

HMT (INTERNATIONAL) LIMITED
(LIMITED TENDER)

NIT for the Appointment of International Courier Service agent for both Documents and Non Documents on Work Contract Basis for 3 years.

TENDER NO: HMTI/ADMN/INTERNATIONAL COURIER/2023 DTD. 28.03.2023
BID CLOSING DATE: 11.04.2023 TIME 10.30 HRS
BID OPENING DATE: 11.04.2023 TIME 11.00 HRS
PLACE: HMT (I) BOARD ROOM, HMT BHAVAN
NO. 59, BELLARY ROAD, BANGALORE

ATTENTION

1. Only sealed Tenders shall be entertained. All joints of envelope should be sealed with wax with individual design stamped on it or with cello tape to ensure it is tamperproof.
2. Tenders not sealed shall be rejected straight away. Do not use window envelope.
3. Super scribe Tender Ref. No., Date, Submission date and Bidder address on the top of envelope.
4. The Bidder may depute their authorized representative to witness the tender opening bids.

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1.0 Tender Notice:

Ref. No.: **HMTI/ADMN/INTERNATIONAL COURIER/2023**

Date: 28.03.2023

M/s

Dear Sirs,

Subject: Appointment of International Courier Service agent for both Documents and Non Documents on Work Contract Basis for 3 years.

Sealed Quotations are hereby invited for Appointment of International Courier Service agent for both Documents and Non Documents on Work Contract Basis for 3 years, detailed under "Instructions and Guidelines to the bidders" and Terms and Conditions as enclosed by the undersigned on behalf of HMT (International) Limited, a wholly owned subsidiary of HMT Limited. HMT (International) Limited is a Trading Organization involved in Import-Export business and has its Clientele in more than 40 countries.

Offers should be submitted in **two parts bid** as detailed in relevant sections. All the parts should be individually sealed and super scribed indicating Part No. as required and enclosed in the main cover duly sealed and super-scribed clearly with our tender notice No. & due date.

Before preparing the bids, please see the details in various Enclosure.

Please note that the sealed tenders will be received in the Tender Room located in HMT(I) board room, HMT Bhavan, no. 59, Bellary road, Bangalore up to 10:30 Hrs. on 11.04.2023. Part-I of the bid comprising of Techno Commercial Bid will be opened on the same day at 11:00 hours in the presence of such tenderer's and /or their authorized representatives who choose to be present. The representative should be the same person who has signed the documents or his authorized representative with duly authorized letter. There shall not be any overwritten figures in document. All the corrections/over-writings should be duly signed by the authorized person submitting the offer and should be rewritten in both figures and words.

HMT (I) takes no responsibility for delay, loss or non-receipt of tender documents sent by post and also reserves the right to accept or reject any or part of the tender without assigning any reason thereof.

Corrigendum, if any, will be posted at <http://www.hmti.com>

Tender should be addressed to:

The Manager (Commercial)
HMT (INTERNATIONAL) LIMITED,
HMT Bhavan (5th Floor)
59, Bellary Road, Bangalore-560032
Phone: 9111122275

REQUEST FOR PROPOSAL

HMT (International) Limited, Bangalore (A Govt. of India Undertaking) invites tenders from bidders who qualify as per criteria below. The tender is invited in TWO PARTS, PART-I (Techno-Commercial) & PART-II (PRICE) for Desk to Desk Courier Service for International Destinations on Work Contract Basis for 3 years.

