

Tender Format for Courier Service

21st December, 2016

M/s _____

Sub : Quotation for courier services to MERC for 2 years,
extended for further period of 1 year.

Sir,

On behalf of MERC quotation is invited from your firm/agency for Courier Services in Maharashtra, Gujarat and Goa Circle.

The terms and conditions and brief work specifications are enclosed at **Annexure- A & B.**

- You are requested submit your Financial & Technical offer in two separate sealed envelopes. Financial Offer includes only charges (As per Format) and Technical offer includes services to be provided by you, terms and conditions for providing services, your company profile, experience of business etc.
- The quotations should be submitted in sealed covers superscripted "Quotation for Courier Services" in Maharashtra, Gujarat and Goa Circle and addressed to The Maharashtra Electricity Regulatory Commission and submitted during the normal working days between 09.30 a.m. to 06.00 p.m. by post/courier or in person.
- The last day for submission of quotation is 27.12.2016. Quotations received after the last date after the specified time will not be opened/ considered.
- MERC is not bound to accept the lowest quotation and reserves the right to reject any or all the quotations, without assigning any reasons whatever.
- MERC reserve the right to negotiate with lowest of the bidders for finalization of the same. The bidder will be bound will be bound by all terms, conditions and specifications as specified by MERC.

Yours faithfully,

(Pradeep Mohare)
Section Officer

Annexure-A

General Terms and Conditions and specifications of the Contract:

1. You have to submit License to Courier Services.
2. You have to submit Registration Certificate of Establishment under Bombay Act or any applicable act.
3. You have to submit PAN Card / Service Tax Registration Certificate.
4. Only authorized agencies in the business of providing courier service with minimum experience of 10 years in the services are permitted.
5. The Agency should be well equipped to pick up any number of documents to be presented/ handed over in one consignment.
6. The agency must have carried out similar work during the last three years and at least three orders of similar work in Government/autonomous organizations or public sector undertakings or reputed companies. A copy of the award letter **satisfactory performance certificate** from existing clients is required to be furnished from at least three of the above organizations.
7. Bidder must be having **24 Hrs helpline numbers & details of dedicated customer support to track the consignment**
8. Bidder must be having **Web tracking numbers to track the consignment.**
9. Tenders received without requisite documents, including demand draft of EMD, shall not be entertained.
10. 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 Authorised Signatory.
11. 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.

Annexure-B

Format of Financial Bid

Sr.	Service Area	Rate
1	Mumbai Local (within BMC limit)	
	Up to 250 gms.	
	Every Addl. 250 gms	
2	Beyond BMC Limits	
	Up to Virar, Badlapur & Navi Mumbai	
	Up to 250 gms	
	Every addl. 250 gms	
3	Documents/Letters (MAH/Gujarat/Goa)	
	Up to 250 gms	
	Every addl. 250 gms	
4	Domestic/Letters (By Air)	
	Up to 250 gms	
	Every addl. 250 gms	
5	Domestic Parcel (By Air) Per Kg.	
	Per Kg.	
6	Domestic Parcel (By Surface) Per Kg.	
	Per kg.	