



SOUTH ASIAN UNIVERSITY

Akbar Bhawan Campus, Chanakyapuri

New Delhi – 110 021

Phone: +91 -11-24122512-13, Fax: +91-11-24122511 www.sau.int

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

EXPRESSION OF INTEREST FOR EMPANELMENT OF COURIER SERVICE AGENCY

Tender NO.: SAU/SP/Courier/2018/8

Dated: 8.08.2018

Tender Submission Date & Time : September ~~07~~ 2018 at 3.00 p.m.

Tender Opening Date & Time : September ~~07~~ 2018 at 3.30 p.m.



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Invitation to Bidders

Expression of interest is invited from reputed registered/incorporated company, firm for empanelment for courier services with the South Asian University

The South Asian University (SAU) is in the process of empaneling reputed courier service agencies for delivering its parcel(s)/letter(s), etc.

Accordingly, proposals are invited from reputed, well experienced registered/incorporated company, firm for consideration of empanelment with the South Asian University for delivering its parcel(s)/letter(s), etc.

Tender Procedure

1. The Bidder should submit the proposals in the following parts:
 - a) Technical Bid
Technical part should contain all such details as mentioned in the Bid Document along with required docs as per section 3 (1) and signed Bid Proposal Sheet as per Annexure I.
 - b) Financial Bid
Financial Part should contain the financial bid detailing discounts on standard rates, all admissible taxes, duties and levies etc.
 - c) Earnest Money Deposit
Each bid must be accompanied by Earnest Money Deposit of Rs. 5000/- (Rupees Five thousand only) in the form of DD/Banker's cheque/ bank guarantee issued by any Nationalized Bank/or Fixed Receipt in favour of South Asian University.
2. The above parts should be packed in one sealed cover with vendor name and address & marked as "Tender for Empanelment of Courier Services" and to be submitted at the reception of the South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi – 110021 during normal office work hours up to 3:00 PM till **September 07, 2018**. Tenders will be opened on the same day at 3:30 PM subject to the availability of committee members.
3. Interested parties may also obtain the Tender documents from the University website.

Section 2

Requirements

The University wishes to empanel vendor(s) in connection with its Courier Services needs for letter(s)/Parcel(s), etc. The SAU's Courier Service needs span across all eight SAARC countries viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. The scope of work shall include Domestic & International Courier Services.



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1. An approximate of 100 parcels/letters are sent every month to different organizations, institutions and individuals in India and other SAARC countries.
2. The authorized representative of Courier Service will collect parcels/letters from the university Reception.
3. The authorized representative of Courier Service will be required to furnish receipt of the parcels/letters collected.
4. The Courier Service will arrange to deliver parcels/letters within 24 hours in all major cities which are connected by air, within 48 hours in smaller cities and within 96 hours in remote stations of Indian and SAARC Countries.
5. The Courier Service will ensure that all the parcels/letters 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/letters 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 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 of parcel/letters.
8. The Courier Service will return the undelivered parcels/letters within two weeks.

Section 3

Specific Conditions

1. Eligibility Criteria of Bidders:

The bidding agencies should satisfy the following criteria (documents in support to be enclosed with the bid; any bid not having supporting documents is liable to be rejected):

- a) Be in the panel of at least two Government / PSU / Academic / International organizations during the last three financial years (2015-16, 2016-17, 2017-18).
- b) Operating office in Delhi/NCR.
- c) Global and Regional reach so as to enable prompt delivery of materials (provide any proof of delivery in the SAARC region except India)
- d) A copy of valid registration certificate of the firm/company along with PAN and GST allotted by the concerned authorities.
- e) Should not have been black listed by the Government/Academic/International Organizations. A self-declaration in this regard should be submitted with the EOI.



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2. Earnest Money Deposit

- a) Each bid must be accompanied by an Earnest Money Deposit of Rs. 5000 (Rupees Five thousand only) in the form of DD/ Banker's cheque/ bank guarantee issued by any Nationalized Bank/or Fixed Receipt in favour of South Asian University, New Delhi.
- b) The Earnest Money Deposit should be valid minimum for a period of 03 months from due date of the bid. Bids received without EMD are liable to be rejected.
- c) EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraw or amends or impairs or derogates from the tender in any respect within a period of validity of the tender.
- d) The EMD of unsuccessful bidder shall be returned within 15 working days of the placement of the empanelment letter.
- e) No interest will be payable by the University on the EMD.