General Instructions for the bidders

- The envelope should be duly sealed on all joints super scribing tender no. & tender title, closing date and time, opening date and time and tenderer address.
- The envelopes not sealed on all four sides will be rejected straightaway.
- All offers shall be either type-written or written neatly in indelible ink. Offers shall be free from CORRECTION AND ERASURES, corrections if any, must be attested. Each page of the offer must be numbered consecutively, should bear the tender number and should be signed by the tenderer at the bottom. A reference to the total number of pages comprising offer must be made at the top right hand corner of the first page.
- Any individual(s) signing the tender or other connected documents should be a competent authorized person or else original copy of power of authorization issued by the competent authority should accompany the tender.
- The sealed bids should be dropped in the tender box provided in the following address or ensure delivery on or before 1030 hrs (IST) on the closing date. Late offers will not be considered.
- Bids shall be complete in all respects accompanied by detail literature, brochures with necessary details in English or otherwise, the bids will not be considered.
- Bidders can download the details directly from the website **www.hmti.com** and submit the offers.

2.0 INSTRUCTIONS AND GUIDELINES TO BIDDERS

PROCEDURE FOR SUBMISSION & OPENING OF BIDS

Bids shall be accepted by the official inviting the tenders, in TWO PARTS, as described below, on or before the due date & time indicated in the Tender Notice.

PART-I: (TECHNICAL BID)

This part shall consist of the following:

- Techno Commercial Bid dully filled and associated Enclosures without mentioning price

PART-II: (PRICE BID)

Price bids of only techno-commercially short listed vendors will be opened. Price Format containing PRICES only (to be furnished in the enclosed Price Schedule format only). Prices shall be quoted in Indian Rupees only. Price quoted should be on 3 years works contract basis.

Price Bid should not contain any technical details and/or Commercial Terms & Conditions as the same are supposed to be contained in PART-I only so that the same can be evaluated before opening of Price Bid(s).

MARKING ON ENVELOPE

The two parts (Part-I and Part-II offers shall be enclosed in two separate sealed envelopes with bidder's distinctive SEAL super-scribed as follows:

PART I: "TECHNICAL BID".
PART II: "PRICE BID".

The above two parts shall be enclosed in another envelope and super scribed with the following:

1. TENDER ENQUIRY NO. AND DESCRIPTION
2. DUE DATE OF OPENING

This envelope shall be addressed to the official inviting tender by name and designation as mentioned below:

**The Manager (Commercial)
HMT (INTERNATIONAL) LIMITED,
HMT Bhavan (5th Floor)
59, Bellary Road, Bangalore-560032
Phone: 9111122275**

(Un-sealed envelopes or envelopes not super-scribed as above may not be accepted / considered).

BID SUBMISSION

All the envelopes should be submitted before 10:30 Hrs. of due date i.e. 11.04.2023 TENDERS RECEIVED AFTER 10:30 Hrs. WILL BE TREATED AS LATE TENDER.

Bids can also be sent by post. Bids shall reach latest by 10:30 Hrs. of the due date i. e. 11.04.2023. Bids received after the Due Date and Time of opening are liable to be rejected.

BID OPENING

PART-I (Techno-Commercial Bid) shall be opened on the due date and time as specified in the Tender Notice, in the presence of bidders who may like to attend. Part-II (Price Bid) of only the techno-commercially short listed vendors shall be opened subsequently at a later date after complete evaluation of Part-I.

Opening of tenders will start at 11.00 Hrs on 11.04.2023

Contractors should be asked to bring their authority letter from their company for witnessing the tender opening.

Date and time of Price Bid (Part-II) opening shall be intimated to the technically and commercially acceptable bidders only.

Not more than two representatives will be permitted to be present for the tender opening.

No correspondence shall be entertained from the bidders after the opening of Price bid(s).

Standard pre-printed conditions of the bidders attached to the offer will not be accepted and only those mentioned in the body of his offer will be considered.

Unsolicited bids shall not be entertained. Unsolicited revised Price Bids also, shall not be entertained at any stage of the tendering process.

Literature, Pamphlets submitted along-with the offer shall only be treated as supplementary information. All their contents shall be considered as unread and also will not be considered as part of the quotation. The information/details provided as per our formats/annexure shall only be considered and evaluated.

Tenderer not submitting their bids in two parts i.e. PART-I (Techno-Commercial Bid) & PART II (PRICE BID) will be outrightly rejected.

