



REC Power Distribution Company Limited

**Notice Inviting Tender**  
(Tender invited through e-Tendering mode only)  
**For**  
**Engagement of Courier Service Agency/Franchisee**

**No. RECPDCL/HR /Courier /e-Tender/2014/ 1159 Dated:09.10.2014**

**REC Power Distribution Company Limited**  
(A wholly owned subsidiary of REC, a 'Navratna CPSE'  
Under the Ministry of Power, Govt of India)  
**Corporate office**  
1016-1023, Devika Tower, Nehru Place,  
New Delhi-110019  
Telefax : 011-44128768  
Website : [www.recpdcl.in](http://www.recpdcl.in)

Description of task, Pre-qualifying criteria, e-tender submission format and procedure is available on RECPDCL website ([www.recpdcl.in](http://www.recpdcl.in)), REC website ([www.recindia.com](http://www.recindia.com)), Central Publication Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in))

| <b>Important Dates for E- Tendering mode</b>  |                                    |
|---|------------------------------------|
| Date of Release of NIT                        | <b>09 .10.2014</b>                 |
| Last date for queries / seeking clarification | <b>15 .10.2014 at 11.00 hrs</b>    |
| Pre Bid Meeting                               | <b>15.10.2014 at 11.30 hrs</b>     |
| Last date of submission of Tender             | <b>30.10.2014 up-to 15:00 hrs.</b> |
| Date of Opening of Tender                     | <b>30.10.2014 at 16:00 hrs.</b>    |

**Note:**

Online registration on e-tendering website i.e. [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) shall be open till **30.10.2014 up to 15:00hrs.**

**-Sd-**  
**(S.C. Garg)**  
**Addl. C.E. O.**

[This document is meant for the exclusive purpose of Agencies/ Franchises against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

## INDEX

| <b>S1.NO.</b> |               | <b>Particulars</b>                      | <b>Page no.</b> |
|---------------|---------------|---|-----------------|
| 1             | SECTION-I     | TENDER INFORMATION                      | 3               |
| 2             | SECTION-II    | PREFACE                                 | 4               |
| 3             | SECTION-III   | INSTRUCTIONS TO AGENCIES/<br>FRANCHISES | 5               |
| 4             | SECTION-IV    | SCOPE OF WORK                           | 6               |
| 5             | SECTION-V     | GENERAL CONDITIONS OF<br>TENDER         | 8               |
| 6             | SECTION-VI    | ELIGIBILITY CRITERIA                    | 12              |
| 7             | SECTION-VII   | TENDER EVALUATION<br>METHODOLOGY        | 13              |
| 8             | SECTION- VIII | TENDER FORMATS                          | 14              |

## SECTION-I

### TENDER INFORMATION

Name of the assignment: **Engagement of Courier Service Agency/Franchisee.**

#### Important information

| Sl. No. | Event  | Information to the agencies   |
|---------|--|---|
| 1       | Date and Time of Release of Tender               | 09 .10.2014 at 15.00Hrs.  |
| 2       | Last Date & Time for online Submission of Tender | 30.10.2014 Up-to 15:00 hours  |
| 3       | Last date for queries / seeking clarification    | 15.10.2014  |
| 4       | Date of Opening of Tender response               | 30.10.2014 at 16:00 hours   |
| 5       | Pre-Bid Meeting                                  | 15.09.2014  |
| 6       | Pre- Bid Meeting Address                         | REC Power Distribution Company Limited., 1016-1023, 10 <sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi- 110019, India. Telefax : 011-4128768,44128760/67  |
| 7       | Tender Document                                  | The details can be downloaded free of cost from the websites<br><a href="http://www.recpdcl.in">www.recpdcl.in</a> (or) <a href="http://portal.recpdcl.in">portal.recpdcl.in</a> (or)<br><a href="http://www.recindia.com">www.recindia.com</a> (or)<br><a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> (or)<br><a href="http://www.tenderwizard.com/REC">www.tenderwizard.com/REC</a> |
| 8       | EMD #  | <b>Rs. 5000/-</b>   |
| 9       | Address for Bid submission                       | <b>Shri. Subhash Chandra Garg,</b><br>Addl. C. E. O.<br>REC Power Distribution Company Limited., 1016-1023, 10 <sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi- 110019, India.<br>Telefax : 011-4128768,44128760/67<br>Email- <a href="mailto:recpdcl@rediffmail.com">recpdcl@rediffmail.com</a>  |
| 10      | Contact Person                                   | <b>Shri. Sunil Bisht ,</b><br>Assistant Manager (Technical)<br>REC Power Distribution Company Limited (RECPDCL)<br>Phone:011-44128760; Fax:011-44128768<br><a href="mailto:Email-recpdcl@rediffmail.com">Email-recpdcl@rediffmail.com</a> / <a href="mailto:recpdclhr@gmail.com">recpdclhr@gmail.com</a>  |

