basic specifications mentioned in this tender form will only be considered.

All vendors who meet the preliminary criterion and submit technical bids conforming to the technical evaluation criterion will be shortlisted for commercial evaluation.

Tender committee may scrutiny the details provided by the vendor and will decide the eligibility of the vendor to next stage.

**Eligibility Criteria:**

Online Bid for The Hiring of Courier Services on Rate Contract basis as mentioned in the tender details section is invited online (internet), Following being the eligibility criteria:

- (a) Tenderer must be an Indian Courier Operator.
- (b) Tenderers who have been blacklisted/ debarred by tender inviting authority or by any other State Government or Central Government department/Organization shall not be allowed to participate in the tender process during the period of blacklisting / debarment.

**The legible and certified copies of the following Technical supporting documents must be submitted as mentioned in Annexure.**

- i) License: Industrial license / I.S.I. Certificate / Factory Inspectors license / Product permission {if applicable}/ Registration certificate with C.S.P.O./ S.S.I./ K.V.I.C./ N.S.I.C./ D.G.S.&D / MSME Part-II acknowledgment /SIS registration and Central Excise Registration /UdyogAadhar acknowledgment of the Bidder or Principal manufacturer {whichever is applicable} or any other pertain to required services.
- ii) Copy of the Partnership deed / Memorandum of Articles / Registration of Firm {whichever is applicable}.
- iii) GST registration copy.
- iv) Permanent Account number (PAN) copy.
- v) CA certified Year wise sales for quoted services for last three year preceding of opening of technical bid.
- viii) Empanelment form giving all financial / market / statutory details about firm / company (Annexure IV).
- ix) Audited Financial statements with all reports .In case of unaudited Financial Statements CA Certified Turn Over Certificate must be enclosed for the past 3 years as a compliance to **average turnover Rs.20 Lakhs / Annum.**
- x) Only one bid will be accepted from a Group of companies and entities.
- xi) Documents mentioned in Eligibility criteria.

- xii) Affidavit in ORIGINAL on Non-Judicial Stamp Paper of Rs. 100/-duly attested by First Class Magistrate / Notary public. (Annexure-VII)
- xiii) PerformaFor Performance Statement (Annexure – VI)
- xiv) All photocopies are required in self-attestation mode except Annexure-VII which needs to be attested by First Class Magistrate / Notary public.
- xv) Entire Tender Document with annexure duly signed & stamped

GVKEMRI shall consider the information furnished by vendor on technical requirements as sufficient and qualify the vendor for price bid opening. If, at any stage of contract period , if it is found that any information furnished by the vendor is either false or hidden or fabricated, such vendor may be blacklisted by GVKEMRI and prohibited from participating in any of future tenders for a period of 10 years. GVKEMRI may at its sole discretion will use services of a third party to verify the authenticity of the data furnished by vendors

All vendors who meet the preliminary criterion and submit technical bids conforming to the technical evaluation criterion will be shortlisted for commercial evaluation.

**c. Commercial evaluation**

Commercial Bids of the vendors, who qualify in the Technical Bid Evaluation, will be opened online. L-2 and other qualified vendors will be contacted only if L-1 vendors fail in delivery schedules/any other tender terms and conditions.

L1 will be decided on total landed cost. Please refer Commercial Bid format mentioned in Annexure – X.

**Commercial Bid :**

- 1.1 The commercial bid submission should be done on the website only <https://www.nprocure.com>
- 1.2 The bids should be submitted on or before the time stipulated in tender notice at the website <https://www.nprocure.com>
- 1.3 Any type of price should not be disclosed in physical documents otherwise bid will be rejected.

**Note:**

No tender will be accepted after prescribed closing time for submission of the same. The delay will not be condoned for any reason whatsoever including postal/transit delay. However, if the last date of submission of tenders is declared as a holiday by the Government, the last date of submission of tenders will be extended to the next working day.