VALIDITY OF OFFER

The offer shall be kept valid for acceptance for a minimum period of 90(Ninety) calendar days from the date set for opening the tender.

REJECTION OF BID AND OTHER CONDITIONS

Any format not properly filled, partially filled or not filled will make the bid liable for

rejection. Bidders are requested to note that all columns, rows and spaces provided to fill up the data must be filled with relevant data without fail. In case, any bidder fails to do so or fills up irrelevant data, HMTI is not bound to seek clarifications on such items and will be free to reject the tender summarily.

Enclosures consisting of all specified documents shall be bound and cross-referenced with respect to relevant clause of this tender document. This shall be submitted along with the technical bid as a separate volume.

Any relevant information pertaining to this tender can be obtained only from:

The Manager (Commercial)
HMT (INTERNATIONAL) LIMITED,
HMT Bhavan (5th Floor)
59, Bellary Road, Bangalore-560032
Phone: 9111122275
Email: commercial@hmti.co.in

Canvassing in any way concerning this tender, wrong declaration, incorrect information, misleading or incorrect certifications, etc. shall be viewed seriously and suitable action will be taken as per company norms.

The HMTI reserves to itself, full rights for the following without assigning any reasons, whatsoever:

- a) To reject any or all the bids.
- b) To increase or decrease the volumes of documents.

QUALIFYING CRITERIA

Tenderer shall meet the following Qualifying Criteria:

- Should possess a valid license from competitive authority
- Should have at least 10 years experience in international courier service (Satisfactory certificates from any two clients to be provided)
- The Bidder should have average annual turnover of Rs.10 Lakhs during the last three years (2019-20, 2020-21, 2021-22)
- The consignment should be handled only by the Courier with whom the contract has been entered and is not allowed to transport through any other Agencies/Courier

TENDER EVALUATION

➤ The offers received will be evaluated by the Tender Evaluation Committee to ascertain the lowest acceptable offer in the interest of organization.

➤ HMT(I) reserves the option to give a price preference to the offer from public sector units/ Government organizations over those from other firms, in accordance with the policies of the Government from time to time.

3.COMMERCIAL TERMS AND CONDITIONS FOR BIDDERS

GENERAL

The words incorporating singular shall include plural and vice-versa, in the words importing masculine gender shall include feminine and vice-versa and the words importing persons shall include bodies; corporate, limited liability companies, partnership and other legal entities.

RATES

Rates to be quoted for courier service with 3 years validity inclusive of all taxes (Except GST) and duties, freight, handling and packing charges, transit insurance, installation, regular insurance. Rates shall remain FIRM without any variation till completion of the works contract.

Rates are to be quoted as per Price Bid Format. Details of prevailing rates of taxes should be indicated separately. Bidders, in their own interest, are requested to check up and indicate the different tax tariff like "Right to use"/GST; etc and evaluation will be based on taxes indicated by the bidder. Taxes not mentioned by the bidder in their bid will not be entertained at later date. However, during the execution of the contract any increase or decrease in the above taxes/imposition of new taxes will be entertained against documentary proof.

PAYMENT TERMS:

- **60th day from date of submission of bills to HMTI**

TERMINATION OF THE CONTRACT/AGREEMENT

- i). HMTI reserves the right to terminate the order/contract, either wholly or in part, upon situations arising due to non-compliance of stipulations of the Order/contract by the Courier agency (such as regular failure in consignment delivery as per scheduled time or failure in Collection of documents/Non Documents at proper timings or wrong delivery or loss of consignments etc.) at the risk and cost of bidder.
- ii). Consequences: As soon as the contract is cancelled / terminated by HMTI, no payment will be payable to the Vendor.

SUB CONTRACTING

The Courier is not allowed to pass the responsibilities connected with the handling & transportation to other agencies/courier. Under no circumstances after entering into the contract, the tenderer shall be permitted to arrange transport of documents entrusted to him through another Courier.