- **# The EMD (Earliest Money Deposit)** is to be submitted by all the participating bidders in the form of demand draft of an amount of Rs 5000/- (Five Thousand only.) of any schedule Indian bank in favour of REC Power Distribution Company Limited, Payable at New Delhi .The EMD of unsuccessful bidder will be returned within 90 days from the contract and EMD of successful bidder will also be returned after acceptance of work order and submission of PBG (Performance Bank Guaranty) i.e. 5% of the Contract Value.
- The bid shall remain valid for a period of 90 days from the last date of bid opening.



## **SECTION-II**

### **PREFACE**

REC Power Distribution Company Limited, hereinafter referred as “**RECPDCL**” (**REC Power Distribution Company Limited**) is a wholly owned subsidiary of Rural Electrification Corporation Limited (A ‘Navratana’ Company and Government of India Enterprise) has been in operation for the last seven years.

RECPDCL has PAN India presence and also in the domain of various work. To keep the smooth connectivity among the project offices various correspondences are required. In order to meet timely, effectively and efficiently deliverables to the client and also to add internal capacity building of the organization for that we need a good working efficient courier agency/franchisee for sending the Dak / letter and parcels to destinations across in India.

In the FY-2013-14 total expenditure cost towards courier agency was around Rs. 3 Lakhs.

#



REC Power Distribution Company Limited

## **SECTION-III**

### **Instructions TO Bidders**

#### **4.1 Submission of Bid**

Agency/Franchise shall submit their responses online through e-tendering website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC)

##### **A. The submission and opening of Bids will be through e-tendering process.**

Agency/Franchise can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or [portal.recpdcl.in](http://portal.recpdcl.in) or [www.recindia.com](http://www.recindia.com) or [eprocure.gov.in](http://eprocure.gov.in) and e-tendering regd. link is given in RECPDCL website i.e. [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC)

*(Note: To participate in the e-Bid submission, it is mandatory for agency/franchise to have user ID & Password. For this purpose, the agency has to register them self with REC through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token for applying in the Bid. In this connection vendor may also obtain the same from tender Wizard.)*

##### **Steps for Registration**

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) E-tender will get confirmation with Login ID and Password

##### **B. Steps for application for Digital Signature from Bid Wizard:**

Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Bid.

Bid to be submitted through online mode on website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) in the prescribed form.

##### **C. The Agency/Franchise qualifying the above criteria should upload Bid document with duly signed scanned soft copy of the documents given below for the pre-qualifying response:**

##### **(Pre- Qualifying Criterion Documents)**

1. Form-I ----- letter of submission of Tender
2. Form-II ----- Pre-qualifying criteria details

##### **Financial**

3. Form-III-----Financial Proposal

Financial bid to be submitted in the specific format designed same may be downloaded from website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) and after filling the form it is to be uploaded through digital signature.

The all document should be addressed to.

##### **Addl. General Manager (Tech)**

REC Power Distribution Company Ltd.  
1016-1023, 10th Floor, Devika Tower,  
Nehru Place, New Delhi - 110019

*(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be provided. )*



## **SECTION-IV** **SCOPE OF WORK**

### **3.1 Scope of Work**

The Agency/Franchisee shall provide Courier Service for our letters and packages to various destinations in India, and also packing services of our samples/ materials for sending to different RECPDCL sites located in various parts of the country. The samples/materials shall be packed and picked up from our office premises as and when required by RECPDCL.

