

Alagappa University
(A State University Established by the Government of Tamil Nadu)
[Accredited with 'A+' Grade by NAAC (CGPA: 3.64) in the Third Cycle,
Graded as category - I University and Granted Autonomy by MHRD - UGC)
QS Ranking - India Rank: 24 / Asia Rank: 222]
Karaikudi – 630 003

Ref: DDE/DE10/Courier Service/2020

Dt: 07.09.2020

Tender Notice

Sealed Tenders are invited from reputed couriers for sending the course materials, Book Parcels, Covers of the Directorate of Distance Education, Alagappa University, Karaikudi to its Learning centres from the date of issue of work orders by the University and renewable on year to year basis.

The detailed Tender document cost of Tender schedule EMD and other details are available in our University website: www.alagappauniversity.ac.in

The filled in Tenders both Technical and Commercial bid in Separate Sealed Covers put into a Single big cover should reach on or before 22.09.2020 up to at **3.00 pm** and it will be opened on the same day at **4.00 pm** in the presence of Tenderers or their authorized representatives.

Place: Karaikudi
Date: 07.09.2020

REGISTRAR

Tender Schedule

Sealed Tenders are invited from reputed courier service providers for sending Course materials, book parcels and covers of Directorate of Distance Education under “two cover system” i.e courier service providers are required to submit simultaneously two separate sealed covers, put into a single big cover superscribing “Tender Ref: DDE/DE10/Courier Service /2020. One cover containing the Earnest Money Deposit (EMD) along with the pre-qualification criteria which will be opened first and the second cover containing the price quotation which will be opened only, if the courier service provider is found qualified to execute the tender. Pre-qualification criteria and other terms and conditions etc. can be downloaded from the University Website: ***alagappauniversity.ac.in*** website, the cost of tender schedule amount of Rs.9000+ 12% GST shall be enclosed by courier service providers in the form of Demand Draft drawn in favour of **The Registrar, Alagappa University payable at Karaikudi.**

The filled in tender along with a Demand Draft for Rs.30,000/- drawn in favour of The Registrar, Alagappa University payable at Karaikudi towards Earnest Money Deposit (EMD) should be submitted to the Registrar, Alagappa University on or before 22.09.2020 up to 3.00 p.m. which will be opened on the same day **at 4.00 p.m.** in the presence of tenderers . The term of the tender shall be for a period of three years from the date of issue of work order by the University.



ALAGAPPA UNIVERSITY

(A State University Established by the Government of Tamil Nadu)
[Accredited with 'A+' Grade by NAAC (CGPA: 3.64) in the Third Cycle,
Graded as category - I University and Granted Autonomy by MHRD – UGC)
QS Ranking- India Rank: 24 / Asia Rank:222]



Vallal Alagappan Valaagam Karaikudi-630003, Tamil Nadu, India

DIRECTORATE OF DISTANCE EDUCATION

Ph.:04565-223420 fax:04565-225216.email:dde@alagappauniversity.ac.in Website: alagappauniversity.ac.in

“TENDERS FOR COURIER SERVICES (DDE)” due on 22.09.2020

1. The tender will be opened by the Registrar at **4.00 p.m.** on the same day in the Registrar's office in the presence of tenderers or their duly authorized representatives.
2. The courier agency should furnish their profile, enclose copy of their credentials and special discounted rates.
3. The rates quoted should include service tax, if any, packing bags and for stitching the parcel and collect the covers and parcels from the office of the Directorate of Distance Education, Alagappa University, Karaikudi.
4. On the basis of promised service, past performance/track record in various organizations and the rates quoted by different tenderers, the courier agency will be selected by the University, for the courier service in DDE for the period of three years.
5. The agency who is entrusted with the courier services of Alagappa University, Karaikudi has to fulfill the terms of the tender. Payment will be made monthwise after delivery of Letters / Parcels and on production of copy of the acknowledgement for the receipt of covers/parcels by the addressee.
6. The approximate value of Courier service will be Rs.50, 000/- to Rs.2.5 lakhs per month.
7. Advance payment will not be made under any circumstances.
8. The tender shall be valid for a period of three years with renewal of agreement for each year. No revision of rate will be considered during the contract period. Any written request for revision of rates due to extraordinary external factors shall be considered by the Syndicate at the end of every year. The courier service to DDE should not be stopped till new agreement takes place.
9. No separate loading and unloading charges shall be paid to the agency.
10. The Parcels/Letters should be delivered at the office/Residence to the respective study Centre/Students/Addressee.