The consignment should be handled only by the Courier with whom the contract has been entered and is not allowed to transport through any other Agencies/Courier

INSURANCE

Insurance for the courier documents shall be arranged by the courier service providers at his own risk and cost throughout the period of contract. HMTI, under any circumstances, will not be responsible for any loss/damage/theft of any documents, due to any reasons, whatsoever. Claim(s) etc., if any, will be dealt with the underwriters directly by the courier.

FORCE MAJEURE

Courier service providers shall not be responsible for delay in delivery resulting from acts/events beyond his control provided notice of the happening of any such act/event is given by the courier to the HMTI within 15 days from the date of its occurrence. Such acts/events shall include but not be limited to acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, riots, fire or Governmental regulations superimposed after the date of order/contract.

ARBITRATION

All disputes of any kind arising out of supply, acceptance, warranty maintenance etc., shall be referred after issuance of 30 days' notice in writing clearly mentioning the nature of dispute to a single arbitrator to be appointed by HMT(I). The venue for arbitration shall be Bangalore.

JURISDICTION

The disputes, legal matters, court matters, if any shall be subject to Bangalore jurisdiction only.

ACCEPTANCE OF ORDER

Letter of courier service provider regarding acceptance of the LOI/ Order/ Contract is to be submitted within one week from the date of issue of order.

EXTENTION OF COURIER CONTRACT IN FUTURE

In case any extension is required on the courier services the operator shall provide the same at mutually agreed terms. HMTI also reserves the right to extend the contract after expiry of initial period. The extension will be decided on mutually agreed rate (rate should not exceeds the existing charges of the contract) and terms & conditions and will be valid only after written communication to this effect.

4. TECHNICAL TERMS & CONDITIONS

Sealed tenders are invited for entering into the contract for dispatch of documents and Non documents through courier service to International destinations.

Before quoting for the work, the tenderer should ascertain the nature of our requirements and should quote keeping all the factors in mind and take into account all incidental expenditures including taxes, etc.

Late and revised offers after opening of the tender will not be considered, but HMTI reserves the right to invite fresh tenders or to negotiate for reduction in rates/terms of offer.

The Courier after delivery of the document/Non documents to the consignee at the destination shall obtain acknowledgement of delivery of documents from the consignee, which consists of stamp/seal affixed, date & condition of consignment received by the consignee, under consignee's signature on the consignee copy and submit to HMTI along with their bill for payments.

TENURE OF THE CONTRACT

The contract shall be valid for a period of 3 years from the date of award of the contract or such extended date as may be mutually agreed by HMTI and the Courier. However, HMTI reserves the right to short close the contract at its discretion.

PART - I TECHNICAL BID

ENCLOSURE - I

1. Company Profile to be enclosed
2. Experience in handling International Courier Services (Satisfactory certificates from any two clients to be provided)
3. To specify whether you are an ISO Certified Company. If so, copy of same to be enclosed.
4. Signed Company's Audited Balance Sheet for the last three years – copies to be enclosed along with the Technical Bid.(2019-20,2020-21,2021-22)
5. The consignment should be handled only by the Courier with whom the contract has been entered and is not allowed to transport through any other Agencies/Courier

Signature:.....

Name:.....

Designation:.....

LIST OF MAJOR CUSTOMERS

Tender Enquiry No:,

dated: --/--/----

Sl.No.	Organization Name/ Contact Person details	Type of Courier Services	Details
1			
2			
3			

Place:
Date

Signature with seal

PART – I TECHNICAL BID

ENCLOSURE – III

PROFORMA FOR VENDOR REGISTRATION

Sl.No.	Description	Details
1	(a) Name and address of the vendor	
	(b) Telephone No.	
	(c) Fax No.	
	(d) Email ID	
	(e) Company Profile (Please enclose)	
	(f) Turnover of the Company for the past three years	
	(g) Bankers Details	
2	Quality system implemented - ISO 9000 / QS 2000 etc.	YES / NO
3	Name, address & Telephone No. of the owner / proprietor/partners	
4	GST Registration No.	

