LIMITED TENDER

FOR

Courier and related miscellaneous services for various UCIL units.

1. To be submitted by 3.00 P.M. on 26.09.2016 to Manager (Pers.), UCIL, Jaduguda Mines.

2. Tender shall be opened in presence of tenders who may be present at 3.30 P.M. on 26.09.2016 in the Office of Manager (Pers.), UCIL, Jaduguda Mines.

Issued to: ........................................................................

.................................................................

(COURIER AGENCY)

Signature of Officer issuing the tender document.

Date: ..............................................
NOTICE INVITING TENDER

Sealed items rate tenders are invited in two parts of Part-A (Technical Bid) and Part-B (Price Bid in triplicate) for providing Courier and Miscellaneous services from bonafide, reputed, experienced, reliable, resourceful Public/Private Limited Company registered under Company's Act 1956 having experience of courier service since last 5 years. The Agency must be 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 EPF, Service Tax and Income Tax, PAN, Shop & Establishment etc.

Name of the work | Courier and related miscellaneous services for various UCIL units.
--- | ---
Estimate value of work | ₹ 36,50,155/- (Rupees Thirty Six Lakhs Fifty Thousand One Hundred Fifty Five only)
Period of contract | 01 (One) year with a provision of extension of another 01 (One) year on satisfactory performance solely at the discretion of the Management.
Earnest Money Deposit | ₹ 73,000/- (Rupees Seventy Three Thousand only)
Cost of Tender Document | ₹ 1,000/- (Rupees One Thousand only)
Date of submission of NIT | 26.09.2016 upto 3.00 P.M.
Date of Opening of NIT | 26.09.2016 at 3.30 P.M.

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.

Full details, terms, conditions and specification of works as well as detailed conditions of tendering shall be available in the above-mentioned NIT documents, the whole tender documents can be downloaded from UCIL’s website [www.uraniumcorp.in](http://www.uraniumcorp.in) Tender received without cost of tender documents, Earnest Money Deposits, Service Tax code No., PAN No. & P.F. Registration No. will be summarily rejected.

The experience certificate for the job found to be forged or fake during the course of verification, the party will be black-listed to carry out any work in any of the units for Uranium Corporation of India Limited and suitable legal action shall be against the party. The EMD submitted by the party will also be forfeited.

Rate quoted by contractor shall be valid till completion of work. The sales Tax/Service Tax, if applicable shall 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 ascertain/ensure the quantum of work to be provided to UCIL as per requirement.

The price part of technically qualified bidder only will be opened later on and the date of opening will be communicated to the bidder in advance.

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 therefore. The copy of this notice is available on our website [www.ucil.gov.in](http://www.ucil.gov.in)
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6. Credentials/Information sheet with proof
7. Schedule of Quantities

* THE TENDER DOCUMENT CONSISTS OF 17 PAGES NIT DATED 05.09.2016. THE TENDERER IS REQUESTED TO CHECK ONLY TO ASCERTAIN THAT ALL PAGES ARE INTACT.

* THAT THE TENDER DOCUMENT IS COMPLETE WHILE RECEIVING THE SAME.

* THE TENDER DOCUMENT IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.

* ALL FOLIOS OF THIS DOCUMENT SHOULD BE SIGNED BY INTENDING TENDERER WITH OFFICIAL SEAL AT THE TIME OF SUBMISSION.

***************
NOTICE INVITING QUOTATION

01. Sealed item Rate Contract Quotations are invited from bonafide, reliable and reputed Courier Agency on behalf of the Chairman and Managing Director, Uranium Corporation of India Limited, Jaduguda for work of Courier and related miscellaneous services for various UCIL units.

02. The Tender shall be in prescribed form and it shall be valid for a minimum period of three months from the date of opening of tender, should the tenderer modify or withdraw his tender within the said period of three months from the date of opening the tender, Earnest Money deposited by the tenderer with tender shall be forfeited if deposited.

03. The works are required to be completed within one year from the fifteenth day after the date on which the Officer-in-charge issues written orders to commence the work or from the date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated by the Corporation in the tender documents.

04. The Agency should be bonafide, reliable, resourceful and reputed Public/Private Limited Company registered under the Company’s Act 1956. No franchise/Sub-Contract will be entertained.

05. Chairman and Managing Director shall be the Accepting Authority hereinafter referred to as such for the purpose of this contract. He is also an Authority for appointing Arbitrator for the purpose of this contract.

