Sealed tenders are invited in two parts for Domestic Courier Service Provider (tentative quantity of 5000 packets in a year) by Engineering Projects (India) Ltd at EPI, Corporate Office New Delhi for a period of eight month i.e. from 01.07.2015 to 29.02.2016 as per ‘Terms and Conditions’ given at Annexure-I and ‘Quoting Sheet’ given at Annexure-II.

Pre Qualification Criteria:  Reputed and Registered Delhi based Courier Service providers such as Blue Dart Express Ltd., DHL Express India Pvt Ltd., First Flight Courier Ltd., Overnite Express Ltd., DTDC or equivalent, who have network all over India are eligible to quote.

Copy of following documents also should be enclosed.

1. Copy of PAN card.
2. Copy of Service Tax Registration.
3. Copy of Work Order or Performance Certificate towards Proof of working with Public Sector Undertaking or other Govt. Departments. Copy of Work Order or Performance Certificate should not have been issued earlier than 01.03.2013. In case the performance is unsatisfactory, the offer shall be rejected.
4. In case of proprietorship, an affidavit, in case of partnership firm, copy of partnership deed and in case of company, Memorandum & Articles of Association to be submitted.
5. All the pages should be stamped and signed by Authorized person of the company.

Interested parties are requested to submit their offer for the subject work as per details given below:

1. Techno Commercial Bid:

Techno-Commercial offer in a sealed envelop along with pre- qualification documents and Earnest Money Deposit (EMD) of ₹10,000/- (Rupees ten thousand only) in the form of Bank Draft/Banker’s Cheque favoring Engineering Projects (India) Ltd. Payable at New Delhi is to be kept in first envelope. Tenders not accompanied with EMD are liable to be rejected.

2. Price Bid:

Only Price bid in a separate sealed envelope for the scope of work mentioned in the format given at as per Annexure-II is to be submitted in the 2nd envelope.

Both the envelopes are to the kept in 3rd envelope and superscribe with Ref No. and subject of NIT.
The offer should be valid for a minimum period for three months from the last date of submission of Bid.

EPI reserves the right to accept or reject any or all tenders and also the right to place orders for full or part quantities or distribute amongst various bidders or to annual this Tender process without assigning any reason whatsoever.

Tenders to be addressed to:  
Group General Manager (Contracts) 
Contracts Division, Corporate Office, 
Engineering Projects (India) Ltd.  
Core –3, SCOPE Complex, 7, Institutional Area, 
Lodhi Road, New Delhi-110003 
Phone No. 24361666, Extn: 2314 
Fax No: 011 –24363426

Tender documents are available from EPI’s website www.epi.gov.in/ CPP-portal 
www.eprocure.gov.in

Enclosures:  Annexure-I 
Annexure-II

GGM (Contracts) 
Date: 04.06.2015
Annexure-I

Terms and Conditions

The Agency shall accept the following Terms & Conditions:

1. The Agency shall collect the dak from EPI office every day by 1630 hours.

2. The Local/Domestic dak must be delivered to the respective destinations next day within 24 hours positively.

3. EPI reserves the right to terminate the work order either in part or in full. Designated Authority shall in such an event give one month’s notice in writing to the Agency of his decision to do so. Agency upon receipt of such notice shall discontinue the work accordingly.

4. In case of any serious misconduct or lapse on the part for the Agency or any of its employees adversely affecting the working interest and reputation of EPI, EPI reserves the right to terminate the Agreement without any notice.

5. Rates should be valid for 20 months w.e.f 01.07.2015 and inclusive of all taxes & duties etc. except service tax which shall be paid extra as applicable.

6. 100% payment shall be released on submission of invoice on Monthly basis along with Proof of Delivery (POD).

7. EMD deposit shall be returned to the unsuccessful tenderer after decision has been taken by EPI on the tenders received.

8. If the tenderer deliberately gives wrong information in his tender or resorts to unfair methods in creating circumstances for the acceptance of his tender, EPI reserves the right to reject such tender at any stage.

9. EPI reserves the right to accept or reject any or all tenders and also the right to place orders for full or part quantities or distribute amongst various bidders or to Annul Tender process without assigning any reason whatsoever. The tenderer shall have no claim on EPI on this account whatsoever.

10. EPI can terminate the contract at any time by giving one-month notice to the contractor in writing.

11. The EMD submitted by the successful bidder shall be converted into Security Deposit, which shall be refunded only after successful completion of the contract.

12. The contract shall be for a period of eight month from the date mentioned in work order, which can be extended by another one year at the sole discretion of EPI at the same rates and terms and conditions.

13. Any dispute arising out of contract shall be referred to GM(HRD)-EPI, CO, New Delhi or his nominee whose decision shall be final and binding on both the parties.
### Quoting Sheet

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>Qty</th>
<th>Rates (₹) Per Packet</th>
<th>Rates (₹) Per Packet</th>
<th>Amount (In Figure)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Nos. Packets)</td>
<td>(In Figure)</td>
<td>(In Word)</td>
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<tr>
<td>A</td>
<td>Domestic Local</td>
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<td>1</td>
<td>Upto 250 gms</td>
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<td>800</td>
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<tr>
<td>2</td>
<td>Additional Amount</td>
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<td>150</td>
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<tr>
<td></td>
<td>above 250 gms</td>
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<td>NCR</td>
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<tr>
<td>1</td>
<td>Upto 250 gms</td>
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<td>450</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Additional Amount</td>
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<td>130</td>
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<tr>
<td></td>
<td>above 250 gms</td>
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<td></td>
<td>Rest of India</td>
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<tr>
<td>1</td>
<td>Upto 250 gms</td>
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<td>3000</td>
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<td>2</td>
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<td>500</td>
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<td></td>
<td>above 250 gms</td>
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<td></td>
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</tr>
</tbody>
</table>

**Total Amount: Rs……………………(Rupees………………………………………………..)**

**Note:**
1. Quantity mentioned as above is tentative and it may vary to any extant.
2. Quoted rates should be inclusive of all taxes & duties etc. except service tax which shall be paid extra as applicable.