11. The courier organization has to make their own arrangements to collect the covers and parcels from DDE office at Karaikudi and provide necessary arrangement for packing and stitching of bags for the parcel.
12. It shall be the responsibility of the courier agency to promptly respond service calls, Non tampering of packages and documentation and ensure safe delivery of the documents/Packages to the destination without any damage. In case of damages/loss the courier has to make good the loss assessed by the University.
13. If any covers/parcels are undelivered, they should be returned to the Directorate of Distance Education. In such case, the charges will not be paid.
14. Proof of Delivery (POD) of the covers/parcels should be given to DDE. POD should invariably contain the consignee stamp & signature. The service bill should be submitted datewise with a consolidated statement of all the days in the month.
15. Facilities to track the courier through website should be made available. Prompt delivery of the consignment is of prime importance and minimum days of delivery should be mentioned.
16. Failure to adhere to the condition of this agreement will result in forfeiture of caution Deposit amount of Rs.1.00 lakh
17. Please note that the tenders are liable to be summarily rejected if:
 - a. The tenders are without EMD
 - b. Complete rate details of the courier services are not sent with the tender.
 - c. Validity period is not indicated
18. Only parties who agree to abide by the terms and conditions may send tenders and submission of tenders against this specification would signify such acceptance of the above terms and conditions by the tenderers.
19. No suit or any proceedings in regard to any matter arising in any respect under this contract shall be instituted in any Courts in the District Munsif Court or Sub Court at Sivaganga. It is agreed that no other Court shall have jurisdiction to entertain any suit or proceedings even though part of the cause of the action arises within their jurisdiction. In case of any part of cause of action arises within the jurisdiction of any of the Court in Tamil Nadu and not in the other Court of Sivaganga then it is agreed between the parties in that such suits or proceedings shall be instituted in a Court within Tamil Nadu and no other Court outside Tamil Nadu shall have jurisdiction even though any part of the cause of action might arise within the jurisdiction of such Courts.
20. The Registrar, Alagappa University, Karaikudi reserves the right to accept or reject any tender either partly or wholly without assigning any reason whatsoever.
21. The decision of the Registrar in respect of Courier service is final.
22. Detailed specification of the courier service requirements is enclosed.

REGISTRAR

PRE-QUALIFICATION CRITERIA

1. The courier service provider should possess the required licenses, registrations etc as per law valid at the date of the opening of tender. Copy of certificates should be attached.
2. The Courier Service provider shall have a network of agencies/offices across Tamilnadu and shall have not less than ten years of experience of providing Courier Services in logistics and distribution of documents and parcels on all over Tamilnadu basis. The details of network should be provided.
3. The courier service providers should be an Income Taxpayer with PAN and TAN issued by Income Tax Department and relevant PAN and TAN number should be mentioned in the Tender.
4. 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. There should be no case with the police/Court against the proprietor /Firm/Partner or the Company. An undertaking in this regard may please be submitted.
5. Any pending case/enquiry against the University by the courier service provider is not eligible to participate.
6. Interested and qualified courier service providers shall submit technical bid taking into account the pre-qualification criteria listed above with relevant documents.

Registrar

ALAGAPPA UNIVERSITY, KARAIKUDI
(Reaccredited with 'A+' Grade by NAAC)
DIRECTORATE OF DISTANCE EDUCATION

Specifications for Courier Service requirements:

Sl. No.	Nature of Work	Rate Details
1	Covers and Parcels are to be collected from DDE, ALU, KKDI and to be distributed to the study centres of DDE, ALU across Tamil Nadu	Rate per cover in Rs.
		Rate per Kg per parcel upto 20kg in Rs.
		Rate per Kg per parcel more than 20 Kgs and upto 40 kgs in Rs.

The rate should be quoted with applicable tax, if any and shown separately. There should not be any revision of basic rate other than the statutory tax during the period of contract for which bidder shall produce documentary evidence.