06. Application for issue of tender documents shall be submitted to General Manager (Personnel)-IRs so as to reach his office not later than 30.08.2016 forenoon.

07. A tenderer shall produce Income Tax Clearance Certificate before tender documents can be issued to him.

08. Tender documents consisting of special terms and condition, qualifying parameters, schedule of quantities of the various classes of work to be done, the conditions of contract and other necessary documents will be opened for inspection.

09. Copies of the documents pertaining to the works signed for the propose of identification by the Accepting Officer or his accredited representative will be opened for inspection by tenderers at the following office during working hours between the date mentioned in clause 8 above.

   a) Office of Manager (Personnel), UCIL, Jaduguda Mines
10. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the practicability to execute the work and nature of the site, the means of access to the site, the accommodation they require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

11. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope of work to be done and of considerations and rates etc. and local conditions and other factors bearing on the execution of the works.

12. A tenderer should quote in figures as well as in words rate(s) tendered. The amount for each item should be worked out and the requisite total given. Special care shall be taken to write rates in figures and in words and the amount in figures only. The total amount shall be written both in figures and in words. In case of words “Paisa” after the decimal figure example ₹ 2.15 P and in case of words, the word Rupees should precede and the word paisa should be written at the end. Unless the rate is in whole rupees and followed by word only. It should invariably in upto two place of decimal.

13. All rates should be quoted on the tender form.

14. In the case of item rate tenders, only rates quoted shall be considered, any tender containing percentage below/above the rates quoted is liable to be rejected.

15. The tender for the works shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same works. Failure to observe these conditions shall render the tender of the contractor tendering as well as of those witnessing the tender liable to rejection.

16. Tenders shall be received by in the office of Manager (Pers.) upto 3.00 P.M. on 02.08.2016 and shall be opened at 3.30 PM on same day in the presence of tenderers who may present.

17. E.M.D.: The Agency should deposit ₹ 73,000/- value as EMD.

18. Failure of the successful tenderer to carry out the tendered work shall entail forfeiture of the Earnest Money and Security Deposit entirely.

19. The Uranium Corporation of India Limited, Jaduguda is connected by both rail and road links and is situated on the Howrah-Mumbai line of S.E. Railway at a distance of 232 KM from Howrah and 27 KM from Tatanagar. The name of the Railway Station is Rakha Mines. Jaduguda is at a distance of about 30 KM from Tatanagar by road on Tata-Mosabani Road (via Hata). The main plant is located at about 5 KM from the Rakha Mines Railway Station.
20. Uranium Corporation of India Limited, Jaduguda will return the Earnest Money if any without any interest to unsuccessful tenderer on production by the tenderer of a certificate by General Manager (Personnel)-IRs that all tender documents have been returned.

21. The tenderer shall submit the tender which satisfies each and every condition laid down in this notice, failing which the tender will be liable to be rejected.

22. The Corporation does not bind themselves the accept the lowest or any tender or to give any reasons for their decision.

23. The Corporation reserves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at his quoted rates.

24. Sales Tax or any other tax on materials in respect of this contract shall be payable by the Contractor and the Corporation will not entertain any claim whatsoever in this respect.

25. This notice of tender shall form part of the contract documents.

For and on behalf of
CHAIRMAN AND MANAGING DIRECTOR
URANIUM CORPORATION OF INDIA LIMITED

Date : ..............................................

Signature : ...........................................

Designation : ........................................
QUALIFYING PARAMETERS FOR COURIER SERVICE AGENCIES

01. The Agency must be working similar job during last five years.

02. The Agency must have average annual turnover of not less than 11 (Eleven) lakhs during 03 financial years. The Agency must be financially sound.

03. Any other information which may strengthen the offer of the Agency may be furnished.

04. The present status of Agency in the light of Courier Service being provided to Public Sector Undertaking/Government Departments/Private Companies/Common courier service within India and abroad.

05. The licenses as applicable to the Courier Service Agency including Registration for Service Tax under Excise Department, EPF, Group Insurance, Income Tax Registration (PAN) should also remain valid with the agency.

06. The Agency should be bonafide, reliable, resourceful and reputed Public/Private Ltd. Courier Service Agency/Contractors registered under the company’s Act, 1956 and no other Franchise/sub-contract will be entertained at any case keeping in view of the sensitivity of the installation/work.
FORM OF TENDER

To

The Chairman and Managing Director,
M/s Uranium Corporation of India Limited,
PO : Jaduguda Mines
Dist : East Singhbhum (Jharkhand)
PIN - 832 102

Dear Sir,

With reference to the limited tender invited by you for courier and miscellaneous service, I/we have examined special conditions and Articles of Agreement, Tender Notice and schedule of Quantities for the sum of Rs......................................................at the respective rates mentioned in the schedule of quantities.