3. Performance Guarantee

- a) The EMD of the successful bidder(s) shall be treated as Performance Guarantee for the successful bidders and returned only after completion of the contract plus sixty days.
- b) No interest will be payable by SAU on the Performance Guarantee.

4. Payment Terms

- a. The Courier Service will raise bills on completion of each calendar month along with proof of delivery and payments will be made by the South Asian University subject to certification by authorities concerned. The payment will be made within 30 days from the date of receipt of bill for undisputed amount.
- b. The invoice shall accompany with proof of delivery of parcels/letters 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.

5. Empanelment

- a) The University reserves the right to remove any such agency from the empaneled list along with forfeiture of Performance Guarantee, if the service provided by the agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
- b) The University may empanel more than one Courier Services Agency and shall be free to deliver through any one or more of them. However, the act of empanelment shall not prohibit the University of its right to deliver Dak/Parcel(s)/ Letter(s) directly without routing it through the empaneled agencies.



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- c) The University will enter in to the contract initially for a period of one year, extendable for a further period upon mutual agreement with such modifications as may be felt necessary. However, the terms and conditions of the contract, during the period of agreement, will not be subjected to any change.

Section 5

General Terms & Conditions

1. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the SAU will in no case be responsible or liable for these costs, regardless of conduct of outcome of the bidding process.

2. Bidding Document

The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents, Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid.

The bid proposal must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

3. Clarification of Bidding Documents

A prospective bidder requiring any clarification from the SAU may do so before submission of bids.

4. Amendment of Bidding Document

- a) At any time prior to the deadline for submission of bids, the SAU may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete certain conditions in the bidding document.
- b) All prospective bidders who have received the bidding documents will be notified of the amendment in writing and the same will be binding on them.
- c) In order to allow prospective bidders reasonable time to take in to consideration the amendments while preparing their bids the SAU at its discretion may extend the deadline for the submission of bids.



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5. Preparation of Bids

- a) Language of Bid: The bid prepared by the bidder as well as all correspondence and document relating to the bid exchanged by the bidder and the SAU shall be in English only.
- b) Bid currency: Prices shall be quoted in Indian Rupees only.

6. Period of Validity of Bids

- a) Bids shall be valid for 90 days from the date of bid opening. A bid valid for a shorter period shall be rejected by the SAU as non-responsive.
- b) In exception circumstances, the SAU may solicit the bidder consent to an extension of the period of validity. The request and response thereto shall be made in writing.
- c) Bid evaluation will be passed on the bid prices without taking in to consideration the above changes.

7. Deadline for Submission of Bids

- a) Bids must be received by the SAU at the specified address, not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of bids being declared as a holiday for SAU, the bids will be received up to the appointed time on the next working day.
- b) The SAU may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of SAU and bidder subject to the deadline will thereafter be subject to the deadline as extended.
- c) Any bid received by SAU after the deadline for submission of bids prescribed by SAU will be rejected and/or returned unopened to the bidder.

8. Withdrawal of Bids

- a) The bidder may withdraw their bid after submission, provided that SAU receives written notice of the withdrawn, prior to the deadline prescribed for submission of bids.
- b) In case the bidder wants to withdraw, the bidder's withdrawal notice should be prepared, sealed, marked and dispatched to SAU in original.
- c) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified in the bid document. Withdrawal of a bid during this interval shall result in the bidder's forfeiture of bid security.

9. Bid Opening

- a) The bids will be opened as per schedule mentioned in Section 1.



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- b) Bids will be opened in the presence of bidders or their representatives, who chose to attend on the specified date and time.

10. Contacting the SAU

- a) No bidder shall contact SAU on any matter relating to its bid, from time of opening to the time the contract is awarded. If bidder wishes to bring additional information to the notice of the SAU, he/she should do so in writing. The SAU reserves the right as to whether such additional information should be considered or otherwise.
- b) Any effort by a bidder to influence the SAU in its decision on bid evaluation, bid comparison or contact award may result in disqualification of the bidder's bid and also forfeiture of his/her bid security.

