



## **TENDER DOCUMENT**

**Short term e-Tender for Dispatch letters, documents and parcels of various departments / Offices of Kuvempu University through courier Service.**

---

**Vishwavidyalaya Karyalaya, University Campus, Jnanasahyadri, Shankaraghatta-577451  
Telephone No.:08282-256301-307 (Extn.205). Fax No-08282-256262**

**Short term e- TENDER FOR DISPATCH LETTERS, DOCUMENTS AND  
PARCELS OF VARIOUS DEPARTMENTS / OFFICES OF KUVEMPU  
UNIVERSITY THROUGH COURIER SERVICE.**

**Tender Reference : No. KU/SPD-4/CS/3908 /2018-19/      Dated:07-09-2018**

**Last Date for Uploading the Filled Tender Document:**

**Time and Date of Opening of Technical Bid :**

**Time and Date of Opening of Financial Bid :**

**As on e-portal**

**Place of Opening of Tenders**

**: Registrar Office  
Kuvempu University  
Vishwavidyalaya Karyalaya,  
Jnanasahyadri,  
Shankaraghatta-577451.  
Shimoga-Dist.**

**Address for Communication**

**: Deputy Registrar  
Store Purchase Section  
Kuvempu University  
Vishwavidyalaya Karyalaya,  
Jnanasahyadri,  
Shankaraghatta-577451.  
Shimoga.  
Ph:08282-256301-307 (Extn.214).  
Fax No:08282-256262**

**TABLE OF CONTENTS**

<b>Section No.</b>	<b>Description</b>	<b>Page No.</b>
I.	Invitation for Tenders (IFT)	04
II.	Instructions to Tenderers (ITI)	05
III.	General condition of contract	06 - 07
IV.	Technical Specifications	08
V.	Forms of Tender	09
VI.	Technical Bid	10
VII.	Financial Bid and Bill of Quantities	11

**SECTION – I INVITATION FOR e-TENDER  
(THROUGH E-PROCUREMENT ONLY)  
TENDER NOTIFICATION**

1. Kuvempu University, Shankaraghatta invites Short term e-tenders from eligible tenderers for the **Dispatch letters, documents and parcels of various departments / Offices of Kuvempu University through courier** as per the details furnished in the table given below. The tenderers may submit tenders for the **Dispatch letters, documents and parcels of various departments / Offices of Kuvempu University through courier Service.**
2. Tender documents may be downloaded from Government of Karnataka e-procurement website (<https://eproc.karnataka.gov.in>) from index scan under login for service providers. After login please scroll down to the right side bottom to view list of tenders. Click there to find Kuvempu University tender document and download copy of the tender. The tender can be downloaded in the portal as per schedule prescribed in the portal. Only interested tenderers who wish to participate shall remit online transaction fee for the tender after registering in the portal. The transaction fee is non-refundable.
3. Tenders must be accompanied by Earnest Money Deposit (EMD) for Rs.12,500
4. Tenders must be electronically submitted (online through internet) within the date and time prescribed in e-procurement Portal. Bid cover of the tender will be opened at the prescribed time and date as mentioned in the e-procurement Portal at Kuvempu University, Vishwavidyalaya Karyalaya, Jnanasahyadri, Shankaraghatta.
5. Other details can be seen in the tender documents.

Table

SI No.	Name of the Work	Approx. Value (in lakh)	EMD (in Rs.) 2.5%	Tender Processing Fee (in Rs.)	System of bidding	Delivery Schedule
01	<b>Dispatch letters, documents and parcels of various departments / Offices of Kuvempu University through courier Service.</b>	5.00 lakh	12.500	As per e-procurement	Two cover system	As specified in the supply order

**SECTION – II INSTRUCTIONS TO TENDERER**

1. The successful tenderer is required to enter into an Service Level Agreement (SLA) within seven days from intimation by the University with all terms and conditions on Rs.500/- Non Judicial stamp paper. The Tender document will form the Part and Parcel of the agreement.
2. The University reserves right either to accept or reject tenders without assigning any reason. The decision taken by the university in this regard shall be final.
3. The tender rate will remain valid for a period of Two years from the date of acceptance of tender.