I/we undertake to complete the whole work comprised in the contract within .........................................................calendar months from the date of commencement of work.

I/we do hereby agree that the Security Deposit if any shall be forfeited by me/us if the event of the Uranium Corporation of India Limited accepting my/our tender I/we fail to execute the Contract when called upon to do so.

I/we hereby agree that unless and until a formal agreement is prepared and executed in accordance with the Articles of Agreement, this tender together with your written letter of acceptance thereof, shall constitute a binding contract between us.

I/we understand that you are not binding to accept the lowest or any tender you may receive.

Yours faithfully

Signature : .................................................................

Address : .................................................................
.................................................................
.................................................................

Name of partners of the Firm

1. .................................................................

2. .................................................................

3. .................................................................
AGREEMENT FOR COURIER SERVICE

An AGREEMENT made at ................................................................. day of .................................................. 20................................................... between .................................................................(hereinafter referred to as the Corporation which expression shall include its successors and assigns) of the one part and Messers.................................................................(hereinafter referred to as Courier Agency) .................................................................(hereinafter referred to as the Corporation which expression shall include its successors and assigns) of the other part. WHEREAS the Corporation is desirous that certain services should be taken viz for Courier and related miscellaneous services for various UCIL units and has accepted a contract by the Courier Agency for the completion of such services.

NOW THIS AGREEMENT WITNESSETH as follows:
1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the work order hereinafter referred to:
2. In consideration of the payments to be made by the corporation to the courier Agency as hereinafter mentioned, the Courier Agency hereby covenants with the Corporation to complete and maintain the works in conformity in all respects with the provisions of the contract.
3. The Corporation hereby covenants to pay to the Courier Agency in consideration of completion and maintenance of the works, the contract price, the times and in the manner prescribed by the contract.
4. The several parts of this work order have been read to us and fully understood by us.
5. This contract is for period of one year as per the terms and conditions specified in the work order and it may be extended further on satisfactory performance solely at the discretion of the Management with the same rate, terms and conditions mentioned in Work Order.
6. The Corporation reserves the right to terminate the contract with 30 days notice without assigning any reason whatsoever. The contract will also be terminated in case of cancellation of the license of the Company.

AS WITNESS OUR hand this ................................................. day of ............................................. 2016 ................................................................. signed by the said

.................................................................

URANIUM CORPORATION OF INDIA LIMITED

In presence of

.................................................................

Signature of the said .................................................................

COURIER AGENCY ................................................................. in the presence of .................................................................
ARBITRATION AND LAW

ARBITRATION

Except where otherwise provided for in contract all questions and disputes relating to the meaning of the Courier Service, Scope of work, Special conditions, Standing orders, terms and conditions, instructions etc. herein mentioned or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the completion or thereof shall be referred to the sole arbitrations or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work of after the completion or abandonment thereof shall be referred to the sole arbitration of the Chairman and Managing Director of Uranium Corporation of India Limited, Jaduguda and if the Chairman and Managing Director is unable or unwilling to act to the sole arbitration of some other person appointed by the Chairman and Managing Director, willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of Uranium Corporation of India Limited, Jaduguda and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Chairman and Managing Director as aforesaid at the time of transfer, vacation of office of inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract, such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

It is also a term of this contract that no person other than a person appointed by such Chairman and Managing Director as aforesaid should act as arbitrator and if for any reason, that is not possible, the matter is not be referred to arbitration at all. In all cases where the amount of the claim in dispute is Rs.50,000/- (Rupees Fifty thousand) and above the arbitrator shall give reason for the award.

Subject as aforesaid the provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a term of the contract that the party involving arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award.

The work under the contract shall if reasonably possible continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have reinterred on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of Arbitrator shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final conclusive and binding all parties to this contract.

LAWS GOVERNING THE CONTRACT

This contract shall be governed by the Indian Laws for the time being in force and it shall be deemed to have been executed at Jaduguda, District Singhbhum East, Jharkhand within the ordinary civil jurisdiction of the Competent Courts in the district of Singhbhum East.
SPECIAL CONDITIONS OF TENDER FOR PROVIDING COURIER AND MISC. SERVICE

01. One T-Shirt with Name Plate and label of the Courier Company including rainy and winter season kits are to be provided by the Courier agency and kept in neat and clean condition and maintained properly.