#### **D. GENERAL TERMS & CONDITIONS OF TENDER**

1. Before submission of any tender, the tenderer must verify that they have submitted all relevant certificates / permissions / registration documents in proper format along with tender. No intimation of missing documents and no documents will be accepted thereafter and the tenders will be processed on the basis of available documents / certificates. If the requisite documents are not submitted or even if submitted are not in proper format, the tender is liable to be rejected.
2. **The E.M.D. / Security Deposit shall liable to be forfeited in the following circumstances when the,**
  - (a) Tender is rejected due to failure to supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricate documents.
  - (b) Party fails to sign the agreement for entering into contract in case the offer is accepted, due to any reason whatsoever.
3. **Back out from tender at any interim level during tender processing:** Once the tenders are submitted it will be the responsibility of the tenderer not to escape halfway directly or indirectly by way of raising any problems.
4. In no case the certificate should be dated earlier than one year {unless otherwise specified} and should be in force and valid on the last date of the submission of the tender / signing of the agreement {as the case may be}. In case, the certificates / licenses / permission are outdated or the validity period is over, the proof of applying for renewal should also be attached. Such certificates will be considered if the renewal has been applied for within the time limit prescribed for the renewal of that permission / license / certificate under the relevant rules and further if such application for renewal is not specifically rejected by the competent authorities. In case any certificate is still awaited from the competent authority, the proof of making the application should also be attached which will be considered if the application is not specifically rejected by the competent authorities.
5. The tenderer must satisfy that they are in possession of the requisite permissions / licenses / permits required for the supply of the items for which the offer is made. Failure to enter into contract if selected or to execute the purchase orders after entering into contract for want of permission / license or due to non-supply of certificates / documents will be viewed seriously and will invite forfeiture of E.M.D. / risk purchase / disqualification for 2 years without any further reference.
6. The tenders will be opened online on the date, time specified in tender notice. In the first instance, only "Technical bid" will be opened online on the date of opening the tender and taken into consideration for finalization. Subsequently, the "commercial bid" will be opened online only for those tenderers whose quotations satisfy the technical requirement of the indenter and are otherwise acceptable.
7. **The tender is liable for rejection due to any of the reasons mentioned below:**
  - i. Non-Submission of tender within stipulated time online.

- ii. Submission of tender without Tender Fee.
- iii. Tender is unsigned OR not initialed on each page or with unauthenticated corrections.
- iv. Submission of tender documents in unsealed envelope.
- v. Tender not submitted in separate envelopes as per conditions and the envelopes are not super scribed with details of the tender enquiry and part enclosed.
- vi. Non-payment of Earnest Money Deposit {if not exempted.}
- vii. Non-submission of required documents as shown at Eligibility criteria section.
- viii. Conditional and / or vague offers.
- ix. Unsatisfactory past performance of the tenderer.
- x. Rates have been shown elsewhere than Commercial bid.
- xi. Items with major changes / deviations in the specifications / standard /grade / packing / quality are offered in Technical bid.
- xii. Submission of misleading / contradictory / false statement or information and fabricated / invalid documents.
- xiii. Tenders not filled up properly.
- xiv. Non-submission of Turnover Certificate.
- xv. Non submission of documents mentioned in List of Annexure wherever applicable.
- xvi. Non submission of document mentioned above in Technical supporting documents.

**E. TERMS OF Delivery of materials :**

1. The Courier Service must have carried out during the last three years at least two orders of similar work in Government/Autonomous Organizations or public sector undertakings. A copy of the award letter and satisfactory performance certificate is required to be furnished from at least two of the above organizations.
2. The Courier Service is required to have offices in all major cities and other major towns, villages across state of Gujarat. The Courier Service is required to provide a list of their stations along with addresses, telephone number, e-mail and Fax where its offices or contact offices are located.
3. The Courier Service shall depute a supervisor to the GVK EMRI, Gujarat on all working days to direct and supervise the work as per the agreement. The authorized supervisor shall attend all meetings concerning Courier Service if called upon and arrange to carry out work smoothly as per the agreed time schedule. Any instruction given to the supervisor shall be construed as if the same is given to the Courier Service.
4. The Courier Service shall have their representatives accessible either by person or by phone during or after office hours and if called for to attend work concerning delivery.
5. Courier service should compulsorily provide services to each and every locations of Gujarat which may include the remotest area in each district where GVK EMRI operates its services. List of the locations can be obtained from GVK EMRI as and when required.
6. The Courier Service shall ensure safe delivery and confidentiality of the document entrusted to it.