### **SECTION – III      GENERAL CONDITIONS OF CONTRACT**

#### **I DEFINITIONS:**

1. In this Contract, the following terms shall be interpreted as indicated:-
  - 1.1 “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.2 “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
  - 1.3 “Bidder” means the Company or firm or consortium or corporate body that participates in the tender and submits its bid.
  - 1.4 **APPLICABLE LAWS:** This contract shall be interpreted, construed and governed by the laws of the Republic of India.
  - 1.5 ‘KTPP Act’ means The Karnataka Transparency in Public Procurement Act. 1999.
  - 1.6 ‘KTPP Rules’ means the Karnataka Transparency in Public Procurement Rules 2000.

## 2. GENERAL CONDITIONS

- 2.1 Tender documents, shall be submitted in the prescribed format after downloading the same from e-procurement portal within the scheduled dates.
- 2.2 EMD is exempted for Small Scale Industries (SSI) & Micro, Small & Medium Enterprises (MSME) units **registered under the Department of Industries & Commerce, Govt. of Karnataka and National Small Industries Development Corporation Ltd.(NSIC).**
- 2.3 NON SSI/MSME bidders are required to submit the EMD through DD directly to the Registrar, Kuvempu University, Shankaraghatta drawn in favour of Finance Officer, Kuvempu University payable at Shankaraghatta on or before last date of Bid submission. Otherwise the bid will liable for rejection.
- 2.4 Two cover system is adopted and the tenderer is required to upload both Technical and Financial bids simultaneously giving full details in a tender documents as per the tender requirement.
- 2.5 The participant bidders shall produce all the original documents for verification whenever necessary.
- 2.6 Scanned Broachers / Information / Profile of the firm / Company shall be submitted
- 2.7 This contract shall be valid for Two Years from the date of acceptance of Tender.
- 2.8 For disputes if any, the courts at Shivamogga shall have jurisdiction to try/settle the matter.
- 2.9 The tenderer should submit all certificates, documents as per the conditions in the bid documents.
- 2.10 No advance payment will be made for the service.
- 2.11 Conditional Tenders will not be accepted.
- 2.12 The firm doesn't coordinate with any other firm.
- 2.13 The firm's main branch/ branch office shall be within or around the radius 30 k.m. from main campus of Kuvempu University, Shankaraghatta.
- 2.14 The tenderer shall quote rate for each item in Annexure-III.
- 2.15 The rates quoted should be exclusive of all taxes. If included the bidder shall furnish a document to confirm that the quoted prices are inclusive of taxes by upload a letter along with the technical bid documents.
- 2.16 The firm should pay fine of Rs.200=00 for each case of default in service, within 15 days from the date of left/missing or late reaching of letters / documents/ parcel.
- 2.17 The letters/documents/parcel should reach the destination point to whom concern within the stipulated time. (except Accident/floods/nature calamities).
- 2.18 Receipt must be produced to the university after letters and parcel dispatched.
- 2.19 Payment will be made only after delivery of letter, documents, parcels etc.
- 2.20 Lowest tenderer will be evaluated as per KTPP Act/Rules and also keeping in view with their technical expertise, the facilities available, past experience, financial stability, track record of the firm and such other relevant information.
- 2.21 The successful bidder shall visit the campus daily and collect the letters, documents and parcels from the respective departments at main campus, Shankaraghatta,
- 2.22 The Tender Accepting Authority may arrange for negotiations of the rates as per KTPP Act/ Rules, after opening of the tender, in order to obtain competitive rates.
- 2.23 Corrections or alterations without proper attestation will not be considered.

**SECTION – IV TECHNICAL CONDITIONS**

**Technical Document shall contain following documents:**

1. The tenderer shall have provided successfully **Dispatch letters, documents and parcels of various departments / Offices of Kuvempu University through courier Service** to Government organisations or other Government organisation or Institutions. In support of this, the tenderer shall furnish certificates duly certified by the competent authority.
2. Expertise in the field with documentary evidence for 01 year as on 31-3-2018. This should be supported by the certificate by the competent authority.
3. The Annual turnover of the tenderer should be of minimum Rs.02.00 lakh for the last financial year (i.e. 2017-18).
4. Bidder should submit an affidavit certified by the Notary regarding the firm was not blacklisted by any government organization/institution.
5. Certified documents shall be furnished for having paid tax. Viz. VAT/IT/CST/Commercial Taxes of other states during the previous financial years.
6. Furnish the attested copy about the firm is having own firm/company branches all over India

Registrar

Kuvempu University  
Shankaraghatta



**SECTION – V Short term e-Tender Application Form for PROVIDING  
COURIER SERVICE TO THE KUVEMPU UNIVERSITY**

(To be submitted with technical bid)