02. Courier Agency should normally receive command or instruction from their own officer or from the officer of the Corporation as and when required.

03. Any act/deed/action done by any of the Courier personnel either in Group or individually will have to be justified/taken care by the Agency and the Corporation will not be held responsible for any of such act.

04. Courier personnel to be deployed will have to work in General Shift and Special Shift. The working time will normally be as under or may be decided by the Corporation from time to time.

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; G Shift</td>
<td>7.30 AM to 12.30 Noon and</td>
</tr>
<tr>
<td></td>
<td>2.30 PM to 5.30 PM</td>
</tr>
<tr>
<td>B Special Shift</td>
<td>As and when required for 8 Hours</td>
</tr>
</tbody>
</table>

NB: Clearance will be twice i.e. at 9 AM and 4.00 PM but in case of Accounts, Purchase & Store Dept. of Jaduguda Mines it is 4 time i.e. 9.00 AM, 11.00 AM, 2.30 PM & 4.30 PM positively

05. The scope of work shall include 1) the collection of dak within all the units of UCIL i.e. Jaduguda, Bhatin, Bagjata, Narwapahar and Turamdih. The dak would be collected and delivered twice in a day i.e. at 9.00 AM and 11.00 AM. Courier agency is solely responsible for safe and timely collection and delivery of the dak in each units during the shifts. 2) Collection and distribution of dak of intra units i.e. from Jaduguda to Narwapahar to Turamdih and Jaduguda to Bagjata and vice versa will be done once in a day. 3) The party will also provide the miscellaneous service at Jamshedpur such as Deposit of cheques in different banks, collection of cheque books from different banks, submission of Government Challans at Treasury for due authorisation and subsequent deposit of challans and cheques in the Banks, other misc. jobs with the Banks, Handing over of files/documents at Sales Tax Consultants/In-come Tax Consultants, Deposits of cheques with JSEB, any other job as may be decided by the Management from time to time. In addition to this the agency also provide service for Post Office work, Court work, BSNL, INDICOM & AIRTEL Office work etc. or any other job as may be decided by the Management from time to time from Jaduguda to Narwapahar, Turamdih to Jamshedpur and vice-versa in a day including miscellaneous courier service at Jamshedpur.

06. All courier personnel of the Agency must carry a proper photo Identity card signed by the authorised officer of the Agency as well as Officer In-charge of UCIL Administrative Department while on duty.

07. The rates are to be quoted should be written in figures as well as in words and the matter mentioned in words will prevail upon that written in figures in case of any discrepancy.
08. As and when required by the company, the agency through its personnel must also provide ancillary duties to the company such as extra courier duty.

09. The Agency may please note that in case of any doubt in integrity either on the part of the Agency or proprietor, the contract will be terminated by giving a 01 (One) month notice to the Agency/Proprietor and no consideration in this regard will be entertained.

10. All labour laws and regulations applicable to contract workmen if applicable may be ensured by the Agency.

11. The Corporation reserves the right to terminate the contract with 30 days notice without assigning any reason whatsoever.

12. The entire responsibility of liaisoning with related agencies for executing the above work shall be vested on you/your agency itself including lodging of F.I.R. in case of loss of dak etc. in the interest of the Corporation.

13. The contract shall be for a period of 01 (One) year from the date of commencement and may be extended further period of 01 (One) year with the same rates, terms and conditions solely at the discretion of the Corporation. No escalation will be considered during the period of contract except revised wages and statutory components.

14. The agency will ensure that all its personnel are properly trained to carry out their duties and are aware of their responsibility. The courier boys must be courteous while dealing with others on duty.

15. The Agency shall ensure safety measures for the courier boys against any sort of injury, death etc. during the course of work. The company shall not be responsible for any such injury, death etc. nor shall be liable to pay any compensation, whatsoever in such cases.

16. If any personnel are found missing from the duty, not performing duty as per our requirement, found involved in misconducts, found drunk on duty and found involved in any act subversive of discipline and against the interest of the Corporation, the Courier Agency will be held responsible and not UCIL. In case of involvement of any criminal activities by your staff and the services of the accused personnel must be terminated without any compromise by you and your Agency and no consideration in this regard will be entertained.

17. The Agency shall ensure that their personnel will not participate in any strike or agitation or any type of union activities of whatsoever nature. Any personnel is found indulged in any act of the above act will be removed by the Agency immediately with replacement of a substitute personnel either on its own or on the demand of Corporation. In case of removal of such personnel, no claim shall be maintainable against the company.

18. Sales Tax/Service Tax, if applicable, as per rules shall be borne by the Agency only. The Company will not be held responsible in this regard.
19. Necessary workmen Insurance coverage for all workmen/personnel shall be obtained by the agency for personnel engaged at site as applicable for this work for the whole period of the contract and shall be furnished to corporation before commencement of the work without which contractor will not be allowed to start the work.

20. The contractor/agency shall be liable to pay the company any loss/damage caused as a result of theft/pilferage/loss of any property/dak of the Company provided such loss/damage attributable to the proved negligence/lapses or commission/omission on the part of the contractor/agency. The Agency/Contractor has to give a certificate of liability for damage/loss done by your employees/workmen. Any damage/loss occurred due to negligence or dereliction of duty by you personnel will have to be made up/cost recovered as per decision of officer-in-charge of the courier service.

21. Bills in duplicate shall be paid monthly based on actual work done under this contract.

22. In case of stoppage of work by the local/bandh or any other reasons, your agency is to continue duty and no extra charges will be paid by the corporation towards the extra effort to the contractor.

23. Quantity of any individual item may vary to any extend and be excluded altogether. Your agency shall carry out all works up to a total variation of ± 15%(Fifteen) on the contract price and all quoted rates shall remain firm within this limit.

24. It may be noted that the courier provider will quote the rate only within our specified format.

25. The Corporation reserves the right to terminate the contract with 30 days of notice without assigning any reason whatsoever. Contractor shall strictly abide by the security rules and regulations enforced by the owner from time to time. The contractor shall provide proper identity cards, badges etc. to his employees wherever directed by the Officer-in-charge. The photo Identity card should be duly signed by the Authorised Signatory of the Agency as well as Manager (Personnel), UCIL.

26. Character and antecedent’s verification of each personnel of the contractor by local/concerned competent police authority to be obtained by the contractor before their engagement on the site and certified copy of the same should be deposited to UCIL.

27. Maintenance of Indian Official Secrecy Act, 1923 (XIX of 1923) must be adhered to and for this, the party should sign an agreement on non-judicial stamp paper soon after the commencement of work. In this regard the agency should take necessary steps to ensure that all persons employed on courier work in connection with contract have noticed that the I.O.S. ever after the execution of such works under the contract.

28. The agency have to provide the complete Bio-Data of all the courier personnel prior to the commencement of the work in UCIL/ The courier agency will arrange for Gate Pass cum Identity cards in respect of the above persons for entry and exist through the UCIL Mines for the said work. Character and Antecedents verification of each of the Courier Agency persons
by local/concerned Police authority to be obtained by Courier Agency before their engagement for courier services and certified copy of the same should be deposited to us.

29. The agency’s employees are to be insured prior to induction and proof of the same to be furnished. No medical facility will be extended by the UCIL. However in case of emergency, UCIL will provide medical facility to the extent of UCIL Hospital only and the entire cost to be incurred will be recovered from the bill of the Agency.

30. The courier agency will also carry out any other job relating to internal and external courier services not mentioned in the work as and when required with the same rate, terms and conditions.

31. In case of any dispute to the courier service contract, the jurisdiction shall lie with the Courts at Ghatsila/Jamshedpur (Jharkhand).

32. The courier agency is required to execute and Agreement/legal bond for providing Courier and Miscellaneous Service for UCIL.

33. The courier agency is requested to execute an agreement on prescribed proforma with our Accounts Department within 30 days from the date of issue of this work order.

34. Total amount of security deposit including Earnest Money will be 5% of the total value of the work. The agency have to deposit 2% of the total value of the work towards initial Security deposit including amount of Earnest Money of 2% of estimated value before commencement/signing of the Agreement of this work. In addition to the above further amount to the extent of 3% of the awarded value of the work will be deducted from his monthly bill in 12 equal instalments.

35. He is required to post few statutory dak in Government Post Offices at Jaduguda or at Jamshedpur and claim the postal charge also through his bill.

36. Local Shipment must be delivered in 01 (one) day, Within State, courier must be delivered in 02 (two) days, Within Region (Jharkhand, Bihar, Orissa, West Bengal), couriers must be delivered in 03 (three) days and for Rest of India courier must be delivered in 04 (four) days.

