

ITI LIMITED
NAINI UNIT NAINI
ALLAHABAD- 211010
Tel No. 0532- 2682550, 2682482
Fax No. 0532- 2697345, 2696008
Tender- Ref No: ITIN/CONT/01/19-20

E Mail: - enqcellx_nni@ititld.co.in
Web Site: - ititld-india.com
Date. 07.08.2019

SUB: Enquiry for Corgo Contract.

This tender shall be known as the tender for "ROAD TRANSPORT OF GOODS" from ITI LIMITED Naini ,Prayagraj (Allahabad) to stations in the various states in the union of India and vice-versa which will be referred to here in as "Road Transport TENDER". The tenderer herein after will be referred to as "CARRIER"

1. The tenderer should quote if they satisfy the following criteria:
 - a) Be a member of Indian Banker Association. Please send a photocopy of the same as a proof of paying member of Indian Banker association.
 - b) Should have an experience in handling delicate and sophisticated engineering Products, equipments, SPV panels etc.
 - c) Have adequate facilities for protection of goods in transit and stores.
 - d) Must have good communication facilities like telephone, Mobile, e-mail etc.
 - e) They should have Branch network all over India. Preference will be given to those who have branches in North-east region.
2. Tender reference no. with description/name of work, should be mentioned on the top of the envelope in bold letters.
3. Your offer must be valid for minimum 90 days from the date of tender opening.
4. Quotations must cover all the points of tender terms and Conditions.
5. List of your all branch offices with delivery schedule to be furnished/submitted for scheduled & unscheduled stations for CARGO.
 - a) Large number of service stations in all over India with lesser delivery schedule will be preferred.
 - b) Service office at Naini / Prayagraj will be preferred.
6. The tender will have to fill up the **attached questionnaire** and fill up the rates of different stations as per enclosure attached as **Schedule annexure (I)**.
7. The Contract will be awarded for two years and can be extended further with mutual consent/agreement.

An agreement is to be signed by L1 bidder for award of cargo contract.
8. The tenderer will have to deposit a sum of Rs.30, 000/- (Thirty thousand only) as a Security money to ITI Limited, Naini, Prayagraj. And a sum of Rs. 10,000/- (Ten Thousand only)) as DD issued by any Nationalized Bank in favour of ITI Ltd , Naini, Prayagraj ,Payable at Prayagraj shall be deposited to ITI Ltd, Naini, Prayagraj along with the Offer. The EMD of Rs. 10,000 (Ten Thousand only) can be adjusted in the above Security Deposit. Deposited Security money will be refunded without any interest after successful completion of Contract.
9. Bidders should give consent to lift small consignments also.
10. Signature of tenderer should appear in all pages of the tender with official seal.
11. Quotations must be submitted in sealed envelope subscribed "Tender for appointment of Carrier, tender Ref. No. ITIN/CONT/01/19-20". Quotation must be posted so as to reach in the office of Chief Manager (MM) within due date. Quotations received after the due date is liable to be rejected.
12. Last date of submission of Tender: 23.08.2019.
13. **Tender Opening Date:** Authorised representative may present in the Purchase department on 26.08.2019 at 11 A.M.
14. Parties should submit their details, Branch list and other relevant information along with tender.
15. ITI reserves the right to split quantity/services ordered at rates accepted by L1 bidder to meet the supply schedule/maintain uninterrupted services or in view of capacity of L1 bidder.

Date: 07.08.2019

CHIEF MANAGER
(MM)