7. The Courier Service shall observe the highest standard of ethics during the execution of the contract period.
8. GVK EMRI, Gujarat will reject a proposal for award if it determines that the Courier Service recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question. GVK EMRI, Gujarat will also declare the firm ineligible, either indefinitely or for a stated period of time.
9. The Courier Service shall indemnify and keep indemnified GVK EMRI, Gujarat against any loss, demand, action, proceeding, damages, cost charges and expenses which may be made or brought or commenced against us by any of its act contrary to the terms of the agreement.
10. The Courier Service shall observe the laws applicable and the rule or code of conduct of the Courier Service.
11. **Penalty / Liquidated Damages:**
  - 11.1 GVK EMRI, Gujarat would impose a penalty of Rs.100/- per box per day for delay beyond the delivery period described under scope of work.

Vendor should provide 80% POD along with invoice submission, failing to which GVK EMRI may deduct penalty (of invoice value) in following manner.

Receipt of 75-80% POD	2% Penalty
Receipt of 70-75% POD	4% Penalty
Receipt of 65-70% POD	6% Penalty
Receipt of 60-65% POD	8% Penalty
  - 11.2 In case of untimely or non-delivery of parcels/envelopes, etc. or damage to the parcels/envelopes, GVK EMRI, Gujarat reserves the right to deduct the amount equivalent to Value of consignment from the monthly billing of the Courier Service
  - 11.3 Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.
- 12 **Standard Breach Clause:** GVK EMRI, Gujarat shall, in addition to his powers by other clause to terminate this contract, have power to terminate his liability there under of the time by giving one month's (or such shorter period as may be mutually agreed): notice in writing to R.C. Holder of his desire to do so and upon expiry of notice the contract shall be terminated without prejudice to the right accrued to the date of the termination. However, if the GVK EMRI decided to put an end to the business relations on breach of any conditions of the contract, no such notice shall be necessary in terminating the contract immediately.

- 13 **The period of the rate contract** shall be approximately **one year** from the date of issuance of Rate Contract. However, the GVK EMRI, Gujarat reserves the right to terminate the contract by giving one-month notice at any time at any stage and without any reason.
- 14 The GVK EMRI, Gujarat may extend the rate contract further, subject to the same terms and conditions .
- 15 The Rate Contract can also be terminated by GVK EMRI, Gujarat in the following circumstances:
- If the firm is debarred or disqualified or ceases to exist or convicted of any offence.
  - If the quality of the service is found not up to the service level agreement.
  - If supply position of the firm is not satisfactory.
- 16 **Authority of signing document:** A person signing the Tender Form or any document, forming part of the contract on behalf of the service provider, shall carry the authorization letter stating his / her authority to sign such documents from the respective organization
- 17 **Performance Security Deposit:**  
The successful bidder, shall be required to submit **Performance Security Deposit of 5% of the order value** in the form of Demand Draft/Endorsed Fixed Deposit/Performance Bank Guarantee in favor of “GVK Emergency Management Research Institute”, payable at Ahmedabad valid for a period of contract and additional 3 months claim period from the date of completion of order. The Performance Security Deposit shall be returned on completion of the Contract period.
- However, if the service provider fails to execute the order or fails to perform the services as per contract, in addition to other penal actions, the security shall be en-cashed & the amount forfeited.
- 18 **Liability of GVK EMRI:** As the payment against the supplies under this agreement will be made by GVK EMRI on behalf of and upon release of funds from respective State Government, It is expressly understood and agreed by, between the courier agency and the GVK EMRI that the GVK EMRI is entering into this Agreement solely on behalf of respective State Government. In particular, it is expressly understood and agreed that though the respective State Governments / Government of India are not a party to this Agreement and have no liabilities, obligations or rights hereunder, any delay in the release of vendor payments, for the supplies made under this tender, solely depend on timely receipt of funds for the same from the respective state governments. The SERVICE PROVIDER expressly agrees, acknowledges and understands that the GVK EMRI is not responsible for any delays in the release of funds from respective state governments for what so ever reason it may be and shall not hold GVKEMRI responsible for delayed payments and GVKEMRI shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, the SERVICE PROVIDER hereby, expressly waives releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the GVK EMRI arising out of this Agreement and not to sue GVKEMRI for any reason, as to any manner, claim, cause of

action or thing whatsoever arising of or under this Agreement. However, GVK EMRI will persuade with respective State Government to enable the timely payment to respective Service provider

