

JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.

(Public Sector Undertaking of Govt of Jammu & Kashmir)

Corporate Head Office: 1ST Floor, Drug Store Building, Govt. Medical College, Bakshi Nagar, Jammu

Corporate Office Kashmir: 121, Green Avenue, Hyderpora, Opp. Al-Farooq Masjid, Srinagar

Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu); Telefax: 0194-2432008 (Srinagar)

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Subject: - Notice inviting Quotation for providing the courier services to Jammu and Kashmir Medical Supplies Corporation Ltd. for a period of 1 years, extended for further period of 1 year.

Jammu and Kashmir Medical Supplies Corporation Ltd. invites sealed tenders under two bids system from reputed and experienced agencies of **COURIER SERVICES** to provide Courier for Jammu and Kashmir Medical Supplies Corporation Ltd.

The interested agencies are required to submit the Financial & Technical bids in two separate sealed envelopes. The bids in Sealed Cover-1 containing "Technical Bid and EMD" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover superscripted "Tender for Courier Services". The Technical Bid must accompany with as EMD of amount Rs. 25000/- in the form of Demand Draft in favour of Financial Advisor/CAO, JKMSCL. The bids shall reach in Corporate Office, Jammu/Kashmir on **10-07-2018 at 4.00 PM** through Courier/Registered/Speed post. The Technical Bid shall be opened in Corporate Office, Jammu/Srinagar on **12-07-2018 at 2.00 PM**.

The tender documents can be collected in person from Corporate Office, Jammu/Kashmir free of cost and also can be downloaded from Jammu and Kashmir Medical Supplies Corporation Limited website: www.jkmsclbusiness.com.

The competent Authority reserves the right to cancel any or all the tenders without assigning any reason thereof. Any further clarification and /or corrigendum(s), if any, shall be communicated through website. www.jkmsclbusiness.com.

The owner of the firm or his 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 the tender.

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.

J&K Medical Supplies Corporation Ltd. is not bound to accept the lowest quotation and reserves the right to reject any or all the quotations, without assigning any reasons whatever.

A. ELIGIBILITY CRITERIA, TERMS AND CONDITIONS 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.
2. The Courier Service provider agencies shall have an all India net work.
3. The Bidder shall have experience of providing Courier Services for last 05 years ending 1st January, 2018.
4. Financial Turnover during the last 3 years, ending 31st March 2017 should be at least Rs.10 lacs per year. Documentary evidence to be provided duly attested by the Agency.
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 courier agency will depute their accredited representative for collection and delivery of parcel /packets from to the designated offices. The representative will be provide with a suitable letter of authority/identity card without which he shall be authorised to collect or deliver the parcel/ packets. He will acknowledge receipt of the packets delivered to him on a copy of the accompany consignment note with pre-printed serial number, which will be retained by our offices.
7. The courier agency will ensure that the packets/parcels are delivered against full signature, designations and stamp or telephone numbers of the consignee or his/ their authorised representative only on the consignment note. The courier


shall deliver to testing Laboratories and other offices, from where the consignments are collected. Proof of Delivery (POD) to the addressee, Regular submission of PODs by courier agency alongwith their bills will be pre-requisites before processing the bills for payment at all the branch/establishments. Bills will not be paid, if PODs are not submitted alongwith the bills at the end of the month.

