

## Invitation of Tender

1. Sealed tenders are invited from the Courier agencies having wide network throughout India for providing Courier service for the Karnataka State Law University, Navanagar, Hubballi.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may down load the tender document from website [www.kslu.ac.in](http://www.kslu.ac.in)
3. The bidder **should have a service tax registration** for Courier Service
4. The bidders shall furnish an **EMD of Rs. 8,000.00** in the form of a Demand Draft from any Nationalized Bank in favour the **Finance Officer, KSLU, Navanagar, Hubballi**. The EMD should be enclosed along with Technical Bid (Cover A) envelop.
5. Instruction for submission of Tender: The tender will be in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should give their **Technical and Financial bid separately** in two separate envelopes and the same should be enclosed into another cover envelop superscribed as **“Tender for Providing Courier Service to KSLU in reference to advertise No. KSLU / Store / Courier Service / Notification / 2014-15 / 2456 Dated: 01.01.2015 ”**. The Technical and Financial Bid envelopes should be clearly marked as **Technical Bid** and **Financial Bid** on the top of the relevant envelopes and the name of the bidder at the left bottom side of the envelopes. All the envelopes (Inner & Cover envelops) should be addressed to:

**The Registrar  
Karnataka State Law University,  
Navanagar, Hubballi – 580025**

6. The bidders should submit their tenders in covered envelop and should be superscribed as **“Proposal for Providing Courier Service to KSLU”**.
7. Bidders who qualify technically [as per submission of relevant documents as asked to be submitted in Technical Bid-Tender Form (Cover A)], their Financial Bid (Cover B) shall only be opened.
8. The tender should reach the office of the Registrar, KSLU, Hubballi by 29.01.2015 at 4.00 PM and the tenders will be opened at 5.00 PM on the same day if possible.
9. Tender validity is for 60 Days from dead line date of submission of tender.

## Terms and Conditions

1. Courier service on monthly basis will generally be required by the Registrar, KSLU, Hubballi its daily letter correspondences inside Hubballi, Karnataka and outside the state.
2. The period of contract shall initially be for **Two Year** with effect from date of signing of agreement.
3. The rate for courier services shall include all expenditures incurred while carrying letters, from the premises of the Registrar, KSLU, Hubballi, to the addressee.
4. The sealed / closed envelopes with complete address shall be delivered to tenderer at a particular time on every day except Sunday and Holidays.
5. Any type of declarations as and when necessary for transporting couriers shall be provided by the Registrar, KSLU, Hubballi.
6. The agency is liable to pay any charges, levies, imposed on you, apart from agreed prices.
7. The agency must be registered with central excise and customs, Government of India for service tax purposes and submit a copy of registration certificate.
8. The agency is required to maintain detail record of receipt of letters from the Registrar, KSLU, Hubballi with acknowledgement of concerned person. It is also required to submit the duly signed delivery receipt on weekly basis or as and when required.
9. You are responsible to deliver the couriers within following stipulated period for different destination. If necessary, after execution of contract, at any point of time, it is found that deliveries are not made within stipulated period, penalty may be imposed as deemed fit, unless until extreme condition arises.
  - Within Hubli-Dharwad City - 1 to 2 Days.
  - Within the State - 2 to 4 Days
  - Outside the State - 3 to 5 Days.
10. Rates mentioned in the schedule of price are fixed for a period of one year from the date of signing of contract. Upward change in rates will not be considered at any cost during the period of contract.
11. Service should be provided by the tenderer directly. Any attempt to sublet the work to any other party shall not be entertained.

12. Services performed should be in accordance with latest post and telegraph act. Tenderer shall be responsible for any deviation from the said rule and is liable for punishment as per the law of the land. The Registrar shall in no way will be responsible for any of commission / omission of the tenderer.
13. The Registrar Karnataka State Law University authority will have the sole discretion to extend the period of the work order beyond one year or terminate the contract prematurely in case of unsatisfactory services.
14. Period of Service: One year from the date of signing of agreement.
15. Demand Draft should be submit for purchase of Tender form of Rs. 100.00 in favour of Finance Officer, KSLU, Hubballi.
16. In case of the selected agency, the EMD submitted by the agency at the time of bid submission will be returned before tender validity and successful tender / agency should be **submit Security Deposit Amount of Rs. 15,000.00 in the form of Demand Draft in favour of Finance Officer, KSLU, Hubballi or by Cash.**
17. Tender validity is for 60 Days from dead line date of submission of tender
18. The Registrar Karnataka State Law University shall have the discretion to terminate this work order at any time. The agency will immediately cease the services on submission of a bill for cost incurred to provide the contracted services till the date of termination.
19. **Payment:** Payment shall be made on monthly basis after submission of bills in triplicate attached with the copy of delivery receipts acknowledged by receiver.
20. **Arbitration:** The Registrar Karnataka State Law University and your firm will make every effort to resovle amicably negotiation any disagreement or dispute arising under or in connection with the work assigned. In case of their failure to resolve the matter, it will be referred to the Registrar, KSLU whose decision will be final and binding on both parties. The arbitration proceedings if any shall be held in Navanagar, Hubballi.
21. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of Hubballi court only.

(Signature of the authorized signatory)

Place :

Seal

Date :

## TENDER FORM

### Cover A (Technical Bid)

(to be submitted in technical bid envelop)

1.	Name of the Firm / Agency	
2.	Address of the Firm / Agency	
3.	Name of authorized signatory (in block letters)	
4.	Specimen signature of authorized signatory	
5.	Telephone number of authorized signatory Firm / Agency	
6.	Draft number and date of the <b>EMD of Rs. 8,000.00</b> submitted by the Firm / Agency (Yes/No)	
7.	<b>Service Tax Registration No (Certificate Enclose)</b>	(also Furnish Photocopy of Service Tax Regd.)
8.	<b>PAN</b> (furnish photo copy of PAN)	(also Furnish photocopy of PAN)
9.	Major Clients of the Firm / Agency with whom similar work orders / contracts were executed for courier services (Experience Certificate)	(also furnish photocopies of the work order / contracts)
10.	Whether all documents submitted signed by the authorized signatory of the Firm / Agency (Yes / No)	

### DECLARATION

I / We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above is full and correct to the best of by / our knowledge. I / we understand that in case of any deviation in the above statement at any stage, the Firm / Agency will be blacklisted by your office and will not have any dealing with your office in future.

(Signature of the authorized signatory)

Place :

Seal

Date :

**Cover B (Financial Bid)**

(to be submitted in technical bid envelop)

<b>Financial Bid for Courier Service</b>		
<b>Name of the Firm / Agency</b>		
<b>Place of Destination</b>	<b>Weight in Grams</b>	<b>Quoted Rate (Rs.) (Exclusive of Service Tax)</b>
Within Hubballi - Dharwad	0-100 GM	
	101-250 GM	
	251-500 GM	
	501 GM- 1 KG	
	Above 1 KG	
	Within Karnataka State	
	0-100 GM	
	101-250 GM	
	251-500 GM	
	501 GM- 1 KG	
	Above 1 KG	
South India		
	0-100 GM	
	101-250 GM	
	251-500 GM	
	501 GM- 1 KG	
	Above 1 KG	
Mumbai, Delhi, Kolkatta & Other State		
	0-100 GM	
	101-250 GM	
	251-500 GM	
	501 GM- 1 KG	
	Above 1 KG	

(Signature of the authorized signatory)

Place :

Seal

Date :