



GOVERNMENT OF ANDHRA PRADESH

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Web site: www.eprocurement.gov.in

TENDER (e – Procurement platform)

For

Courier Services / Transport of Samples

(Rate Contract)

**INVITING TENDERS FOR COURIER SERVICES /
TRANSPORT OF SAMPLES**

Tender Notice No : 103/APMSIDC/Medicine Wing/2021-22

**Implementing Agency:
ANDHRA PRADESH MEDICAL SERVICES & INFRASTRUCTURE
DEVELOPMENT CORPORATION (APMSIDC)**

(Formerly APMHIDC)
(AN ENTERPRISE OF GOVT. OF A.P.)
Plot No.9, Survey No.49, IT Park, Mangalagiri,
Guntur District – 522 503.

ANDHRA PRADESH

URL: <http://msidc.ap.nic.in>

ONLINE TENDER FOR THE COURIOR SERVICES TO APMSIDC

S. No	Information	Details
1	Bid Reference	103/APMSIDC/Medicine Wing/2021-22
2	Date and time for downloading bid document	From 06-05-2021,11.00 am
3	Last date and time for uploading Documents	17-05-2021 at 03.59 pm
4	Date and time of opening of Online technical bids	17-05-2021 at 04.00 pm
5	Last date and time of submission of offline documents	18-05-2021 at 04.00 pm
6	Tender Processing Fee	The bidder shall remit processing fee Rs. 5,625/- (Non Refundable) in the form of Demand Draft in the name of The Managing Director, APMSIDC, Mangalagiri, Guntur (District).
7	Earnest Money Deposit (EMD)	The Earnest Money Deposit (EMD) in the form of Demand Draft or Bank Guarantee for Rs.50,000/- in favour of Managing Director, APMSIDC, Mangalagiri, Guntur district.
8	E-mail	tenders.apmsidc@gmail.com , apmsidc.gm@gmail.com
9	Contact number	General Manager- Drugs :8978680705

The tender document can be downloaded free of cost from the e-Procurement Portal <https://tender.apeprocurement.gov.in/> and from the website of APMSIDC www.msidc.ap.nic.in.

INVITING TENDERS FOR COURIER SERVICES /

TRANSPORT OF SAMPLES

Bids are invited on the e-procurement platform from reputed and experienced agencies of COURIER SERVICES/TRANSPORTATION OF SAMPLES for the APMSIDC. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of Government of Andhra Pradesh i.e., www.apecurement.gov.in

1. **i)** The Courier Service provider Agencies may be a proprietary firm, partnership firm, Limited Company, Corporate body legally constituted, who possess the required licenses, registrations etc as per law.
 - ii)** The average annual turnover during the last Three years i.e 2017-2018, 2018-19, 2019-2020 should not be less than Rs.10 Lakhs. The evidence of turnover should be supported by a original certificate from Chartered Accountant.
2. The Tenderers who participate in the tender shall upload the following scanned certificates/documents online.
- a) Tender Processing Fees **Rs. 5,625/- (Non Refundable)** in the form of Demand draft drawn in favor of The Managing Director, APMSIDC, Mangalagiri. (Original Demand Draft should be submitted along with hard copies of the tender document).
 - b) Valid License / Registration certificate issued by the concerned department.
 - c) The annual Turnover certificate from Chartered Accountant.
 - d) The Earnest Money Deposit (EMD) of **Rs.50,000 (Rupees Fifty Thousand only)** Shall be paid in the form of Demand Draft drawn in favor of The Managing Director, APMSIDC, Mangalagiri. (Original Demand Draft should be submitted along with hard copies of the tender document).
 - e). Non-Blacklisting declaration Certificate on Applicant's Company letter head as per Annexure IX.
 - f) The bidder should submit a notarized affidavit that the firm is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender and there are no pending or present cases with the police/Court against the proprietor /Firm/Partner or the Company.

g) All the valid certificates and Registrations required for carrying out the service shall be provided in the Technical Bid.

The Managing director reserves all the rights to cancel any or all the tenders without assigning any reason thereof.