11. Clarification of bids

During evaluation of bids, the SAU may at its discretion, ask the bidder for clarification of its bid.

12. Award of Work

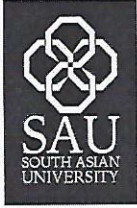
- a) The SAU will award the work to the successful bidder, whose bid has been determined as the lowest evaluated bid. The successful bidder will be notified in writing & the bidder will confirm the same in writing.

The decision taken by SAU in the process of bids evaluation will be full and final and binding on all the bidders.

- b) The SAU is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The SAU reserves the right to accept the tender either in full or in part. Conditional bides will be rejected outright.
- c) The SAU reserves the right to summarily reject an offer received from any agency on national security considerations, without any intimation to the bidder.
- d) The SAU reserves the right to place an order for the full or part quotations under items of work mentioned in the scope of work.

13. Corrupt or Fraudulent Practices

The SAU requires that the bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SAU:



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a) Defines for the purposes of this provision, in the terms set forth as follows:

- Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of any SAU official in the procurement process or in contract execution; and
- Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or an execution of a contract to the detriment of the SAU and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the SAU of the benefits of the free and open competition.

- b) Will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d) The past performance of the bidder will be crosschecked in necessary. If the facts prove the same to be dubious, the bidder will be ineligible for further processing.

14. Interpretation of the clauses in the tender document/contract document

In case of any ambiguity in the interpretation of any of the clauses in tender document or the contract document, the SAU's interpretation of the clauses shall be final and binding on all parties.

15. Payment Schedule

The payment will be made with 30 days from the date of submission of the bill in duplicate, complete in all respects along with proof of delivery.

16. Delay in the bidder's performance

If the bidders fail to deliver on any or all items within the period specified in the work order, SAU shall without prejudice to its other remedies, deduct as liquidated damage 1% of the price of the delayed publication for every week or part thereof subject to a maximum of 10% of the order value. The amount towards liquidated damage would be recovered while making the initial payment itself.

Under delay by the bidder in the performance of its contract obligations shall also render the bidder liable to any or all the following sanctions:



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- i) Forfeiture of its security deposit.
- ii) Termination of the contract for defaults.

17. Resolution of disputes

The matter regarding any dispute shall be referred for arbitration of any officer appointed by the President SAU, whose decision shall be binding and final.

18. Binding Clause

All decisions taken by the SAU regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

19. The SAU reserves the right

To verify, modify, amend or change any of the terms and conditions mentioned above or to reject any or all the bid(s) without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.



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Annexure-I

BID PROPOSAL SHEET

Bidder's proposal reference no. & Date:

Bidder's name & Address:

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email ID:

To

The Registrar

South Asian University

Akbar Bhawan, Chanakyapuri

New Delhi – 110021

Subject: EOI for empanelment of Courier Service Agency

Sir,

We, the undersigned bidder, having read and examined in detail the specification and scope of work as specified in the bidding documents in respect of empanelment of Courier Service Agency, do hereby propose to provide the services as per requirement in bidding document.

Validity

All terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.

Earnest Money

We have enclosed the required earnest money in the form of Bank Draft/Pay order/Bank Guarantee/FDR.

Deviations



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We declare that all the services shall be performed strictly in accordance with the instructions of the University and any deviations are liable to attract suitable penalty as decided by the SAU.

Bid Pricing

We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document.

Qualifying Data

We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

We understand that the South Asian University is not bound to accept the lowest or any bid that it may receive.

Thanking you,

Yours faithfully,

(Authorized Signatory)

Date:

Place:

Business Address:

Name:

Designation:

Seal:



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Price Schedule (including all expenditure)

Domestic

Destination	Price			Tax in % (if any)
	Up to 0.25 kg (Up to 250 gm)	0.25 to 0.5 kg (250-500 gm)	Additional 0.25 kg above 500 gm.	
Delhi/NCR				
Metro City				
Non-Metro City				

International

Destination	Up to 0.5 kg (Up to 500 gm)	0.5 to 1.0 kg (500-1000 gm)	Additional 0.5 kg above 1000 gm.	Tax in % (if any)
Afghanistan				
Bangladesh				
Bhutan				
Maldives				
Nepal				
Pakistan				
Sri Lanka				
Any other				

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by the Institute.

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal