

GOVERNMENT OF WEST BENGAL
Secretary District Health & Family Welfare Samiti &
Office of the Chief Medical Officer of Health
North 24 Parganas

Memo no: CMOH(NPG)/2017/..6182.....

Date: 28/11/2017

NOTICE INVITING QUOTATIONS FOR PROVIDING COURIER SERVICES /
SERVICES FOR TRANSPORT OF DRUGS & EQUIPMENT FOR
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH,
NORTH 24 PARGANAS

Office of the Chief Medical Officer of Health, North 24 Parganas invites sealed quotations from Registered Firms/ Companies, who are experienced / engaged in business of COURIER SERVICES/SERVICES FOR TRANSPORT OF DRUGS & EQUIPMENT for at least two years, to provide COURIER SERVICES / SERVICES FOR TRANSPORT OF DRUGS & EQUIPMENT from DRS-North 24 Parganas (K.N.C. Road Hatkhola, Opposite of Kishalaya Home) to CMS (Central Medical Store), 141, A.J.C. Bose Road, Kolkata-700014 within 24 hrs. (excluding holidays) from the date of collection.

Completed sealed quotations, super-scribed "**Quotation for COURIER services / Services for TRANSPORT OF DRUGS & EQUIPMENT**", may be submitted in this office by dropping in the Tender Box lying in this office in all working days up to **15.00 h of 05/12/2017** & The quotation shall be opened at 16.00 h on the same day in the presence of bidders or their authorized representatives, if available.

Details Terms & Conditions (Annexure-I) and Application Form (Annexure-II) shall be available at **the office of the undersigned.**


Secretary DH&FWS &
Chief Medical Officer of Health
North 24 Parganas

No: CMOH(NPG)/2017/ 6182(6)

Date: 28.11.2017

Copy forwarded for information to: -

1. The Director of Health Services, Govt of West Bengal
2. The Dy. CMOH-I / II / III, DMCHO, DTO, ZLO, North 24 Pgs.
3. The D.I.O, North 24 Parganas for online publication.
4. The Accounts Officer of this office.
5. The DAM, O/o the CMOH, North 24 Parganas.
6. Office Notice Board


Secretary DH&FWS &
Chief Medical Officer of Health
North 24 Parganas

Terms & Conditions (Annexure-I)

1. This office reserves the right to obtain clarification/ additional information from the bidders. This office reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever, and may not seek any service from any vendor because of the advertisement. Tenders not submitted as per the format or within the stipulated time shall be summarily rejected. Tenders received without stipulated EMD shall be summarily rejected.
2. The agencies may visit the work site to understand the nature of work/quantum of work in its true perspective to avoid any misunderstanding on any working day between 10.30 to 4 pm.
3. Tender shall be finalized at the lowest cost. Any conditional offer shall not be accepted.
4. A tender may be rejected while scrutiny of bids in case there is unsatisfactory past performance in the execution of earlier contract(s).
5. Bidder must have helpline number and dedicated customer support. Bidder have a tracking system to track the consignments (optional).
6. **Sub-contracting:** The Agency shall not be allowed to sub-contract the work awarded by this office.
7. **Decisions relating to the contract:** The decision of the Competent Authority in all matters of the contract shall be final and binding on the Agency.
8. **Confidentiality:** It shall be the responsibility of the Agency to ensure that the confidentiality / integrity of the samples / documents is maintained. The Agency shall also maintain all information obtained by it and/or provided by this office during contract period as strictly confidential.
9. **Safe Handling and Transport:** All the material shall be deemed to be in the possession of the Agency and its care and custody, at its risk and responsibility from the moment they have been collected by the Agency or its representative and till such time the material is delivered to the addressee against proper acknowledgement. The Agency shall be responsible for any mishap, accident en-route, the consequences thereof including legal compensations, if any, and payable during the execution of the contract. This office shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract. The Agency shall, therefore, exercise due care and caution while transporting consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. This office shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills or from Performance Security Deposit or from both, if the Agency fails in taking care of the consignment in its custody.
10. **Liquidated Damages:** The timely and accurate delivery of the letters/articles/packets/ documents etc with utmost promptness is the essence of this tender. Extensions of the time limit of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, this office may impose financial penalties if contractor fails in effecting delivery as per terms and as per the schedule of delivery. This office shall be entitled to impose and recover liquidated damages @ 5 % of the bill of the respective consignment per day after stipulated last day. Quantum of liquidated damages assessed and levied by this office shall be final and not challengeable by the Agency.
11. **Termination by This Office:** This office shall be at liberty to terminate the Agreement at any time without assigning any reason and without being liable for loss or damage which the agency may suffer because of such termination, by giving the agency 15 days' notice in writing by this office for such termination. Any such termination shall be without prejudice to any other right of this office under the Contract.



12. Agency's right to terminate: If the Agency decides to terminate the contract before the end of the contract period, the Agency shall have to give a notice of at least 90 days. If the Agency terminates the Agreement without notice of 90 days, the entire performance security deposit shall be forfeited

13. Earnest Money-

- i) **Rs. 2000.00 (Rupees Two thousand only)** to be deposited through Online / Bank Transfer as Earnest Money in account of the **District Health & Family Welfare Samiti, North 24 Parganas, Account No. 424210100036711, IFSC Code-BKID0004242, Bank of India, Barasat Branch**, which will be refunded to the unsuccessful bidder (s) soon after the completion of the tender process.
- ii) The Earnest Money will be kept in custody of the authority as a part of Security Deposit for the successful bidder (s) and will be released after expiry of the tender process. The EMD will be forfeited in the event of non-submission of Bid.

14. Period of agreement: The agreement shall be valid for 1 year and may be extended based on satisfactory performance on the same terms and condition, and rates.

15. Terms of payment: The bill for satisfactory work shall be raised separately for each delivery. The bill will be processed, and payment released accordingly. In case the work is found to be unsatisfactory, no payment shall be made.

16. Recovery: The Office shall have the right to impose cash penalty / claim cost of the item from the Agency or deduct such amounts from its security deposit, in case of default or breach in performance or if this office is put to any financial loss, directly or indirectly, by any act of commission or omission on part of the Agency or its employee(s). TDS shall be deducted as per rules.

17. List of required documents:

1. Valid Trade License (duly attested).
2. PAN (duly attested).
3. GST Registration (duly attested).
4. IT Return for last two years. (duly attested)
5. P. Tax Enrollment Certificate
6. Earnest Money Receipt
7. Bank Details



Application Form

NIQ No. **CMOH(NPG)/2017/** _____ **Date:** _____
[TENDER FOR PROVIDING COURIER SERVICES / SERVICES FOR TRANSPORT OF DRUGS & EQUIPMENT]

- 1) Name of the Agency –
- 2) Name of the Proprietor / Partners / Directors:
- 3) Address:
- 4) Mobile numbers:
- 5) Experience (No. of Years) in providing Courier / Services (enclose proof with certificates)
- 6) List of present clients (Govt./Reputed Pvt.):
- 7) Valid Trade License (enclose photocopy):
- 8) GST Registration (if applicable, enclose):
- 9) Permanent Account Number (PAN) (attach copy):
- 10) IT Returns (current) enclose:
- 11) Service Tax Registration (attach copy):
- 12) Helpline number:
- 13) Details of EMD:
- 14) Any other information:
- 15) Rates (in INR) for providing Courier / Transport Service for each Document / Goods by weight for surface mode as per the scope of work:

Up to 15 kg:	Above 15 Kgs, Rate / kg:
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Note: Bidders should note that failure to furnish/provide any of the documents detailed above may lead to rejection of their bid.

DECLARATION

I / We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I / We understand that in case, any deviation is found in the above statement at any stage; I / we shall be liable for disqualification and liable for forfeiting of EMD and shall be blacklisted. I / We convey our unconditional acceptance of all the terms and conditions as mentioned in the tender document. It is also understood that the Courier handling personnel of our agency would be the employees of the Agency. I / We shall comply with all the applicable statutory requirements and there shall be no violation of applicable laws in relation to operation of Courier Service Agency.

(Signature of Authorized Signatory with Date & stamp)