ITI LIMITED
NAINI UNIT
NAINI, PRAYAGRAJ (Allahabad) - 211010

QUESTIONNAIRE FORMATE PART OF THE TENDER

1. Name of the firm in full under which tenderer is trading :
2. Address of official premises at Prayagraj (Allahabad)/Naini :
3. Address of other offices and Head Office address: (details be given in separate sheet)
4. Telephone No. /Telegraphic address at Prayagraj (Allahabad)/Naini :
5. Is your firm registered as public ltd. company/: Pvt. Ltd. Company. /Partnership Company. /Private individual Company.
6. If your firm is a Limited Co. furnish a copy of the: memorandum and articles of association together with latest copy of the balance sheet.
7. No. of years in transportation business :
8. Give details of truck/trailers being owned by you in a separate sheet.
9. State the Place and Area of your go-down. : Provide List
10. Is your Go-down insured against fire, theft, and other: risk (submit copy of the policy for the perusal and return).
11. Give Name and address of your regular clients on : separate sheet
12. Furnish the details of facilities you are having for : loading and unloading of sophisticated materials in separate sheet
13. Have you entered in to annual contract of this nature: of work with any client give name?
14. Kindly furnish the performance report from your client: with whom you are working during last 05 yrs.
15. Who are your bankers (Name & address) :
16. Enclose Photocopy of last Income Tax clearance :
17. Certificate and being a member of Indian Banker association.
18. GST. Registration No. and submit of Photo Copy.
19. Annual Turnover.

I/we hereby certify that to the best of my/our knowledge the particulars furnished above are true and correct.

It is under stood that information furnished will be treated as confidential and will Not be divulged to un-authorized person Witness:

Witness:

Signature of Tenderer

Place:

Official seal

Date:

TERMS & CONDITIONS: CARGO TRANSPORTATION SERVICE.

01 The consignment will be booked showing weight or volume i. e. per Kg by weight (for heavy) and per Cu. Ft. by volume (for light) respectively

02. The Company is at its discretion to decide the Consignment to be booked as light or heavy. For this purpose the conversion factor as (D) of Schedule 'C' / Annexure-III shall be considered as the basis of declaring such consignment i.e. One Cu Ft. = 08 (Eight) Kg

LIGHT CONSIGNMENT: Bulky material having weight less than the conversion factor corresponding to its volume and to be booked on VOLUME basis.

HEAVY CONSIGNMENTS: Heavy material having weight more than the conversion factor corresponding to its volume and to be booked on weight basis

03. Time is the essence of the contract and it is expected that the goods will be delivered with in the specified period mentioned in the contract. **Cargo/Courier should ensure to lift the consignment from ITI Naini within 24 hours against requirement.**

04. It shall be the responsibility of the Courier to ensure safety and security of the goods entrusted to them for carriage and to effect their delivery to the designated consignees in sound condition and with in the time prescribed.

05. Couriers should ensure safe delivery of consignments irrespective of value of the consignments, being or not being covered by Insurance. They will not carry / load any item on our sophisticated material. The material being given for transportation will be the sole property of ITI Ltd. Naini, Allahabad

06. Courier has to put all efforts to submit the shortage / damage / loss observed during transit period both for out going / incoming consignment with in 48 hours of delivery/ demand.

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07. **CERTIFICATE OF FACTS FOR INSURANCE CLAIM** : In case of any shortage / Damage / Other losses reported by Consignee or Cargo/ Courier supported with Survey Report of the Registered Surveyor , FIR will issue a Certificate Of Facts (COF) immediately but not later than 5 days.

08. Holding of Inward / Outward consignments by the Cargo/Courier booked during the tenure of the contract for any reason whatsoever will amount to breach of contract and the case will be dealt as per provisions of contract.

09. Cargo/Courier shall submit the acknowledged docket exclusively from the designated consignee (i.e. **an officer not below SDE / SDO / AE in case of DOT / BSNL / BBNL/MTNL consignments**) with his office seal and date of receipt as proof of delivery within stipulated delivery period.

10. The courier should communicate to the company within 3 days of occurrence of problems like non-acceptance of consignments by the consignee etc and get necessary action from the concerned deptt of ITI who will provide the solution. At the instructions of the concerned deptt of ITI one more attempt will be made by the Cargo/ Courier.
In case the consignee does not accept the material even after the second attempt the Cargo/Courier may rebook back the consignment under intimation to the concerned deptt of ITI and the freight for both way shall be payable to them.

11. The Cargo shall be liable for any Damage / Loss to the company's property. The losses if any will be recovered in the form of penalty not less than the market price of the damage / loss at that time together with incidental charges and expenses.