8. It shall be the absolute responsibility of the courier agency, once the packets/parcels are delivered to their authorised representative duly sealed/closed to ensure that their contents are not tampered with in any manner whatsoever and the packets are not misplaced, lost or stolen.
9. For delay in delivery of parcels beyond the time mentioned in clause (2) above excluding the Sunday and holidays which fall between the, said period and except on account of imposition of curfew either at the originating centre or at the destination, the JKMSCL may without prejudice to any other steps it may take in this regard, impose penalty, as under, if it is not satisfied with the explanation tendered by the courier agency.
 - (a) delay of one day-50% cut in the charges payable on delayed consignment(s).
 - (b) delay of mote than on day-100% cut in the charges payable on delayed consignments (s).
10. The above penalty will be exclusive of any loss suffered by the JKMSCL due to delay in delivery which will be determined separately and recovered. The penalty will be recovered by the receiving office(s) against the settlement of their own bill(s).
11. There should be no case with the police/Court against the proprietor /Firm/Partner or the Company.
12. The bidders shall have the following Registrations and details of the same be provided in the Technical Bid.
 - a. Registration with the various statutory bodies as necessary for carrying out the business.
 - b. GST No.
 - c. PAN No.
13. The period of contract of under the scope of work shall be valid for two years which may be extended by one year at a time, if the services are found to be satisfactory on the same terms and conditions and at the discretion of Authority of the JKMSCL.

14. It shall be the responsibility of the courier agency to promptly respond to JKMSCL calls, Non-tampering of samples and documentation and ensure safe delivery of the documents/Packages to the destination without any damage.
15. The material to be used and norms of packing of samples will be advised by JKMSCL from time to time for different products.
16. Challan's 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.
17. Facilities to track the courier through website should be available.
18. Staff deployed is trained in packing and lifting goods and they are of good conduct and physically fit for the work. JKMSCL will not provide any personnel for the same activities.
20. 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 JKMSCL whatsoever it may be.
21. 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 JKMSCL from time to time.
22. The Security Deposit shall be released without interest after 03 months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the Agency.
23. 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 JKMSCL they shall work under directives

and guidance of JKMSCL and will be answerable to JKMSCL. This will, however, not diminish in any way, the Agency responsibility under contract to the JKMSCL.

24. The Agency shall not discontinue the service if so desired by the JKMSCL at any time without assigning any reason whatsoever.
25. Good standard of services shall be maintained as indicated.
26. The JKMSCL 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. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
28. The decision of JKMSCL in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
29. Any changes/Corrigendum with respect to this tender shall be notified through website. (www.jkmsclbusiness.com.) All bidders are advised to please check JKMSCL websites regularly for any latest amendment/corrigendum.
30. Sealed samples are to be lifted from corporate Head Office, Jammu and Srinagar with proper follow up to ensure that the Drug samples reach the empanelled Laboratory next day.
31. Tenders received without requisite documents, including demand draft of EMD, shall not be entertained.
33. **Termination;** The contract may be terminated by JKMSCL 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.


Managing Director,
J&K Medical Supplies Corporation Ltd.

JKMSCL/Adm/08/Courier/2018 /

Dated. 21 -06-2018

Annexure-A

TECHNICAL BID

Technical Bid should indicate the following information alongwith the self attested photocopies of these documents:-

1. Set-up of your organization, clearly indicating details of manpower, available for performing this service.
2. Is the establishment registered with the Government; please give details with document/evidence.
3. Profile of agency/firm.
4. Proof of incorporation/inception of the agencies:-
5. Five years experience certificate issued from any central/State Government Department.
6. Copy of turnover statement.
7. License/registration certificate issued from the competent authorities.
8. PAN Card No.
9. GST registration No.
10. List of organizations to which provide the courier services by the bidder.
11. 24 Hrs helpline numbers & details of dedicated customer support to track the consignment.
12. Details of EMD, DDNo. amount date, Bank details.
10. Web tracking numbers to track the consignment.
11. 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 from the Company Secretary or Authorized Signatory.
12. The bidder should not be blacklisted/terminated by any Government organization/ agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking in this regard from the company Secretary or authorized signatory.

Annexure-B
FINANCIAL BID

S. No.	Area/Location/ State	Consignment Weight	Rate	GST	Any other Charges	Total Rate
1.	Local Zone	1 gm to 20 Kg				
2.	Within State	1 gm to 20 Kg				
3.	All over India	1 gm to 20 Kg				

OTHER DETAILS (IF ANY):

**(Signature with Rubber Stamp
of the Courier Agency)**