

TENDER NOTICE
Advt. No. 03/2017-18

Maharashtra Electricity Regulatory Commission (MERC) invites sealed quotation in the prescribed format for Courier services to MERC Office, Mumbai for period of 1 year from 01.01.2018 to 31.12.2018 and from entities who have experience in the same field for minimum 5 years.

The scope of work, terms & Conditions of the contract as per Annexure -A and financial bid format as per Annexure - B are enclosed herewith and is also available on the Commission's websites www.merc.gov.in or www.mercindia.org.in. The format can be availed free of charge from Administration Department on any working day (Monday to Friday) during office hours from 10.00 a.m. to 6.00 p.m.

The quotation should be submitted in sealed envelopes superscribed "*Quotation for Courier Services*" and addressed to the Deputy Director (Admin & Finance), Maharashtra Electricity Regulatory Commission, 13th Floor, Centre -1, WTC, Cuffe Parade, Mumbai – 400005 before **1800 hrs on 24/11/2017** in prescribed format which can be downloaded from the Commission's websites mentioned above.

Quotations received after the last date and time and without seal will not be considered.

Sd/-
(Rujuta Gadgil)
Dy. Director (Admin. & Finance)

Date : 15/11/2017

Place : Mumbai.

Annexure – A

Scope of Work and Terms and Conditions of the Contract

Maharashtra Electricity Regulatory Commission invites sealed quotations from reputed, competent and professional service providers for its Courier Services. The details of requirements are given below:-

➤ **Scope of work :**

A) Letters/Documents: -

We need courier services for sending our letters/documents weighing upto 100 Grms / upto 250 Grms / above 250 gms in the following Areas.

1. Mumbai Local (within MCGM limit)
2. Beyond MCGM limits upto Virar, Badlapur & Navi Mumbai
3. Within Maharashtra
4. Domestic - out of Maharashtra - (By surface)
5. Domestic - out of Maharashtra - (By Air)

B) Parcel

We need courier services for sending our parcels also weighing upto 500 Grams and above.

1. Domestic - (By surface)
2. Domestic - (By Air)

➤ **Specification of Requirements :**

- (a) The Authorized representative of Courier agency will collect parcels/letters from the MERC Office, Mumbai.
- (b) The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.
- (c) The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
- (d) The Courier agency will return the undelivered parcels/letters immediately and not later than a week.
- (e) The courier agency will ensure that all the parcels/letters are delivered to the recipient in good condition, to whom it is meant for and in no case is delivered to anybody other than the recipient. If failing, Rs. 50/- will be deducted from the monthly bill.
- (f) The Courier agency will furnish proof of delivery of parcels/letters every week after getting signature of the recipient, his/her name and telephone number. The Representatives of Courier Service will write the name and telephone number of the recipients themselves.

➤ Forwarding letter clearly indicating the submission of the documents as below –

1. Copy of License to Courier Services.
2. Copies of Registration Certificate of Firm/ Proprietary / Agency / company/Office etc.
3. Copies of Audited / Certified Balance Sheet and P & L account (by Chartered Accountant) for the years 2014-2015, 2015-2016 and 2016-2017.
4. Copy of self attested TAN No. and GST Registration Certificate.
5. Copies of experience certificate providing courier service with minimum experience of 5 years in the services are permitted.
6. The Agency should be submit undertaking stating that it is well equipped to pick up any number of documents to be presented / handed over in one consignment.
7. Certificate showing similar type of work carried out during the last three years and atleast three orders of similar work in Government / autonomous organizations or public sector undertakings/private sector. 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.
8. Undertaking by the Bidder stating that it is having 24 hrs helpline numbers and details of dedicated customer support to tract the consignment.
9. Bidder must be having Web tracking numbers to track the consignment.
10. Undertaking by the bidder that it is not 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 Authorized Signatory.
11. Undertaking by the bidder that 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.
12. The payment will be made monthly only after submission of bill.
13. The contract will be for period of one year from the date of issue of work. This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or up to the mark.

Annexure – B

Format of Financial Bid

A. Documents / Letters

S. No.	Service Area & weight of Documents / Letters	Rate (Excluding GST)
1	Mumbai Local (within MCGM limit)	
	Upto 100 grams.	
	Upto 250 gms.	
	Every Addl. 250 gms	
2	Beyond MCGM limits Upto Virar, Badlapur & Navi Mumbai	
	Upto 100 grams.	
	Upto 250 gms.	
	Every Addl. 250 gms	
3	Within Maharashtra	
	Upto 100 grams.	
	Upto 250 gms.	
	Every Addl. 250 gms	
4	Domestic (By surface)	
	Upto 100 grams.	
	Upto 250 gms.	
	Every Addl. 250 gms	
5	Domestic (By Air)	
	Upto 100 grams.	
	Upto 250 gms.	
	Every Addl. 250 gms	

B. Parcel

S. No.	Service Area and weight of Parcel	Rate (Excluding GST)
A	Domestic - out of Maharashtra (By surface)	
	Per KG	
B	Domestic - out of Maharashtra (By Air)	
	Per 500 grams.	

This proposal and all other details furnished by us shall constitute a part of our Bid.

It is understood that the quoted yearly service charges above is same throughout the service period and there will not be any enhancement.

I/ we agree that my / our Bid shall remain valid for a period of 120 days from the Bid Due Date prescribed for submission of proposal.

I / we confirm that our above Financial Bid is unconditional and that we accept all terms and conditions specified by MERC. I/ we agree to bind by this offer if we are the Successful Bidder.

For and on behalf of:

Signature:

(Authorized Representative and Signatory of the Bidder)

Name of the Person: Designation:

SEAL OF THE BIDDING ENTITY