3. Hard copies of all the documents mentioned above and EMD, Tender Processing Fee shall be submitted to The Managing Director, APMSIDC, Plot No.9, Survey No.49, IT Park, Mangalagiri, Guntur District 522503 on or before the date mentioned in the tender document/eProcurement portal.
4. At any time prior to the last date of submission of online bid, Tender Inviting Authority may, for any reason, whether on own initiative or in response to a clarification requested by a prospective Tenderer, may modify the condition in Tender documents by an amendment uploading on website on msidc.ap.nic.in; and AP Procurement portal i.e. apeprocurement.gov.in will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at discretion, extend the date and time for submission of online bid.
5. Any person who has downloaded the tender document should look for amendment, if any, on the website msidc.ap.nic.in; and AP Procurement Portal i.e.apeprocurement.gov.in for which APMSIDC will not issue any separate communication to them.
6. All the bidders are instructed to submit a copy of documents that are submitted online on or before due date in sealed cover.
7. Bidders are advised to check the *website of APMSIDC*: msidc.ap.nic.in and Procurement portal website <https://apeprocurement.gov.in> prior to closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.

Information relating to submission of Bids

1. Tenders are invited for providing Courier Services as mentioned in this document in the office of APMSIDC located at Mangalagiri from the agencies that fulfill the Eligibility Criteria as mentioned above.
2. Bidder shall have an all India network to deliver the covers/boxes to the destinations as below:
 - A) Within AP ----Within 24 hrs
 - B) Metro cities---within 48 hrs

DRUGSWING-TENDER FOR COURIER VENDOR

- C) Out of AP --- within 72 hrs
3. The bidders shall pay Bid Security (EMD) of Rs 50,000/- (Fifty Thousand Only) in form of Demand Draft drawn on any Nationalized Bank/Scheduled Bank in favor of The Managing Director APMSIDC MANGALAGIRI along with technical bid The bids received without EMD and Tender document fee (Non Refundable) shall be summarily rejected.
 4. All the documents uploaded in online shall also be submitted in offline. All hard copies shall reach latest as per stipulated time given in the table. The late bids (i.e. bids received after the specified date and time) shall not be considered. APMSIDC shall not be responsible for the late receipt of bid in any manner.
 5. Authorized Signatory shall sign all the pages of the tender. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization should be enclosed along with tender.
 6. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
 - 7 The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of contract without any interest. EMD of the bidder will be fortified if the bid is withdrawn during the tender process.
 - 8 As a guarantee towards due performance and compliance of the contract work, the successful bidder (Bidder) shall deposit an amount Rs 50,000/- towards Security Deposit by way of demand draft or Bank Guarantee in favor of "APMSIDC" drawn on any Nationalized Bank/ Scheduled Bank payable at Mangalagiri.
 - 9 The EMD of the unsuccessful will be returned to them and no interest shall accrue on it at all. In case of successful bidder EMD will be returned after submission of security deposit (PSD). The EMD shall not bear any interest.
 - 10 The EMD amount of the successful bidder shall be forfeited, if
 - a) Fails to furnish the Security Deposit within 15 days after the issue of letter of award of work.
 - b) Does not comply with other requirements for start of the contract.
 - 11 **Security Deposit:** The successful bidder shall submit Security Deposit Rs 50,000/- (Rupees fifty thousand only) as a Performance Security, before commencement of services. Performance Security deposit will be refunded

only after three month of completion of the contract period and recovery of dues if any from the agency.

- 12 Bid Validity:** The bid shall be valid and open for the acceptance of the Competent Authority of APMSIDC for a period of 2 year from the date of opening of the tenders and no request for any variation in quoted rates and/ withdrawal of tender on any ground by successful bidder shall be entertained.
- 13**In case any bidder withdraw or alter its bid during tender process the EMD shall be forfeited
- 14**The decision of the Managing Director of APMSIDC shall be final.
- 15**Contract would be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per tender document. In case two or more agencies are found to have quoted the same rates. The Managing Director of APMSIDC shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc.
- 16**The rate quoted should be inclusive of tax, if any which should be shown separately there should not be any upward revision of rate other than the statutory tax during the period of contract for which bidder shall produce documentary evidence
- 17**APMSIDC reserves the right to accept or reject any or all bids without assigning any reasons. APMSIDC also reserves the right to reject any bid which in its opinion is non- responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
- 18**Financial bids of only those agencies will be opened who qualify in the Technical bids. The information of the same will be given to firms through phone/email on later date.
- 19**The contract is not transferable under any circumstances.
- 20**Any changes/Corrigendum with respect to this tender shall be notified through website. **apeprocurement.gov.in** All bidders are advised to please check the website regularly for any latest amendment/corrigendum.
- 21**All cost incurred in connection with submission of bids like preparation, submissions, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc shall be borne by the bidder. APMSIDC will not be responsible/ liable for the same regardless of the outcome of the tendering process.
- 22** The agency shall provide **Courier Services** of our samples/ materials for sending to different empanelled Laboratories in India and other laboratories located in various parts of the country. Samples of other products shall also have to be packed and transported as will be drawn during our inspection/

surveys. The samples/materials shall be picked up from our office premises and other destinations as and when required by APMSIDC