- 19 **Ethics:**Any attempt by a tenderer to obtain confidential information, enter into unlawful agreement with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders shall make the tender submitted by that tenderer liable for rejection.
- 20 **Jurisdiction:**All disputes arising out of or in connection with this tender shall be referred to law courts with Ahmedabad Jurisdiction only.
- 21 **Power of Cancellation:**GVK EMRI reserves the right to cancel the tender notification and reject any or all the tenders, at any time during the process of receipt, evaluation, and finalization of tenders, without assigning any reason what-so-ever.
- 22 **Force Majeure:** If at any time during the validity of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by reasons of War, Hostility, Acts of Public Enemy, Civil Commotion(s), Sabotage, Fire(s), Flood(s), Explosion(s), Epidemic, Quarantine Restrictions, Acts of State or Acts of God, hereinafter referred to as eventualities, then the Contract period will get extended for the period of Force Majeure, provided Notice of the happenings of any such eventualities is given, supported by a certificate of appropriate authority or Chamber of Commerce by either party to the other within 15 days from the date of occurrence thereof. Neither party shall by reason of such eventualities be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. Work under this contract shall resume as soon as practicable after such eventualities have come to an end or ceased to exist and the decision of the Company as to whether the work has to be resumed shall be final and conclusive. Should one or both parties be prevented from fulfilling their contractual obligations by state of Force Majeure lasting continuously for a period of at least three months, the parties shall consult each other regarding further continuation of the Contract.
- 23 Fraud & Corruption:**  
The bidders, service providers and contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices.
- “Corrupt Practice” means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
  - “Fraudulent Practice” means misrepresentation or omission of facts in order to execution of contract.
  - “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
  - “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process.

In the bid document itself, an undertaking from the bidders may be obtained in the format at ANNEXURE- II.

**24 Saving Clause**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

**25. Arbitration Clause:** In case of any dispute, the decision of COO GVK EMRI Gujarat will be final and honored.

**26. Termination:**

**26.1** Termination: GVK EMRI reserving right to terminate this contract without cause by issuing 30 days prior notice to service provider.

**26.2** The courier agency can also terminate this contract by issuing 60 days prior notice to GVK EMRI , however, there shall be no termination by courier agency within initial six months of this contract.

**27. Contract continuation:**

Upon expiration of this agreement, provided the service provider makes such service generally available to other commercial customers, the customer may elect to extend the terms and conditions of this agreement for not more than two additional consecutive six-month terms without liability for conversion fees. The customer agrees to pay service provider rates, charges and fees as prescribed in the pricing section of this agreement and to give the service provider 30 days' notice of such election to continue services.

**28. Transition cooperation:**

The service provider agrees that upon termination of this agreement for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to the customer or another service provider.

**GVK EMRI, Gujarat**



**Annexure I**

**Pre Qualification Check List**

<b>Sr. No.</b>	<b>Document</b>	<b>Submitted (Yes/No/NA)</b>
1	Tender Fee	Yes/No/NA
2	EMD	Yes/No/NA
3	License: Industrial license / I.S.I. Certificate / Factory Inspectors license / Product permission {if applicable}/ Registration certificate with C.S.P.O./ S.S.I./ K.V.I.C./ N.S.I.C./ D.G.S.&D / MSME Part-II acknowledgment /SIS registration and Central Excise Registration /UdyogAadhar acknowledgment of the Bidder or Principal manufacturer {whichever is applicable} or any other pertain to required services.	Yes/No/NA
4	Copy of the Partnership deed / Memorandum of Articles /Registration of firm {whichever is applicable}.	Yes/No/NA
5	GST registration copy	Yes/No
6	Permanent Account number(PAN) copy	Yes/No
7	Affidavit in ORIGINAL on Non-Judicial Stamp Paper of Rs. 100/-duly attested by First Class Magistrate / Notary public. Annexure-VII	Yes/No
8	Entire Tender Document with annexure duly signed & stamped	Yes/No
9	Empanelment form giving all financial / market / statutory details about firm / company (Annexure IV).	Yes/No
10	Audited Financial statements with all reports .In case of unaudited Financial Statements CA Certified Turn Over Certificate must be enclosed for the past 3 years as a compliance to <b>average turnover Rs.20.00 Lakhs / Annum.</b>	Yes/No
11	Document asked in eligibility criteria	Yes/No/NA
12	Performa For Performance Statement	Yes/No/NA

**ANNEXURE II**

**UNDERTAKING ON FRAUD AND CORRUPTION**

We M/s ..... Do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of .....under tender reference no. .... Dt ..... We shall strictly observe the laws against fraud and corruption in force in the country.

