



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India
E-2, Road No. 8, MIDC Area, Andheri East, Post Box No. 9432, Mumbai 400093, INDIA
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Tender Notice No: 01/2019 dated: 22/01/2019

Sub : Tender for Courier Service.

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India, invites online Bids (Technical bid and Commercial bid) through e-Procurement portal for **Courier Service** at **IIP-Mumbai**. The details are available from IIP web-site www.iip-in.com.

Important information

1	Tender Notice No and date	Tender Notice No: 01 dated: 22/01/2019
2	Tender Document Fees	NIL
3	Earnest Money Deposit (EMD)	Rs. 5,000/-
4	Last Date of Submission of Bid	12/02/2019
5	Date of opening of technical bid	13/02/2019
6	Clarification on bidding may be inquired through mail	ddadmin@iip-in.com
7	Validity of Bids	60 days

(Dr. Bhaskaran K M)

Dy. Director (Admn & Accts)

ABOUT THE INSTITUTE

Indian Institute of Packaging (IIP) is an autonomous body under the administrative control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. Indian Institute of Packaging (IIP) engaged in Research and Development, imparts Post-Graduate Education Programme in Packaging Technology, undertakes testing and evaluation of packages, consultancy etc. IIP also offers large number of short terms and long term professional courses for junior, middle and senior level executives for the executives/Officers of Govt. as well as Corporate Sectors. It also organizes National/International Seminars and Conferences in the field of Packaging.

SCOPE OF WORK

The perspective bidder should be in a position to undertake the job as per the given specifications and complete the work within the prescribed time schedule. Indian Institute of Packaging (IIP) invites quotations from reputed and experienced Courier service provider. IIP have an average courier about Rs. 60,000/- per month.

ELIGIBILITY CRITERIA

- a) The bidder should have considerable experience of having successfully executed similar works for State / Central Govt. / Autonomous Bodies / Reputed Corporate Organizations, for which documentary evidences are to be submitted.
- b) The bidder should be a legal and duly registered /incorporated business entity which includes Individuals/sole proprietorship firm / registered partnership firm/ a company registered in India and having sufficient resources.
- c) The bidder should not been blacklisted. Bidder shall submit a declaration stating that they were / are not blacklisted by any Ministry or Department of Government of India/State Government, State / Central PSUs/Central Autonomous bodies. In addition, there should not be any pending litigation against the bidder
- d) The agency may visit the Institute to ascertain the job requirements.
- e) The agency should have past experience undertaken with minimum value of Rs. 25,000 in a month and above.
- f) The agency should have minimum 3 years of experience and existence.
- g) The agency should submit details of similar work undertaken in past.
- h) The agency should have minimum annual turnover of Rs.5 lakhs or above.
- i) The agency should submit last 2 years balance sheet / annual report along with other company credentials and client list.
- j) The institute reserves its sole discretion about selection / rejection about appointment of the agency without giving any reason.

MODE OF SUBMISSION

Online through portal <http://eprocure.gov.in/eprocure/app>

TERMS OF PAYMENT

1. Payment will be made only after submission of the original bill / invoice on satisfactory completion of work.
2. TDS will be deducted as per rules.
3. In case of delayed/defective/unsatisfactory/below the standard work, penalty shall be imposed, after assessing the extent of loss suffered by the Institute.

TERMS AND CONDITIONS FOR TECHNICAL BID AND FINANCIAL BID FOR ONLINE BID SUBMISSION

1. As per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all required documents in .pdf format.
3. Bidder are advised to follow the instructions provided in the 'Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
4. The tender has to be submitted on-line on or before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
5. **Preparation of Bids:** The offer/bid should be submitted in two bid system (i.e. **Technical bid and Financial bid**).
6. The **Technical bid (Annexure I)** should consist of all technical details and supporting documents along with scan copies of DD for EMD in favor of **Indian Institute of Packaging**. Original DDs for EMD should reach Dy. Director (Admn & Accts), Indian Institute of Packaging, E-2, MIDC Area, Andheri East, Mumbai-93 within 3 working days of bid submission end date.
7. The **Financial bid (Annexure II)** should indicate Price and applicable taxes.
8. The period of contract shall be for one year
9. Quote for Three categories, say Mumbai region, Domestic –all India and international shall be provided separately
10. In each of the above categories quotation shall mention the rate for Documents & Parcels weighing up to 100, 200, 250,500 gms and above 500 gms
11. Other charges/ taxes, if any shall be mentioned specifically
12. Delivery shall be made strictly within the stipulated time frame with guarantee.
13. Required online tracking system for tracing the documents/parcels courier and all PODs shall be submitted to the office after the delivery of the documents.

14. The online bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and will be evaluated by the committee. The financial bid will be opened only for the technically qualified bidders.
15. Conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
16. Responsibilities of the vendor for executing the contract.
 - (i) Timely delivery is the essence of the contract.
 - (ii) The vendor shall meet all the requirements of set up arrangements in good and workman-like manner, and by the process specified. If execution of the job is not in accordance with specifications and/or terms and conditions, interalia, the services are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the vendor and / or any other penalty as deemed fit by the Institute. In this regard the decision of Institute shall be final and binding on the printer.
17. The vendor shall comply with the instructions issued from the Indian Institute of Packaging time to time.

BID SUBMISSION

The Online bids shall be uploaded online as explained below:-

Envelope – 1: Technical Bid		
1	Annexure – I (With Supporting Documents)	In PDF format
2	Scan Copy of DD for EMD	In PDF format
Original Demand drafts for EMD should reach Deputy Director (Admn & Accts), Indian Institute of Packaging, E-2, MIDC Area, Andheri East, Mumbai-400093 within 3 working days of bid submission end date.		
Envelope – 2 : Financial Bid		
1	Annexure – II	In PDF format