12. The Cargo/Courier are expected to "DOOR COLLECTION" and "DOOR DELIVERY" of the consignments to / from all destinations of different states, wherever they are having a branch office (destinations / branch offices as agreed at the time of signing of the contract shall be applicable). Against the destinations where Cargo/Courier branches do not exist an additional amount may be considered payable per KM basis for collection / delivery of goods where the courier makes this extra service arrangement through their nearest branch. Freight bills for such consignments shall be settled as per Clause 23 (A) ii) of SCHEDULE "B".

13. The Couriers are required to open their branch at Naini/Prayagraj having sufficient and secured go-down facility. They will inform complete address of their branch and go-down with details of manpower deployed and contact phone numbers etc.

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14. Wherever Octroi charges are applicable the Cargo is responsible to collect the Demand Draft from the company before lifting the consignment, otherwise cargo shall be responsible to pay the same and claim for the same later, with their bills.

15. The Cargo/Courier shall submit the Original Octroi paid receipt at the time of submission of their freight bills.

16. The Octroi and Toll Tax charges in respect of Govt. consignments will not be paid by the company. The cargo is responsible to collect the Octroi exemption certificates from the company in respect of the places wherever the same is applicable before lifting the consignments. Cargo is responsible to intimate beforehand if any such charges have been introduced in any city or state so that company can arrange to get necessary certificates for settlement with the said municipal authorities. Under no circumstances, cargo should lift the consignments without collecting the required document such as the DD for Octroi / Toll Tax / Entry Tax etc or the octroi exemption certificates and state permit of sales tax Form no. 31 or any other relevant documents. In case courier fails to collect the required documents while lifting the consignments without written permission of the company and as a result incur any expenditure towards penalty etc. the same will not be admitted for payment.

17. The period of contract shall be operative for two (02) years i.e. from 01.09.2019 to 31.08.2021 .and can be extended further with mutual consent / agreement.

18. The cargo shall enter in to an agreement with the company with in a month from the date of appointment embodying these and other suitable conditions as may be laid down by the company which agreement shall be valid for entire period specified in the Tender. Which may be extended by mutual consent at the same rates, terms and conditions. Until such time the agreement is signed, the correspondence pertaining to the tender exchanged will be deemed as terms and conditions of the contract and binding on the parties.

19. Either party can terminate the contract by giving three months notice in writing.

20. A) The bills shall be admitted by Company's concerned Shipping Deptt for outgoing consignment supported with consignee receipt (POD) and by concerned Inward Goodsdeptt (IGD) for incoming consignments supported with proof of delivery (POD) and / or other requisite documents as the case may be including Way Bill certificate.

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B) The concerned sectional head of Shipping Deptt shall verify the bills for its correctness and forward the same with in 72 hours of receipt to Bills payable deptt for payment as per the verification made.

C) The concerned sectional head of IGD shall verify the bill for its correctness with in 72 hours of receipt of goods

21. Cargo should ensure that the contract is circulated by them to all their branches well in time so as to avoid any delay / difficulty in getting consignments booked / delivered by them. It shall be the responsibility of the cargo that the booking branches demand the freight charges only as per the contract in case of PAID consignments and no extra charges such as handling, incidental, miscellaneous etc are levied since these are not admissible otherwise the same shall be recovered from their other Bills. It is however, referred that all the branches are suitably informed to book the consignments meant for ITI Ltd ,Prayagraj as per the cargo contract.

22. Some times the incoming consignments are required to be booked on COD (Collect payment of Goods on Delivery). Couriers should ensure that their branches book such consignments on FOD (Freight On Delivery) basis only. The Company shall be intimated immediately on receipt of such consignments and a copy of the dated acknowledgement of such intimation be attached with the freight bills which shall be treated as the date of delivery for the purpose of calculating delays in delivery of such consignments irrespective of the actual delivery date.