**Signature of proprietor/Partner/Director**

**Designation:**

**Seal:**

**ANNEXURE III**

**Performance Security Bank Guarantee**

.....(*Insert: Bank's Name and Address of Issuing Branch or Office*)

**Beneficiary:** ..... (*Insert: name and Address of Purchaser*)

Date: .....

PERFORMANCE GUARANTEE No: .....

We have been informed that (*insert: name of Service provider*) has entered into Contract No. (*Insert: reference no of the contract*) dated ..... With you, for the supply of (*insert: description of goods*).

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Service provider, we (*insert: name of bank*) hereby irrevocably undertake to pay you ant sum or sums not exceeding in total an amount of (*insert: amount in figures*) (.....) ( *insert: amount in words*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the service provider is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the ..... Day of ....., 2..... , and any demand for payment under it must be received by us at this office on or before that date.

\*\* The guarantor agrees to extension of this guarantee for a further period in response to the purchaser's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

**Annexure IV**

**Service provider Information form (SIF)**

1. Name of Organization: \_\_\_\_\_

2. Permanent Account Number (PAN): \_\_\_\_\_

(Pls. enclose Copy)

3. Registered Address: \_\_\_\_\_

\_\_\_\_\_

4. Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

5. Deal in kind of Services/Products: \_\_\_\_\_

6. GST Registration:- \_\_\_\_\_

7. Bank A/C Details

Name of Bank : \_\_\_\_\_

Bank A/C No : \_\_\_\_\_ (Current/Saving)

Branch &Add : \_\_\_\_\_

IFSC code : \_\_\_\_\_

MICR code : \_\_\_\_\_

8. Contact Details

Contact Person : \_\_\_\_\_

Telephone No : \_\_\_\_\_

Mobile No : \_\_\_\_\_

E-Mail ID : \_\_\_\_\_

9. Name of sister concern or any \_\_\_\_\_

Interdependent Entity (If Any) \_\_\_\_\_

**(Signature of Authorized Person) Date:**

[Name \_\_\_\_\_ : Designation \_\_\_\_\_]

**ANNEXURE- V****ANNUAL TURN OVER STATEMENT**  
(CA Certified)

The Annual Turnover of M/s\_\_\_\_\_ for the past three years and concurrent commitment for the current financial year are given below and certified that the statement is true and correct.

<b>Sr. No.</b>	<b>Year</b>	<b>Turnover in Lakhs (Rs.)</b>
1		
2		
3		
Total		Rs. _____ Lakhs
Average turnover per annum		Rs. _____ Lakhs

Date :

Place :

Name &amp; Signature of

Chartered Accountant

Seal

**ANNEXURE- VI****Performa For Performance Statement****(FOR A PERIOD OF LAST 3 YEARS)**

Name of Firm \_\_\_\_\_

<b>Sr. No.</b>	<b>Name of Product</b>	<b>Year</b>	<b>Quantity supplied</b>	<b>Value</b>	<b>Name and full address of the purchaser</b>
1					
2					

**Date :****Sign & Seal of Tenderer :**

**Annexure –VII****Affidavit****(TO BE SUBMITTED PHYSICALLY)**

**(To be submitted IN ORIGINAL on Non - Judicial Stamp Paper of Rs.100/ - dulyattested by First Class Magistrate / Notary Public)**

I/We \_\_\_\_\_ Age \_\_\_\_\_ years residing at \_\_\_\_\_  
\_\_\_\_\_ in capacity of \_\_\_\_\_

M/s. \_\_\_\_\_ hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.
2. I / We have submitted following Certificates / Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender.

<b>Sr. No.</b>	<b>Name of the Document</b>
<b>1</b>	
<b>2</b>	
<b>Onwards</b>	

3. All the Certificates / Permissions / Documents / Permits / Affidavits are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates / Permissions / Documents / Permits / Affidavits is / are found to be invalid / wrong / incorrect / misleading / fabricated / expired or having any defect.
5. I / We further undertake to produce on demand the original Certificate / Permission / Documents / Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I / We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.
7. My / Our firm has not been banned / debarred / black listed at least for three years (excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution in context to purchase procedure through tender.
8. I / We confirm that I / We have meticulously filled in, checked and verified the enclosed documents / certificates / permissions / permits / affidavits / information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted

- document. Important information in each document is "highlighted" with the help of "marker pen" as required.
9. The above certificates / documents are enclosed separately and not on the Proforma printed from tender document.
  10. I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is \_\_\_\_\_ which is issued on the name of \_\_\_\_\_ [kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm, whichever is applicable].
  11. I / We understand that giving wrong information on oath amounts to forgery and Perjury, and I/We am/are aware of the consequence thereof, in case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract, in this event. This office reserves the right to take legal action on me/us.
  12. I / We have physically signed & stamped all the above documents along with copy of tender documents (page no \_\_\_\_\_ to \_\_\_\_\_).
  13. I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specification mentioned in the bid document.
  14. My / Our company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
  15. I / We hereby commit that we have paid all outstanding amount of dues / taxes / cess / charges / fees with interest and penalty.
  16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for Disqualification will be accepted by us.
  17. Whatever stated above is true and correct to the best of my knowledge and belief.

Date :

Stamp & Sign of the Tenderer

Place :

(Signature and seal of the Notary)



**ANNEXURE- VIII**

**Government of Gujarat**  
**Finance Department**  
**GR No: EMD/10/2018/18/DMO**  
**Dt.16/04/2018**

{A} Guarantees issued by following banks will be accepted as SD/EMD on permanent basis.

- All Nationalized Banks including the Public Sector Bank – IDBI Ltd.

{B} Guarantee issued by following Banks will be accepted as SD/EMD for period up to March 31, 2019. The validity cut-off date in GR is with respect to date of issue of Bank Guarantee irrespective of date of termination of Bank Guarantee.

- *Rajkot NagarikSahakari Bank Ltd.*
- *The Mehsana Urban Co-operativeBank Ltd.*
- *The Surat District Co-Op. Bank Ltd*
- *The Ahmedabad Mercantile Co-Op. Bank Ltd.*
- *NutanNagarikSahakari bank Ltd*
- *The Kalupur Commercial Co-Op. Bank Ltd*
- *Saurashtra Gramin bank*
- *Baroda Gujarat Gramin Bank*
- *RBL Bank*
- *KarurVysya Bank*
- *AXIS Bank*
- *ICICI Bank*
- *HDFC Bank*
- *Kotak Mahindra Bank*
- *IndusInd Bank*
- *DCB Bank*
- *FEDERAL Bank*
- *YES Bank*

All the eligible banks are instructed to collect the original documents/papers of guarantee from the concerned tendering authority.

**Sd/-**  
**( J G Shelat )**  
**Section Officer**  
**Finance Department.**

**Annexure IX****Scope of Work**

1. An approximate 3000-3500 parcels/envelopes are sent every month to different ambulance locations across state of Gujarat with an approx. weight of 20-25 tons per month. In addition to that parcels / envelopes are sending from different locations to the head office in Ahmedabad.
2. The authorized representative of Courier Service will collect parcels/envelopes from our office.
3. The authorized representative of Courier Service will be required to furnish receipt of the parcels/envelopes collected.
4. The Courier Service will arrange to deliver parcels/envelopes within 24 hours in all major cities and within 48 hours in smaller talukas, villages at remote locations.
5. The Courier Service will ensure that all the parcels/envelopes are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
6. The Courier Service will furnish proof of delivery of parcels/envelopes every month 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.
7. The Courier Service will return the undelivered parcels/envelopes within 96 hours.
8. Also Courier Agency will arrange for Reverse Pick up from identified locations and deliver to State HO with POD copy

**Annexure – X****COMMERCIAL BID FORMAT(FOR UNDERSTANDING PURPOSE)**

<b>From</b>	<b>To</b>	<b>Envelope up to 100g (LS)</b>	<b>Envelope 101 to 500g (Per gm)</b>	<b>Parcel up to 1kg (LS)</b>	<b>Parcel above 1kg (Per Kg)</b>	<b>Reverse pick up / Month / Location</b>
Ahmedabad	Ahmedabad local					
Ahmedabad	Rest of Gujarat including UT					
Ahmedabad	Outside Gujarat					

Courier agencies are requested to submit their best offer for all regions across Gujarat as given in format including reverse pick up services.

1. The above quoted rates are inclusive of GST, and Insurance charges F.O.R. destination anywhere in Gujarat
2. Bidder must ascertain applicable SAC code and Rate before filling Tender if found any discrepancy at later stage; Tender will be disqualified.
3. L1 will be decided on total cost basis of above mentioned category wise courier charges.