37. If there is delay in delivery, penalty will be charged by the company on following basis:

   a. If 01 (one) day delay - Rs. 5 (Rupees Five only) will be charged as penalty from the courier agency by the company.

   b. If 02 (two) days delay - Rs. 20 (Rupees Twenty only) will be charged as penalty from the courier agency by the company.

   c. If 03 (three) days delay - Rs. 30 (Rupees Thirty only) will be charged as penalty from the courier agency by the company.

   d. Beyond 03 (three) days no charges will be paid by the company for the courier delivery.
38. If any courier is found to be missing, then the courier agency must pay actual cost of the material missing.

39. POD must be provided by the courier agency.

40. All rates quoted against items shall be written in figures and words without which tenders are liable to be rejected. If any difference is found between rate in figures and rate in words, in that case the rate written in words shall be considered.
## CHECK LIST AS A QUALIFIED TENDERER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>PARTICULARS</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Reputed Public/Private Ltd./Contractors registered under the Company’s Act, 1956</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td></td>
<td>Shops and Establishment Regd. No. under Establishment Act, 1953 with proof</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td></td>
<td>Trade License for doing such type of job</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>02</td>
<td>Having experience of similar works since last 05 years with proof</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>03</td>
<td>Competency Certificate for such type of job</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>04</td>
<td>The contractors must have average annual turnover of not less than Rs………………………… for the last 03 financial years with proof of annual turnover statement duly certified/audited by a Chartered Accountant</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>05</td>
<td>Presently supplying at least .................... nos. of skilled/unskilled labours if any</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>06</td>
<td>Audited balance sheet and profit and loss account for the last 03 years with proof</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>07</td>
<td>Group Insurance Code No. with proof or any other insurance Code with proof if ESI is not there</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>08</td>
<td>Certificate of Registration for Central Excise &amp; Custom for payment of Service Tax under Section 69 of Finance Act 1994 with proof</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>09</td>
<td>Central Contract Labour Regd. No. under the Contract Labour(Regulation &amp; Abolition) Act, 1970 with proof</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>10</td>
<td>EPF Registration No. under EPF &amp; MP Act 1952 or exemption from Provident Fund Authority if any with proof(compulsory)</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>11</td>
<td>Satisfactory work completion certificates with values</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>12</td>
<td>Identity card of owner/contractor with proof (Voter I Card/Pan Card)</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>13</td>
<td>Certification like ISO if any with proof</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>14</td>
<td>Any other certificate which may strengthen for issuing the tender document</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
<tr>
<td>15</td>
<td>Ownership of equipment with proof</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

**N.B :** To be filled by the contractor before submission of quotation.

Name & Signature of the Contractor with rubber stamp
SCHEDULE OF QUANTITIES

(All prices/rate are to be quoted on the sheet in triplicate)

(PRICE PART)

WORK FOR PROVIDING COURIER AND RELATED MISCELLANEOUS SERVICES FOR VARIOUS UCIL UNITS.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Period</th>
<th>Rate per month (in words)</th>
<th>Rate per month (in figures)</th>
<th>Total (col. 3 X col. 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Charges for delivery/collection of dak to various units of UCIL and various offices at Jamshedpur and nearby areas.</td>
<td>12 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Out Ward DAK movement on actual basis</td>
<td>Quantity per annum</td>
<td>Rate (in words)</td>
<td>Rate (in figures)</td>
<td>Total (col. 3 X col. 5)</td>
</tr>
<tr>
<td></td>
<td>Local Shipment (250 gms.) (Jaduguda, Jamshedpur, Chaibasa, Mosabani, Ghatsila)</td>
<td>2000 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Within State (250 gms.)</td>
<td>600 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Within Region (250 gms.) (Bihar, Orissa, West Bengal)</td>
<td>600 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rest of India (250 gms.)</td>
<td>400 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local Shipment (Addl. 250 gms.) (Jaduguda, Jamshedpur, Chaibasa, Mosabani, Ghatsila)</td>
<td>1500 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Within State (Addl. 250 gms.)</td>
<td>400 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Within Region (Addl. 250 gms.) (Bihar, Orissa, West Bengal)</td>
<td>400 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rest of India (Addl. 250 gms.)</td>
<td>300 nos.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Total (A + B) (in words)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: 1. Rate should be inclusive of all taxes and duties including service tax.
2. All rates quoted against items shall be written in figures and words without which tenders are liable to be rejected. If any difference is found between rate in figures and rate in words, in that case the rate written in words shall be considered.