- 1) The Agency/Franchisee, at their own cost shall provide the required packing materials of approved quality on regular basis as per requirement of RECPDCL for packing of the parcels only.
- 2) The Agency/Franchisee shall also arrange for all other materials not mentioned above that may be required for providing Courier Service at their own cost.
- 3) The Agency/Franchisee shall pick up Dak / Documents/ Parcel from our corporate office every day at 5:00 PM as per RECPDCL's direction.
- 4) The Agency/Franchisee should be able to provide 24x7 Customer Service helpline and support. (Please furnish details on your letter head.)
- 5) The Agency/Franchisee should have operates various locations in India through its fully managed operations.
- 6) The Dak will be picked up from RECPDCL Corporate office building at 1016-1023, 10th floor, Devika Tower, Nehru Place, New Delhi or any other assigned place in Delhi/NCR as advised by RECPDCL in case of change/shifting of office, on daily basis as a routine and at late evening hours in exceptional cases, whenever so requested by RECPDCL authorized officers.
- 7) It shall be the responsibility of the courier Agency/Franchisee to promptly respond to RECPDCL calls, Non-tampering of samples and documentation.
- 8) The material to be used and norms of packing of samples will be advised by RECPDCL from time to time for different products. The packing shall be undertaken at RECPDCL premises.
- 9) 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 by Air surface.
  - e. Any other details.



**REC Power Distribution Company Limited**

10. A) Parcel of Delivery (POD) should invariably contain the consignee stamp & signature. Please mention whether any other proof of delivery other than POD is available (with supporting document).

B) Facilities to track through website should be available.

11. The Agency/Franchisee shall maintain a register/ document for the samples collected and packed in our office premises.

12. Staff deployed should be trained in packing and lifting goods and they should be of good conduct and physically fit for the work.



## **SECTION-V**

### **GENERAL CONDITIONS OF TENDER**

**Part – 1** The Agency/Franchisee shall be responsible for the following.

1. To 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/Franchisee 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 RECPDCL, New Delhi whatsoever it may be.
2. 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 RECPDCL, New Delhi from time to time.
3. Agency/Franchisee shall be responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by Courier Franchises for the purpose at premises of RECPDCL, New Delhi or for any accident caused to them. The RECPDCL, New Delhi shall not be liable to bear any expense in this regard.
4. In case of any changes of constitution of the Agency/Franchisee, the rights of RECPDCL, New Delhi will not be suffered.
5. All personnel engaged by Agency/Franchisee shall not disclose the identification or the sample details to anyone. In case the same is proved, the stringent action shall be taken against the Agencies/Franchises.
6. A local representative of Agency/Franchisee 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 RECPDCL, New Delhi they shall work under directives and guidance of RECPDCL, New Delhi and will be answerable to RECPDCL, New Delhi. This will, however, not diminish in any way, the Agency/Franchisee responsibility under contract to the RECPDCL, Corporate office, New Delhi.
7. As per requirement of RECPDCL, a senior level representative of the Agency/Franchisee shall visit RECPDCL, New Delhi premises and meet the RECPDCL, 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.
8. The day- to-day functioning of the services shall be carried out in consultation with





**REC Power Distribution Company Limited**

and under direction of RECPDCL Corporate office, New Delhi.

9. The Agency/Franchise shall give two month prior notice for discontinue the courier service at RECPDCL, New Delhi office.
10. The personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Govt. of India/ any State/or any Union Territory.
11. Good standard of services shall be maintained as indicated.
12. The Agency/Franchise shall ensure that all personnel deployed for packing and lifting the materials/ samples is fully loyal-to and assist the RECPDCL, New Delhi during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the RECPDCL, New Delhi.
13. RECPDCL shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable except as under the contract.
14. Before submission of the bill, the Agency/Franchise shall ensure that the materials/ samples are properly delivered in good conditions and POD produced.
15. No request for making advance payment on any ground shall be entertained.
16. Under no circumstances Agency/Franchise is entitled to claim any lost, damages charges over and above the charges prescribed in the terms of this contract.
17. The Income tax TDS as applicable shall be deducted from the bill unless exempted by the Income tax Department.
18. During the course of the contract period, the Agency/Franchisee shall deposit service tax at prevailing rates as per Government of India (GOI) norms.
19. The decision of RECPDCL, New Delhi in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency/Franchisee.
20. The Authorized Officer/ Committee of RECPDCL, New Delhi shall be the sole authority to decide and judge the quality of the service rendered by the Agency/Franchise and all other matters and his decision shall be final and binding.
21. Termination: The contract may be terminated by giving one months' notice, in case the Agencies/Franchises. Decision of RECPDCL shall be final.
  - a. Assigns or sub-contracts any of this service.
  - b. Violation/contravention of any of the terms and conditions mentioned herein.
  - c. Unsatisfactory performance as services.
  - d. Any violation of instructions/agreement or suppression of facts.