Sl. No.	Details of Information	Information to be furnished by the vendor
1.	Name of the Firm / Company	
2.	Year of Establishment of the Firm / Company	
3.	Registered office of the company / Firm	
4.	Address for communication (Business office)	
5.	Fax No:	
6.	E-Mail ID:	
7.	GST Registration No	
8.	Income Tax PAN No.	
9.	Central Sales Tax No if any	
10.	EMD remittance details	Date:            Amount:
11.	Name of the person authorized to sign this tender with contact details, Phone No., Mobile No.	
12.	No. of years of Experience	
13.	Whether the Tenderer has entered into a Rate contract with the State Government or central Govt. or any other institution. If yes, Please furnish copy of the rate contract.	
14.	Any other information Firm/ Company wishes to furnish	

Place:  
Date :

Signature with Name, Designation,  
Address with seal of the firm

**DECLARATION**

I hereby declare that, I have perused tender documents, the terms and conditions laid down by the e-procurement and further declare that I would abide by the terms and conditions of the tender.

**Place:**  
**Date :**

**Signature of the tenderer with  
Name, Address and seal**

**TECHNICAL BID  
CHECKLIST**

**Annexure-II**

**SECTION - VI Short term e-TENDER FOR PROVIDING COURIER  
SERVICE TO THE KUVEMPU UNIVERSITY**

(To be submitted with technical bid)

SL. No.	Conditions and Documents Required	Documents Enclosed (Yes/No)
01	Firm/Company Registration Certificate.	
02	SSI/MSME Registration Certificate under NSIC from the concerned authority (if applicable)	
03	GST Registration Certificate	
04	Previous year (2017-18) Income Tax annual returns copy submitted to the Concerned Authority	
05	Previous year (2017-18) GST returns statements copies submitted to the concerned department	
06	Previous experience in the similar type of work for the one year. (Purchase orders or certificates from the concerned departments/institutions should be enclosed).	
07	Previous year (2017-18) annual turnover should not be less than Rs.07 lakh obtained by the concerned authority.	
08	Non Black Listed certificate certified from the Notary	
09	Technical Bid- Annexure-I (General information about the Tenderer)	
10	Appropriate Sole proprietor/Dealership/Franchise copy	
11	Detail of Nearest branch office of the Company/Firm. No. of K.M./distance from shankaraghatta (should be within radius of 30 km)	

I hereby declare that, the above information furnished by me is true and correct as far as my knowledge is concerned and will abide by the university terms and conditions.

Place:  
Date:

Signature of the tenderer with  
Name, Address & Seal



**Annexure-III**

**SECTION - VII FINANCIAL BID AND BILL OF QUANTITIES**

**Short term e-Tender for the Providing Courier Service to the Kuvempu University**  
(To be submitted with technical bid)

Sl.No.	Particulars	Courier Rate (Rs.)
	<b>GROUP I-WITH IN THE STATE</b>	
01	Upto 100 gms	
02	Above 100 gms & Upto 250 gms	
03	Above 250 gms & Upto 500 gms	
04	Above 500 gms & Upto 1 kg	
05	Above 1 kg & Upto 10 kg (per kg)	
06	Above 10 kg & Upto 50 kg (per kg)	
	Above 1 kg will be next corresponding kg	
	<b>Total Group-I</b>	
	<b>GROUP II-SOUTH INDIA</b>	
01	Upto 100 gms	
02	Above 100 gms & Upto 250 gms	
03	Above 250 gms & Upto 500 gms	
04	Above 500 gms & Upto 1 kg	
05	Above 1 kg & Upto 10 kg (per kg)	
06	Above 10 kg & Upto 50 kg (pre kg)	
	Above 1 kg will be next corresponding kg	
	<b>Total Group-II</b>	
	<b>GROUP III-NORTH INDIA</b>	
01	Upto 100 gms	
02	Above 100 gms & Upto 250 gms	
03	Above 250 gms & Upto 500 gms	
04	Above 500 gms & Upto 1 kg	
05	Above 1 kg & Upto 10 kg (per kg)	
06	Above 10 kg & Upto 50 kg (per kg)	
	Above 1 kg will be next corresponding kg	
	<b>Total Group-III</b>	

**Grand Total**

Sl.No.	Particulars	Courier Rate (Rs.)
01	GROUP I - WITH IN THE STATE	
02	GROUP II - SOUTH INDIA	
03	GROUP III - NORTH INDIA	
	(GROUP I+ GROUP II+ GROUP III) <b>Grand Total</b>	

Date :

Place :

Tenderer signature with  
Name, address and seal