23. A) Time is the essence of the contract. The very purpose of despatching the consignments by cargo service gets defeated if the consignments are not delivered within the specified time schedule (excluding the day of booking and delivery). Which is reproduced below:----

i) Places where branches of cargo exist: As per their time schedule, Cargo operator should submit with their offers as per SCHEDULE”C” ANNEXURE-I.

ii) Extra Stations / Places having no branch: As per time schedule of contract as (A) of SCHEDULE”C” ANNEXURE-II from their nearest branch will be allowed over the transit schedule. The distance between the central points of cities from nearest branch for such stations shall be identified as per Motoring Guide Of India issued by Automobile Association Of Eastern India and shall be taken in to consideration for the purpose of calculations.

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B) Proof of delivery (POD) of out going material i.e. consignee receipt duly signed by competent authority i. e. SDO / SDE / AE is essence of the Contract following terms shall apply :--

i) For submission of POD with in two Days Rs. 200.00 (Rupees Two Hundred) only per Docket and submission of POD with in four Days Rs. 100.00 (Rupees One Hundred) only per Docket Incentive shall be given.

ii) The Cargo Services shall also make efforts to put POD on their Web Site.

iii) **L.D. FOR LATE DELIVERY OF CONSIGNMENTS:--In case of delays in delivery a Penalty Clause is applicable as (F) of SCHEDULE 'C' / ANNEXURE-II.**

24. A) Cargo should obtain clear acknowledgements from the designated consignee (i.e. an officer not below SDE / SDO / AE in case of DOT / B S N L / M T N L /BBNL consignments) with their office seal for out going consignments. The acknowledgement indicating date of delivery with the **office seal of the consignee** is invariably required to admit freight bills for payment.

B) It is the responsibility of the cargo to submit the clear acknowledgements of out-going consignments (Consignee Receipt) in original (photo copy will not be valid) along with a photo copy of the same to respective Shipping Deptt within Fifteen Days of the date of receipt by the consignee (date of receipt will be excluded for the purpose of calculation). After verification the photocopy of the acknowledgement duly endorsed by the Shipping Deptt will be returned to the Cargo for the purpose of raising bills immediately.

C) L.D. / PENALTY ON LATE SUBMISSION OF POD --- If the Cargo fails to submit the same within 15 days (Fifteen Days) of delivery, the penalty will be imposed on the Cargo due to delay in submission of acknowledgement (reckoned from the next day of receipt by the consignee), which will be regulated as (G) of SCHEDULE 'C' / ANNEXURE-II.

Whenever there is a delay in delivery time or submission of acknowledgement but both the activities have been completed within time (both taken together). L. D. on individual component will not be deducted.

However, in case both the activities are not completed within the combined period, the L.D. will be deducted on individual component.

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D) In case of misplacement / loss of Consignee receipt (POD) in transit the date of receipt of such intimation in writing shall be reckoned for the purpose of calculating delays provided the intimation is supported with a photocopy of POD showing actual date of acknowledgement in such cases, ITI will provide to Courier a request letter addressed to the consignee concerned for obtaining POD on Duplicate Copy of the Docket and to submit the same within next 10 (Ten) Days.

25. In case of shortage/damage freight bills of equivalent amount will be hold till Insurance settlement.

26. Company will arrange to pay the Cargo bills within 30 days (Thirty days) of submission of the bills along with acknowledged docket or the photocopy of P O D, as per provisions of Clause 24 (D) as proof of delivery, Octroi paid receipt and other related documents.specified in the Tender. The payment shall be subject to statutory tax deduction at source. However, the freight bills shall not be accepted on non-submission of any one of the document so specified.

27. **BANK GUARANTEE:---**The Cargo has to submit a Bank Guarantee ofRs. 50,000/- (Rupees Fifty Thousand Only) by a Nationalized Bank towards the discharge of satisfactory services as per the Contract. The Cargo should ensure the validity of the same should be operative up to 06 (Six) months after the expiry of the Contract with us.

A)In additionto above the Cargo is also liable for any loss or damage suffered by the company by any cause whatsoever until the consignment is safely delivered to the company or to the designated consignee as the case may be by the cargo and such loss or damage will be assessed by the company at the sole discretion.

