



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION**

**Saikia Commercial Complex, Sreenagar Path, Christian Basti, G S Road, Guwahati-781005,
Assam**

**SHORT QUOTATION NOTICE FOR COURIER SERVICES / TRANSPORT OF
MISCELLANEOUS ITEMS**

A. Eligibility Criteria for Tendering.

1. The bidder may be a proprietary firm, partnership firm, Limited Company, Corporate body legally constituted, who possess the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
2. The Courier Service provider Agencies shall have an all India net work including Assam. They should have courier network up to all district head quarter in Assam.
3. The Bidder shall have experience of providing Courier Services for last 03 years ending 31st March 2019 in Govt. Sector.
4. Average Annual Turnover during the last 3 financial years, ending 31st March 2019 should be at least Rs. 30.00. Lacs . The bidder has to provide Turnover contribute in this report duly attested by Charter Accountant with UDIN.
5. The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. An undertaking in this regard may please be submitted.
6. The bidders shall have the following Registrations and details of the same be provided in the Technical Bid.
7. Registration with the various statutory bodies as necessary for carrying out the business including GST & Income Tax (PAN)
8. The bidder should not have been blacklisted by any Government & Semi Government organization which is in force on the date of submission of bid.

B. Scope of work

1. General.

The agency shall provide Courier Services for miscellaneous items / Packages including drugs, consumables, instruments to different District Drug Warehouse.

Name of the office and its location (Pickup point)	Type of items/Articles	Delivery point of 27 district
NHM HQ, Store, Narengi, Patharquary, Guwahati-37	IEC materials, Family planning items, Medicine kits and other miscellaneous items	

2. Material for Packing of samples:

- a) The service provider should ensure that the items to be transported and delivered are packed and labeled properly and delivered on time.
- b) The service provider should ensure non-damage of the goods during transportation.
- c) The service provider should ensure timely delivery and submission of receipt copies of the items.

C. General Terms & Conditions:

1. The period of contract shall be for one year which may be extended by another one year if the services are found to be satisfactory on the same terms and conditions and consent of both the parties.
2. Challans of consignment should specify with minimum details as follows :
 - a. Consignment No. & date
 - b. Nature of packing & Weight.
 - c. Consignor and Consignee with stamp & Signature.
 - d. Mode of Dispatch
 - e. Any other details.
4. Proof of Delivery (POD) of the samples should be given to NHM Assam. POD should invariably contain the consignee stamp & signature. Please mention whether any other proof of delivery other than POD is available (with supporting document). Two copies POD/Booking to be enclosed with the bill.
5. Facilities to track the courier through website should be available.

6. Staff deployed is trained in packing and lifting goods and they are of good conduct and physically fit for the work. NHM, Assam will not provide any personnel for the same activities.
7. Obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/ by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time of State or local Govt. as applicable to him or to this contract without any liability and responsibility to NHM Assam whatsoever it may be.
8. To bear all taxes, rates charges, levies or claims, whatsoever, as may be imposed by the State. Central Government or any local body or authority. To furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by the NHM Assam from time to time.
9. Responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by Courier Agency for the purpose at premises of NHM Assam or for any accident caused to them and the NHM Assam shall not be liable to bear any expense in this regard.
10. The Service Provider shall furnish Rs. 50.00 thousand as security deposit in the form of BG/DD after intimated if the contract. The same shall be valid for a period of one year. The Security Deposit shall be released without interest after 3 months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the Agency.
11. In case of any changes of constitution of the Agency, the rights of NHM Assam should not suffer.
12. All personnel engaged by Agency shall not disclose the identification of the sample details to anyone. In case the same is proved the stringent action shall be taken against the Agency.
13. A local representative of Agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of NHM Assam, they shall work under directives and guidance of NHM Assam and will be answerable to NHM Assam. This will, however, not diminish in any way, the Agency's responsibility under contract to the NHM Assam.
14. A senior level representative of the Agency shall visit NHM Assam Store, Narengi premises at least once in a month and review the service performance of its personnel. During the visit, Agency's representative will also meet the NHM Assam officer dealing with services under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The day to day functioning of the services shall be carried out in consultation with and under direction of NHM Assam.
15. The Agency shall not discontinue the service if so desired by the NHM Assam at any time without assigning any reason whatsoever.

16. Good standard of services shall be maintained as indicated.
17. The NHM Assam shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable except as under the contract.
18. No request for making advance payment on any ground shall be entertained.
19. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
20. The Income tax as applicable shall be deducted from the bill unless exempted by the Income tax Department
21. During the course of the contract period, the Agency shall deposit service tax at prevailing rates as per GOI norms.
22. The decision of NHM Assam in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
23. An agreement shall be signed with the successful agency as per specimen enclosed.
24. The NHM Assam shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.
25. **Penalty:** The goods should reach the destination (delivered) within 72 hours of receipt. In line of any further delay without sufficient reason a penalty of 5% of the service charges for each day of delay shall be charged.
26. **Transit Insurance:** The transit insurance price should be quoted separately as indicated in the price bid.
27. **Termination;** The contract may be terminated by NHM Assam giving one month notice, in case the agency
 - a. Assigns or sub-contract of this service.
 - b. Violation/ contravention of any of the terms and conditions mentioned herein.
 - c. Does not improve the performance of the services in spite of instructions.
28. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Guahati, Assam only

Annexure-II

Transportation of miscellaneous items (IEC materials, computer items/booklets/ brochures / leaflets and Family planning items, etc.) from Guwahati

SL	Description of items	Within 27 districts of the State (Rate Per Kg) in Rs.
1	Transportation of booklets/ brochures / leaflets etc.	
2	transportation of goods (viz Computer items, Family planning items, Medicine Kit etc.	
3	Transit Insurance	

Signature with seal of the bidder