



**JOINT ELECTRICITY REGULATORY COMMISSION**  
(For the state of Goa and Union territories)  
2<sup>nd</sup> Floor, HSIIDC Office Complex, Vanijya Nikunj Complex,  
Udyog Vihar, Phase V, Gurgaon (Haryana)  
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### **NOTICE INVITING TENDER**

Sealed quotations are invited from bonafide, competent and experienced courier agencies of good repute, credentials, and sound financial standing for providing courier service in JERC office.

#### **Technical Requirements**

- 1) Only authorized agencies in the business of providing courier services with minimum experience of 3 years in the services are permitted.
- 2) Average annual turnover from similar works of last 3 years should be greater than or equal to Rs.3 lakhs.

The contractor should have to submit the following documents duly attested along with quotation:

- (1) Income Tax returns for last 3 years along with copy of PAN card.
- (2) Audited Balance sheet for the last three years
- (3) VAT registration certificate.
- (4) A list of similar works executed during the last three years alongwith their proof (eg. Client certificate)and contracts in hand.
- (5) Service Tax registration No -----and date of registration.
- (6) Proof of legal entity.

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- a) Tender documents are available on the Commission's website : [www.jercuts.gov.in](http://www.jercuts.gov.in), describing the eligibility criteria, scope of work/services and the terms & conditions for the contract.
- b) Duly signed/filled up tender form may be submitted latest by 15.00hrs in sealed cover on 22-7-2013.
- c) The tender will be opened at 15:30 hrs on 22-7-2013.
- d) JERC reserves the right to reject any or all quotations without assigning any reason whatsoever.
- e) JERC also does not bind itself to accept the lowest rate.
- f) Telex/FAX/E-mail offers will not be accepted.

Sd/-  
**(R. K. Malik)**  
**Secretary,**  
**Joint Electricity Regulatory Commission**  
**(for State of Goa & UTs)**  
**2<sup>nd</sup> Floor, HSSIDC Office Complex,**  
**Udyog Vihar Pahase-V,**  
**Gurgaon, (Har.)**

## **SCOPE OF WORK**

1. The Authorized representative of Courier agency will collect parcels/letters
2. The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
3. The Courier agency will arrange to deliver parcels/letters without delay
4. The courier agency will ensure that all the parcels/letters are delivered to the recipient to whom it is meant for and in no case is delivered to any body other than the recipient.
5. 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.
6. The Courier agency will return the undelivered parcels/letters within one weeks.
7. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements.

## **TERMS AND CONDITIONS**

1. The agency must have carried out similar work during the last three years and at least three orders of similar work in Government/autonomous organizations or public sector undertakings or reputed companies. A copy of the award letter satisfactory performance certificate is required to be furnished from at least three of the above organizations.
2. The Courier agency is required to have branch offices in all metropolitan cities, state capitals and other major towns of India. The courier service is required to provide a list of stations along with addresses, telephone number, e mail and Fax where its offices or contact offices are located.
3. The period of contract shall be one year in the first instance from the date of taking position by the Contractor. The company may extend the contract beyond the original.
4. The agency shall have their representatives accessible either by person or by phone during office or after office hours and if called for to attend work concerning delivery of Dak.
5. The agency shall ensure safe delivery and confidentiality of the document entrusted to it.
6. The agency shall observe the highest standard of ethics during the execution of the contract.
7. JERC will reject a proposal for award if it determines that the Courier agency recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question and such position. JERC will also blacklist the firm indefinitely or for a period of time
8. The agency shall indemnify and keep indemnified the JERC against any loss, demand, action, proceeding, damages, cost charges and expenses which may be made or brought or commenced against JERC by any of its act contrary to the terms of the agreement.
9. The tenderer shall observe the laws applicable and the rule or code of conduct of the agency.
10. In case of untimely or non-delivery of parcels/letters etc or damage to the parcels/letters, an amount equivalent to five times the amount incurred on Courier Service will be deducted from the monthly billing of the Courier Service.

11. The contract is not transferable/assignable.
12. Renewal of the contract will be considered by mutual consent of both the parties.
13. If any of the terms and conditions provided herein or any direction issued is not complied with or agency is found to have committed any breach thereof the security deposit/performance guarantee shall be forfeited without any further notice besides terminating the contract. The decision of JERC shall be final in this regard.
14. In case of dispute the jurisdiction of court will be at Gurgaon.

### **Penalty Clause**

A penalty of 1000/- will be imposed for any omission/negligence/delay in delivery for national letters and 2500/- for international letters. If the performance/service of the company is found unsatisfactory the contract will be terminated without giving any notice.

### **Payment Terms**

1. The Courier service will raise bills on completion of each calendar month along with proof of delivery of the previous month and payments will be made within a reasonable time.
2. In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, JERC reserves the right to deduct the amount from the monthly billing of the Courier Service.
3. Letters which cannot be delivered due to speed post non availability of services of the agency can be sent to the addressee by registered post at the agencies cost.