## REC Power Distribution Company Limited

22. The Agency/Franchisee need to arrange insurance for the value of Shipment lost or physically damaged where ever such shipment is desired to be insured and value of courier is declared by the consignee.

### Part – 2

1. The bidder must fulfil the above eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. RECPDCL reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid.
3. Engagement shall be initially for a period of two year, which may be renewed for further period(s) at the sole discretion of RECPDCL.
4. Engagement with RECPDCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECPDCL. RECPDCL reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by RECPDCL depending upon the profile provided by the agencies and requirement of assignment.
5. RECPDCL reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agencies at its sole discretion.
6. Acceptance of the application(s) constitutes no form of commitment on the part of RECPDCL. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
7. RECPDCL reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the Tender.
8. RECPDCL reserve the right to call for fresh tenders at any stage and /or time as per the present and /or envisaged RECPDCL requirements. even if the tender is in evaluation stage.
9. RECPDCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
10. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
11. Consortium and joint venture responses are not allowed, in any case.



## REC Power Distribution Company Limited

12. **Performance Security:** The agency/franchisee need to deposit within fifteen (15) working days from the date of acceptance of work order, a Performance Security in the form of Bank Guarantee or Demand Draft (DD), for an amount of 5% (Five per cent) of the Tender value for the due performance and fulfilment of the contract by your firm which is valid for 26 months in the format placed at Annexure – A.

The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of The “REC Power Distribution Company Ltd”, New Delhi.

The Performance Bank Guarantee may be discharged/ returned by the RECPDCL after the completion of the contract upon being satisfied for the performance of the obligations of your firm under the contract.

Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by the CEO, RECPDCL shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

In the event the firm being unable to provide the services, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by RECPDCL.

No Bank Charges/ interest shall be payable for the Performance Bank Guarantee.

### 3.3 Rates and Prices

1. Bidders should quote item-wise rates/prices including all taxes, duties except Service Tax for courier service of different stations mentioned in Form-III.
2. All statutory duties and taxes (including excise and customs) Sales Tax and other charges will be payable by the bidder.
3. Price quoted by bidder shall be firm excluding service tax for contract period i.e. Two years.
4. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

### 3.4. Penalty for Delays of Courier services/delivery & Recovery of Cost

(A) Time is essence of the contract. The successful bidder must supply goods within the stipulated time. Failure to supply on or before the stipulated date will entail a penalty of Rs. 150/- per package per day.

(B) The agency/franchisee shall pick up Dak / Documents/ Parcel from our corporate office every day at 5:00 PM as per our direction and as and when as per requirement of RECPDCL. If Agency/Franchise fail to do so as required, penalty of Rs.150/- per day will be imposed.

(C) The cost of any equipment, any item belonging to the RECPDCL broken/damaged by the staff of the Agency/Franchisee will be deducted from the bills payable to the Agency/Franchisee by the RECPDCL. The extent and cost or damage will be as decided by the RECPDCL which shall be final.

(D) In case of default in your services or denial of services, RECPDCL, at its sole discretion, will be free to avail services of other courier service providers at your "Risk & Cost".