Declaration: I / We declare that the details given above are true and correct.

Place:

Signature of Authorized person
With company seal

Date :

Note: Please attach detailed information in a sheet wherever, if required.

PART II (Price Bid Format),

ENCLOSURE – IV

Name of the Agent:											
For Documents											
Sl.no	Weight in grams	Neighboring Countries	USA	European Countries	Australia	Far East	South East Asia	Africa	Caribbean Countries	Russian Federation	
		Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	
1	100										
2	200										
3	300										
4	400										
5	500										
6	600										
7	700										
8	800										
9	900										
10	1000										
11	1100										
12	1200										
13	1300										
14	1400										
15	1500										
16	1600										
17	1700										
18	1800										
19	1900										
20	2000										
21	2100										
22	2200										
23	2300										
24	2400										
25	2500										
26	2600										
27	2700										
28	2800										
29	2900										
30	3000										

PART II (Price Bid Format),

ENCLOSURE – IV

Name of the Agent :										
For Non-Documents										
Sl. no	Weight in kgs	Neighboring Countries	USA	European Countries	Australia	Far East	South East Asia	Africa	Caribbean Countries	Russian Federation
		Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.
1	0.50									
2	1.00									
3	1.50									
4	2.00									
5	2.50									
6	3.00									
7	3.50									
8	4.00									
9	4.50									
10	5.00									
11	5.50									
12	6.00									
13	6.50									
14	7.00									
15	7.50									
16	8.00									
17	8.50									
18	9.00									
19	9.50									
20	10.00									
21	10.50									
22	11.00									
23	11.50									
24	12.00									
25	12.50									
26	13.00									
27	13.50									
28	14.00									
29	14.50									
30	15.00									
31	15.50									
32	16.00									
33	16.50									
34	17.00									
35	17.50									

PART II (Price Bid Format),

ENCLOSURE – IV

Name of the Agent:										
For Non-Documents										
Sl.no	Weight in kgs	Neighboring Countries	USA	European Countries	Australia	Far East	South East Asia	Africa	Caribbean Countries	Russian Federation
		Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.
36	18.00									
37	18.50									
38	19.00									
39	19.50									
40	20.00									
41	20.50									
42	21.00									
43	21.50									
44	22.00									
45	22.50									
46	23.00									
47	23.50									
48	24.00									
49	24.50									
50	25.00									
51	25.50									
52	26.00									
53	26.50									
54	27.00									
55	27.50									
56	28.00									
57	28.50									
58	29.00									
59	29.50									
60	30.00									
61	30.50									
62	31.00									
63	31.50									
64	32.00									
65	32.50									
66	33.00									
67	33.50									
68	34.00									
69	34.50									
70	35.00									

PART II (Price Bid Format),
ENCLOSURE – IV

Name of the Agent :											
For Non-Documents											
Sl.no	Weight in kgs	Neighboring Countries	USA	European Countries	Australia	Far East	South East Asia	Africa	Caribbean Countries	Russian Federation	
		Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	Value in Rs.	
71	35.50										
72	36.00										
73	36.50										
74	37.00										
75	37.50										
76	38.00										
77	38.50										
78	39.00										
79	39.50										
80	40.00										
81	40.50										
82	41.00										
83	41.50										
84	42.00										
85	42.50										
86	43.00										
87	43.50										
88	44.00										
89	44.50										
90	45.00										
91	45.50										
92	46.00										
93	46.50										
94	47.00										
95	47.50										
96	48.00										
97	48.50										
98	49.00										
99	49.50										
100	50.00										

Weight Breaks Additional Rate per 500 Gram									
50.5 + Kg									

Note:

- Quoted rates include all the taxes except GST.
- Part Bidding is not allowed
- Price quoted other than prescribed format will be rejected

(Authorized Signatory)
For_____

Place:
Date: