

**NOTICE INVITING QUOTATIONS-1**

Sealed item rate tenders are invited ( in two part of Part –A Technical Bid & Part-B Price Bid in triplicate ) for providing Courier and Miscellaneous Services from bonafide, experienced, reliable, resourceful and reputed Public / Private Limited Company registered under Company’s Act 1956. having experience of Courier Service throughout the length and breadth of India and abroad since last 5 years. . The Agency must have financially sound and should be able to bear the minimum burden of at least two month expenses on Courier Services through its own resources with valid licenses / registrations like ESI, EPF ,Service Tax and Income Tax ,PAN ,Shop & Establishment etc

1	<b><u>NAME OF THE WORK:-</u></b> For providing Courier and Misc.Services from UCIL Jaduguda Mines to Narwapahar ,Turamdih and back , from Jaduguda to Bagjata and back and courier and Misc service from UCIL Jaduguda to Jamshedpur for courier and misc services throughout the India and abroad via different Units of UCIL and back including intra Unit dak collection and distribution in all the Units of UCIL and recording ,monitoring and tracking the same at Jaduguda , Turamdih and Narwapahar site through Computer Net working system on daily basis except Sunday /Holidays ( Bagjata ,Jaguguda and Bhatin ,Narwapahar, Turamdih Mohuldih and Banduhurang)
2	Estimated value of work Rs 40,78.584.00 ( Rs 3,39,882 Per month x 12 months)
3	Period of contract One year with a provision of extention for a further period of one year on satisfactory performance only
4	Earnest Money Deposit Rs 81,572/- to be deposited vide Bank Draft in favour of UCIL
5	Date of receiving request letter (in duplicate) 11-10-,2014 to 20-10-2014
6	Date of issue & submission of tender document 20-10-2014 to 31-10-2014 upto 3.00PM
7	Date of opening of tender(Technical Part ) 31-10-2014 at 3.30 PM

If the office of UCIL ,Jaduguda happens to be closed on the last date and time mentioned for any of the above events ,the said events will take place on the next working day at the same time and venue

Detailed description of work, special terms and conditions of the contract with related formats for quoting price etc shall be available from the office of General Manager (Personnel) I R’S, Jaduguda Mines on all working days except Saturday and holidays between 9.00 AM to 11.30 AM and 2.30 PM to 4.30 PM only after obtaining clearance from GM(P) IR’S/Addl Mgr (Security) by giving request letter ( in duplicate) on the letter head of the Tenderer for issue of related documents like formats for quoting price , description of work , special terms and conditions etc and must be accompanied with duly filled in format for credential / information sheet about the Tenderer ( format to be obtained from the office of Addl Mgr (Security) Jaduguda Mines ). The Courier Company / Agency / Contractor must bring self attested and stamped true copies of their supporting documents with the request letter. Tenders received without Company’s Registration under Company’s Act shall be rejected. The UCIL will neither entertain Sub-Contractor nor any Franchise to carry out this courier job keeping in view of the sensitivity of the work / Installation. Sealed tenders technical Part as well as Price Part will be received at the Office of Gen Mgr.(Pers),IR’S,Jaduguda till the stipulated date and Technical Part –A will be opened as per the above schedule by the Chairman and Managing Director or his representative in presence of tenderers who may like to be present. The price part of only technically qualified tenderer will be opened on a later day to be intimated to such tenderer

Rate quoted by the Contractor shall be valid till completion of the work . The sales Tax /Service Tax ,if applicable shall be borne by the Agency/Contractor only. The successful Tenderer / Contractor shall have to comply with all the statutory obligation for doing such type of courier job and UCIL will not be held any responsible for any violation in this regard. It may be noted that prior to submission of offer the party should inspect all the areas / Units only to as certain / ensure the quantum of work to be provided to UCIL as per requirement. After accepting the offer the UCIL will not here any plea in this regard. He has to strictly adhere to the work without giving any scope of complaint by any user Dept. of the UCIL

The Corporation reserves the right to accept or reject any or all tenders either in full or part or to split up the work, if necessary, without assigning any reasons there for.