23) General Terms & Conditions:

1. The period of contract of under the scope of work shall be valid for two year which may be extended by three years, one year, if the services are found to be satisfactory on the same terms and conditions and at the discretion of Managing Director the APMSIDC.
2. It shall be the responsibility of the courier agency to promptly respond to APMSIDC calls, Non-tampering of samples and documentation and ensure safe delivery of the Packages to the destination without any damage.
3. The material to be used and norms of packing of samples will be advised by APMSIDC from time to time for different products.
4. 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.
5. Proof of Delivery (POD) of the samples should be given to APMSIDC. 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.
6. Facilities to courier through website should be available. Tracking using consignment number through online is mandatory.
7. The Agency shall maintain a register/ document for the samples collected and packed in our office premises.
8. Staff deployed is trained in packing and lifting goods and they are of good conduct and physically fit for the work. APMSIDC will not provide any personnel for the same activities.
9. 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 APMSIDC whatsoever it may be.

DRUGSWING-TENDER FOR COURIER VENDOR

10. In case the materials are delivered at the wrong destination or short delivered, it will be the responsibility of the bidders to collect the material and deliver to the correct place at the risk and expenditure of bidders. Bidders will not be eligible for any payment on account of such additional trips involved.
11. Even in cases where the bidders does not have their branch office of delivery point at any place in India, all consignments ready for such places shall have to be accepted by the bidders for delivery to such points.
12. All road permits or licenses or any other relevant authorization from competent authority as required for the running the vehicles shall be obtained by the bidders at its own cost. All Air and road rules pertaining to different states should be followed by the bidders.
13. In case of floods/strikes/Riots and any unforeseen emergency, materials should be kept in their vault.
14. Main contact person name, mobile numbers to be given to APMSIDC on award of Contract.
15. The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. APMSIDC shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.
16. 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 APMSIDC from time to time.
17. Responsible for compliance to the provisions of various labor and industrial laws relating to the personnel deployed by Courier Agency for the purpose at

premises of APMSIDC or for any accident caused to them and the APMSIDC shall not be liable to bear any expense in this regard.

18. The Security Deposit shall be released without interest after completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the Agency.
19. In case of any changes of constitution of the Agency, the rights of APMSIDC should not suffer.
20. All personnel engaged by Agency shall not disclose the identification of the sample details to anyone. In case the same is proved stringent action shall be taken against the Agency. 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 APMSIDC, they shall work under directives and guidance of APMSIDC and will be answerable to APMSIDC. This will, however, not diminish in any way, the Agency's responsibility under contract to the APMSIDC
21. A senior level representative of the Agency shall visit APMSIDC 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 APMSIDC 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 work. The day to day functioning of the services shall be carried out in consultation with and under direction of APMSIDC
22. The Agency shall not discontinue the service if so desired by the APMSIDC at any time without assigning any reason whatsoever.
23. The personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the APMSIDC / Govt. of India/ any State/or any Union Territory.
24. Good standard of services shall be maintained as indicated.
25. The Agency shall ensure that all personnel deployed for packing and lifting the materials/ samples is fully loyal-to and assist the APMSIDC during normal periods as well as during strike and other emergencies for the

DRUGSWING-TENDER FOR COURIER VENDOR

protection of personnel and property both movable and immovable to the entire satisfaction of the APMSIDC.

26. The APMSIDC shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable except as under the contract.
27. Before submission of the bill, the Agency shall ensure that the materials/ samples are properly delivered in good conditions and POD enclosed.
28. No request for making advance payment on any ground shall be entertained.
29. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
30. The Income tax as applicable shall be deducted from the bill unless exempted by the Income tax Department
31. During the course of the contract period, the Agency shall deposit service tax at prevailing rates as per GOI norms.
32. The decision of APMSIDC in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
33. An agreement shall be signed with the successful agency as per specimen enclosed.
34. The APMSIDC 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.
35. At the end of contract period/ Termination of the contract, the Agency shall handover the charge to the new service provider (appointed by APMSIDC) without any hindrance.
30. Volumetric Weight, whichever is higher will be charged. Volumetric weight calculated by the formula.
$$\frac{L \times B \times H}{5000}$$
 (all in centimeters)
31. **Penalty:** In case of non compliance of the terms and condition of the contract the Managing Director reserves the right to impose penalty of 5 % of the courier charge per day of delay. In case of breakage /loss of material, the bidder has to pay thrice its cost as penalty.

DRUGSWING-TENDER FOR COURIER VENDOR

32. **Termination:** The contract may be terminated by APMSIDC 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.
 - d. Any violation of instructions/agreement of suppression of facts.

On termination of the contract, it shall be the responsibility of the agency to discontinue the services.

33. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Mangalagiri/Vijayawada on the case may be.

34. Experience in the work of Courier Service Particulars of experience (Attach certificates, testimonials) and other details regarding the firm.

Name of Organization with complete address & Telephone No with complete address to whom service has been provided.	From	To	Contract Value (Rs)	Reason for Termination if any

a) Is the establishment registered with the Government; please give details with document/evidence.

b) Undertaking of the bidder conforming the availability of the adequate manpower with the requisite experience for deployment.

ii) PAN No. (Please attach Copy)

iii) Service Tax Registration (Please attach copy)

DRUGSWING-TENDER FOR COURIER VENDOR

iv) Acceptance of terms & Conditions attached. (Yes/No) Please sign each page of terms & Conditions as token of acceptance and submit as part of tender document.

v) Please submit an undertaking that no case is pending with the police/Court against the Proprietor/Firm/Partner or the company.

vii) Details of EMD

DD No, Amount, Date, Bank details

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encl: 1. DD No.

2. Terms & Conditions (Each page must be signed)

Date:

Signature:

Name:

Seal:

Courier charges to be Quoted for (inclusive of all taxes):

1. Surface Delivery per Kg (within AP).
2. Surface Delivery per Kg (outside AP).
3. Air Delivery per KG (metropolitan cities)
4. Air Delivery per KG (Other cities)

CHECK LIST

S No	Name of the Document	Submitted (yes/No)	Page No
1.1	Tender Processing Fee (Non Refundable) Rs.5,625/- in the form of DD.		
1.2	EMD in the form of DD for Rs.. 50,000/- payable to The Managing Director, APMSIDC, Mangalagiri		
2	Registration of Various Authorities and their Number and Self-attested copies of the following enclosed		
	(a) PAN from income Tax Authority		
	(b) Service Tax/GST Registration certificate.		
3	Location and Service centers		
	Address of the Courier vendor located.		
	Contact Person :		
	Contact Number		
	Emergency contact Number		
	Capacity details of the vehicle for pickup.		
4	Expertise and facilities		
	(a) Able to provide free pick-up of packets from APMSIDC all working days.		
	(b) Having package-tracking facility through website.		

DRUGSWING-TENDER FOR COURIER VENDOR

S No	Name of the Document	Submitted (yes/No)	Page No
	(c) Able to send package tracking details by email daily of letters/Sample taken possession of within 24 hrs.		
	(d) Able to deliver the packets within as per stipulated duration given in Tender document.		
	(e) Able to provide Proof of Delivery (POD) for all the packages along with their bills as per the requirements of APMSIDC.		
	(f) Able to deliver letters/packets within 24/48 hours from the date of receipt of the same from APMSIDC.		
5	Non-Black listing declaration on Applicant's company letter head as per Annexure IX. .		

ANNEXURE – IX: Non-blacklisting declaration

(To be submitted on Applicant's company letter head)

Managing Director, APMSIDC
Plot No.9, Survey No. 49,
IT park, Mangalagiri,
Guntur District – 522503 (AP)

Dear Sir,

Subject – Tender for Out Sourcing of Courier Services to APMSIDC

Tender number 103/APMSIDC/Medicine Wing/2021-22

We, the undersigned entity, having read and examined the aforesaid documents, issued by APMSIDC do hereby covenant, warrant and confirm as follows:

I/We hereby declare that I/we has/have not been debarred/ blacklisted by any Public-Sector undertakings, or any other Government Institutions or associated entities or any other Government / Semi Government organizations in India during last 03 years from the date of Tender. I/we further certify that I/we are competent officer in my company to make this declaration.

Thanking you,

Yours sincerely,

Date Signature of Authorized Signatory ... Place Name of the Authorized Signatory ...

Designation ...

Name of the Organization ... Seal ...