## SECTION-VI

### ELIGIBILITY CRITERIA

#### 5.1. Pre-Qualifying Criteria

| Sr. No. | Eligibility Criteria   | Document Required  |
|---------|--|--|
| 1       | The bidder should be registered with registrar of reputed Firms/Companies e.g. DTDC, First Flight, Blaze flash, skylark express and should be in existence for the last five years and have five years of experience, in rendering Courier Services for delivery of documents / cargo within India | (i) Company registration certificate or<br>(ii) Authorization letter issued by Courier Company or<br>(iii) Franchisee agreement/Letter   |
| 2       | Minimum three (3) years Working Experience of at least 3 Gov. Companies/ MNC/ Pvt. Limited companies   | (i) Work Order & (ii) Payment receipts / Satisfactory completion / performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above. |
| 3       | Income Tax Registration  | Copy of PAN Card   |
| 4       | Service Tax Registration   | Copy of SRN Certificate  |
| 5       | Average annual Turnover Last three (3) Financial Year above Rs. 10 Lakh i.e. F-Y 2011-12, 2012-13, 2013-14.  | Audited Balance Sheet of Last three (3) Financial Year   |
| 6       | The Agency/Franchisee should not be black listed by Gov. Companies/ MNC/ Pvt. Limited companies in India or abroad.  | Undertaking regarding not having black listed/banned by signed authorized signatory  |



REC Power Distribution Company Limited

## **SECTION-VII**

### **TENDER EVALUATION METHODOLOGY**

#### **OPENING OF BID:**

The bid will be opened on dated.....at 1500 Hrs. The Bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at (Form – I) hereto must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him, he may not be allowed to attend the opening of bid.

In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

#### **EVALUATION OF BID**

**PRE-QUALIFYING CRITERIA** - Evaluation and comparison of bids will be done as per provisions of Pre-qualifying Criteria supporting documents as proof of pre-qualifying criteria at section – II.

The RECPDCL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order qualifying to which bids shall be summarily rejected.

#### **PRICE EVALUATION CRITERIA**

- 1.1 Bidders should quote their rates/prices in Indian Rupees only which shall be inclusive of all applicable taxes, duties, levies, insurance, transportation etc., applicable excluding service tax for entire scope of work as per Price Schedule included to Form - III of this tender document.
- 1.2 Bids shall be evaluated on the basis of the total evaluated value as per the quoted rates for the services mentioned in Scope of Work. The total evaluated price as per the evaluation methodology mentioned as under at Form - III of this tender document and the other details mentioned therein will be the basis for the evaluation purposes and for arriving at inter-se ranking of the various bidders of the tender.
- 1.3 Bid shall be evaluated through as per the Performa of Schedule rate which is based on "weightage points for weigh slabs and destinations ", i.e. Form-III, which shall be filled by the bidder as a Financial Bid.

#### **1.3 AWARD CRITERIA**

The purchaser will award the contract to the successful bidder whose bid has been determined to be in full conformity to the bid documents and has been determined as the lowest evaluated bid.



**Letter for Submission of Tender**

To,  
Addl. General Manager (Tech.)  
RECPDCL,  
1016-1023, 10th Floor,  
Devika Tower,  
Nehru Place, New Delhi-110019

**Sub.: Engagement of Courier Service Agency/Franchisee**

Sir,

1. With reference to your Tender No. ----- dated ----- for **ENGAGEMENT OF COURIER SERVICE AGENCY/FRANCHISEE**, I wish to apply for engagement with RECPDCL as **“Courier Service Agencies/Franchise”**

Further, I hereby certify that

**I have read the provisions of the all clauses and confirm** that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.

2. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.
3. Our bid shall remain valid for period of 90 days from the last date of bid submission.

Date:  
Place:

Signature.....  
Full Name.....  
Designation.....  
Address.....

**Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.**



ENGAGEMENT OF COURIER SERVICE AGENCY/FRANCHISEE

**PRE QUALIFICATION CRITERIA DETAILS**

**1. THE FIRM**

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_

c) Address of Office at Delhi/NCR \_\_\_\_\_

d) Contact Person's

i) Name & Design. \_\_\_\_\_

ii) Address \_\_\_\_\_

iii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

iv) Email ID \_\_\_\_\_

2. Type of Firm : Private Ltd./Public Ltd./Cooperative/

(Please tick) Partnership/Proprietor

3 PAN/ \_\_\_\_\_

:

---

Please sign on each page with Seal



REC Power Distribution Company Limited

4. Service Tax Reg. No.:

5. Courier Franchises ;

(Please specify and enclose document and evidence)

(Must be an authorized agency/franchisee of any one of reputed agencies e.g. DTDC, First Flight, Blaze flash, Skylark Express, etc. )

6. Experience of similar work in the field during the last three years

(Must have provided similar services to at least 3 public/Pvt Ltd. companies of repute each year during 2011-12, 2012-13, 2013-14)

7. E.M.D. Details RS.\_  
DD No.\_

Name & Address of Bank

- ◆ Please upload duly signed copies by authorized signatory of documentary evidence e.g. work order, corresponding satisfactory job completion certificates from clients with amount of work order in support of above and any other document indicated in pre-qualifying criteria)

Signature.....  
Full Name.....  
Designation.....  
Address.....





REC Power Distribution Company Limited

Financial Bid

PROFORMA OF SCHEDULE OF RATES

Form-III

Bidder Name:

(Weightage points for weight Slabs)

| Zone  | Weightage for Destinations | Time schedule for Delivery | Rate for 0 to 250 gm slab in Rs.  | Effective rate considering weightage points | Rate for 251 to 500 gm slab in Rs. | Effective rate considering weightage points | For above 500 gm, rate for every 500 gm upto 5 kg in Rs. | Effective rate considering weightage points | For above 5 kg, rate for every kg in Rs. | Effective rate considering weightage points |  |  |
|---|----------------------------|----------------------------|-----------------------------------|---|------------------------------------|---|--|---|--|---|--|--|
|   |                            |                            | P                                 |   | Q                                  |   | R  |   | S  |   |  |  |
|   |                            |                            | Weightage points for weight Slabs |   |                                    |   |  |   |  |   |  |  |
|   |                            |                            | 0.48                              |   | 0.05                               |   | 0.19   |   | 0.28                                     |   |  |  |
| A   | B                          | C                          | D                                 | E = BxDxP                                   | F                                  | G=BxFxQ                                     | H  | I=BxHxR                                     | J  | K=BxJxS                                     |  |  |
| within Delhi  | 0.03                       | 24 Hours                   |                                   |   |                                    |   |  |   |  |   |  |  |
| NCR comprising destinations in Noida, Greater Noida, Ghaziabad, Gurgaon, Faridabad etc. | 0.01                       | 24 Hours                   |                                   |   |                                    |   |  |   |  |   |  |  |
| East Zone India   | 0.2                        | 24 to 48 hrs.              |                                   |   |                                    |   |  |   |  |   |  |  |
| West Zone India   | 0.2                        | 24 to 48 hrs.              |                                   |   |                                    |   |  |   |  |   |  |  |
| North Zone India  | 0.05                       | 24 to 48 hrs.              |                                   |   |                                    |   |  |   |  |   |  |  |
| South Zone India  | 0.09                       | 24 to 48 hrs.              |                                   |   |                                    |   |  |   |  |   |  |  |
| Central Zone India  | 0.41                       | 24 to 48 hrs.              |                                   |   |                                    |   |  |   |  |   |  |  |
| Addition of effective rate considering weightage points                                 |                            |                            |                                   | Sum of Column (E) = L                       |                                    | Sum of Column (G) = M                       |  | Sum of Column (I) = N                       |  | Sum of Column (J) = O                       |  |  |
| <b>Cumulative total (L+M+N+O) = Z</b>   |                            |                            |                                   |   |                                    |   |  |   |  |   |  |  |

Note:

- A= Zone,
- B= Weightage for Destination,
- C= Time Schedule,
- D= Rate for 0-250 gm Slab,
- E= Effective rate considering weightage points of D, i.e.  $E = B \times D \times P$
- F= Rate for 251 to 500 gm slab,
- G= Effective rate considering weightage points of F, i.e.  $G = B \times F \times Q$
- H= Rate for 500 to 5 kg slab,
- I= Effective rate considering weightage points of H, i.e.  $I = B \times H \times R$
- J= Rate for 5Kg and above.
- K= Effective rate considering weightage points of J
- L= Sum of E
- M= Sum of G
- N= Sum of I
- O= Sum of J
- Z= (L+M+N+O) i.e. Cumulative Total



## REC Power Distribution Company Limited

- (A) The quoted rates for weight slabs shall be multiplied by weightage points for weight slab and further multiplied by weightage point for respective destinations for arriving at the effective rate (in column E,G,I,K) respectively considering weightage points.
- (B) Effective rates calculated as per Serial no.-1 above will be added for respective slab L,M,N,O respectively.
- (C) For arriving the evaluated cost for selection of L1 bidder shall be cumulative total (X) of L, M, N, O.

However payment to selected bidder will be based on quoted rates for services as per the above format.

### Note:

1. The rates are to be quoted for pickup from Delhi and Delhi (NCR) as per the above table.
2. **East Zone India**- Comprise of destinations in the states of Bihar, West Bengal, Orissa & Jharkhand and in all the North-Eastern states. The important destinations for delivery of documents & cargo situated in these states are Kolkata, Sivasagar, Nazira, Jorhat, Guahati, Silchar (Assam), Agartala (Tripura).
3. **West Zone India** - Comprise of destinations in the states of Maharashtra, Gujarat, Goa. The important destinations for delivery of documents & cargo situated in these states are Betul (Goa), Uran, Mumbai, Panvel, (Maharashtra), Ahmedabad, Ankleshwar, Baroda, Cambay, Mehsana & Surat (Hazira) (Gujarat).
4. **North Zone India** - Comprise of destinations in the states of Punjab, Haryana, Himachal Pradesh, J&K, Uttrakhand, UP. The important destinations for delivery of documents & cargo situated in these states are Dehra Dun (Uttrakhand), Sundar Nagar (Himachal Pradesh).
5. **South Zone India** - Comprise of destinations in the states of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu & Pondicherry. The important destinations for delivery of documents & cargo situated in these states are Chennai (TN), Karaikal (Pondicherry), Rajahmundry, Vishakhapatnam.
6. **Central Zone India** - Comprise of destinations in the states of Rajasthan, Madhya Pradesh, Chhattisgarh. The important destinations for delivery of documents & cargo situated in these states are Jodhpur (Raj.).
7. The rates are to be quoted zone wise as per the above table. The important destinations mentioned against each zone are indicative only. However, deliveries to destinations falling in the states mentioned against the respective zones are to be catered to as per the rates quoted above.
8. The quoted rates must be inclusive of all taxes excluding service tax applicable at the time of bidding.

### Note:

01. Bidders are to quote their rates strictly as per above format.
02. RECPDCL does not guarantee any minimum quantum of business to any particular zone mentioned in any of the above mentioned four categories. The services shall be rendered as per the actual requirement during the currency of the contract and payment shall be regulated accordingly.

The terms and conditioned in the Tender Document are acceptable to us.



**REC Power Distribution Company Limited**

**ANNEXURE-A**

**PERFORMANCE BANK GUARANTEE**

M/s. REC Power Distribution Company Ltd.  
1016-23, 10<sup>th</sup> Floor, Devika Tower,  
Nehru Place,  
New Delhi

(With due Rs.100/- stamp duty, if applicable)

**OUR LETTER OF GUARANTEE No. : .....**

**Date:.....**

**Amount:.....**

**Valid Date:.....**

**Bank Name & Address:.....**

In consideration of REC Power Distribution Company Ltd. having its office at 1016-1023, 10<sup>th</sup> floor, Devika Towers, Nehru Place, New Delhi (hereinafter referred to as "RECPDCL" which expression shall unless repugnant to the content or meaning there of include all its successors, administrators and executors) and having entered into an agreement dated \_\_\_\_\_/issued Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ with/on as \_\_\_\_\_ (hereinafter referred to as "The Courier service" which expression unless repugnant to the content or meaning thereof, shall include all the successors, Administrators and executors).

WHEREAS the Agency/Franchisee having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement accepted to providing courier service as per terms and conditions given in the Agreement dated \_\_\_\_\_/Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ and RECPDCL having agreed that the Agency/Franchisee shall furnish to RECPDCL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the Work Order i.e. for \_\_\_\_\_.

We, \_\_\_\_\_ (The Bank) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. \_\_\_\_\_ in your favour for account of \_\_\_\_\_

(The Agency/Franchisee) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/work Order.

Hereby, we undertake to pay upto but not exceeding \_\_\_\_\_ (say \_\_\_\_\_ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount Claimed is due by reason of the Agency/Franchisee having failed to perform the Agreement and despite any contestation on the part of above named Agency/Franchisee.

This Letter of Guarantee will expire on \_\_\_\_\_ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

\_\_\_\_\_  
Authorized Signature  
Chief Manager/Manger

Seal of Bank