B) SECURITY DEPOSITE :---A sum of Rs. 30,000/- (Thirty thousand) only shall be deposited to I T I Ltd,Naini, Prayagraj as SECURITY MONEY.

C) E.M.D. :--- A sum of Rs. 10,000/- (Ten thousand) only as DD issued by any Nationalized Bank in favor of I T I Ltd ,Naini,Prayagraj, payable at Prayagraj shall be deposited to I T I Ltd Naini, Prayagraj along with the Offer. The EMD of Rs. 10,000/- only (Ten Thousand only) can be adjusted in the above Security Deposit. Deposited Security Money will be refunded with out any interest after successful completion of contract.

D) ITI Ltd Management reserve the rights to award the assignment to one or more parties on L-1 counter rates with the existing Terms and Conditions.

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28. Up to 45 days after the expiry of the contract the cargo should make sure That no consignment shall remain in their respective Godowns. Such cases must be listed out and settled mutually with the Company.

29. All disputes and differences arising out of this contract will be decided mutually.

30. The Cargo may be reviewed and discussed after every Three months to resolve the problems / difficulties, if any.

31. No counter terms and conditions in any form either by way of printed conditions in the dockets or any other form will be accepted by the Company.

32.No ODA charges will be paid for Incoming / Outgoing consignment at Distt Head Quarter and with in 25Kms area.

SCHEDULE “C”/ANNEXURE-II

(A) Extra Service Station Charges (ESS) where the Branches do not exist.

- i) Distance from nearest Branch i.e. 26 kms to 100 kms with Extra 02 Days Delivery Time. Rs.....as per weight.
- ii) Distance from nearest Branch i.e. above 100 kms with Extra 02 Days Delivery Time. Rs.....as per weight.

(B) Other Charges :-

- i) Docket Charges :-Rs.....Per Docket.
- ii) COD / FOD Charges per Docket :-Rs.....per Docket.
- iii) GST :applicable as per Govt. Rules.

(C) Minimum Chargeable Weight :- 10 Kgs.

(D) Conversion Factor :- One Cu Ft. = 08 (Eight) Kgs.

(E) POD Submission time :- 15 (Fifteen) Days.

(F) L.D. on Late Delivery :- For Late Delivery of Consignments to be applied as under (except delivery period as per contract):-

- i) Late Delivery from 01 Day to 05 Days = 10% of Freight Bill Maximum.
- ii) Late Delivery from 06 Days to 20 Days = 20% of Freight Bill Maximum.
- iii) Late Delivery from 21 Days to 30 Day = 30% of Freight Bill Maximum.
- iv) Late Delivery from 31 Days & above = 50% of Freight Bill Maximum.

(G)L.D. for Late Submission of POD / CR :- LD on late POD / CR submission to be charged as under (except POD / CR submission time i.e. 15 Days) :-

- i) Late POD/CR from 01 day to 05 days = 05% of Freight Bill Maximum.
- ii) Late POD/CR from 06 days to 10 days = 10% of Freight Bill Maximum.
- iii) Late POD/CR from 11 days and above = 25% of Freight Bill Maximum

SCHDULE / ANNEXURS - I

STATE WISE FREIGHT STRUCTURE

S . No	Name of state	Transit Days	Rate / Kg.
1	Uttar Pradesh		
2	Delhi		
3	Haryana		
4	Rajasthan		
5	Punjab		
6	ChandiGarh		
7	H.P.		
8	Uttrakhand		
9	J & K		
10	Madhya Pradesh		
11	Gujrat		
12	Daman & Diu		
13	Dadra Nagar Haveli		
14	Maharashtra		
15	Goa		
16	Andhra Pradesh		
17	Karnataka		
18	Tamil Nadu		
19	Pandiecherry		
20	Kerla		
21	West Bangal		
22	Orrissa		
23	Bihar		
24	Jharkhand		
25	ChhattishGarh		
26	Assam		
27	Meghalaya		
28	Tripura		
29	Arunachal Pd.		
30	Mizoram		
31	Manipur		
32	Nagaland		
33	Sikkim		
34	A & N		