

**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**  
(A grant – in - aid institute under Department of Atomic Energy, Government of India)  
Sector-22, Kharghar, Navi Mumbai – 410210  
[www.actrec.gov.in](http://www.actrec.gov.in), e-mail- [anavkarsa@tmc.gov.in](mailto:anavkarsa@tmc.gov.in)  
022-27405000 Ext-5141

**NOTICE INVITING TENDER**

**CONTRACT FOR PROVIDING COURIER SERVICES AT ACTREC FOR THE PERIOD OF ONE YEAR FROM 01<sup>st</sup> July, 2020 TO 30<sup>th</sup> June, 2021 (EXTENDABLE FOR ONE YEAR SUBJECT TO SATISFACTORY PERFORMANCE)**



Sr. No.	Particular	Amount
01	EMD by Demand Draft to be drawn in favour of Director ACTREC or TMC - ACTREC	3,000/-

**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**  
Sector-22, Kharghar, Navi Mumbai-410210

No. TMC/ACTREC/Courier/Admin/2343/2020

18<sup>th</sup> May, 2020

Sub: - Tender for providing courier services at ACTREC for the period of one year from 01<sup>st</sup> July, 2020 to 30<sup>th</sup> June, 2021 (Extendable for one year subject to satisfactory performance).

Contact person

:- Mr. S. A. Anavkar, Asst. Administrative Officer  
(EM) Tender document can be downloaded  
from Website- [www.actrec.gov.in](http://www.actrec.gov.in) from  
18/05/2020

**Critical date sheet:**

Published Date	18 <sup>th</sup> May, 2020
Bid Document download/sale start date	18 <sup>th</sup> May, 2020 from 17:30 hrs.
Last Date & Time of Submission of Tender Documents.	08 <sup>th</sup> June, 2020 upto 13.00 hrs.
Tender Opening Date	08 <sup>th</sup> June, 2020 upto 15.30 hrs.
Tender Document Submission Place	Room no. 318 office of Administration 3 <sup>rd</sup> Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai-410210

**(S. A. Anavkar)**  
**Asst. Admin. Officer (EM)**

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Sector-22, Kharghar, Navi Mumbai-410210

No. TMC / ACTREC /Courier / Admin /2343 /2020

18<sup>th</sup> May, 2020

**NOTICE INVITING TENDER**

Limited sealed tenders are invited from reputed contractors/couriers service providers for outsourcing of courier services in the campus of **ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER, ACTREC** Sector-22, Kharghar, Navi Mumbai – 410210.

The tender document is also available on ACTREC web site [www.actrec.gov.in](http://www.actrec.gov.in) and can be down loaded by the vendors.

The rates may be quoted in Indian rupees. Complete tender along with all the documents must reach the Room No.318, Administration, 3<sup>rd</sup> Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai-410210 on or **before 08<sup>th</sup> June, 2020** by 01.00 PM along with EMD (Refundable) of Rs.3,000/- by Demand Draft to be drawn in favour of Director ACTREC or TMC - ACTREC. Sealed Tenders will be opened on the same day at 03.30 pm.

Incomplete or tenders submitted after the due date & time would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

Director, ACTREC

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Sector-22, Kharghar, Navi Mumbai-410210**

**TENDER ACCEPTANCE UNDERTAKING**

Date : \_\_\_\_\_

To,

The Director,  
Advanced Centre for Treatment, Research & Education in Cancer  
Tata Memorial Centre  
Kharghar, Navi Mumbai - 410210.

Tender Ref No. :TMC / ACTREC /Courier / Admin /

18<sup>th</sup> May, 2020

**Nature of Services /work:** Outsourcing of Courier Services for the period of one year from 01<sup>st</sup> July, 2020 to 30<sup>th</sup> June, 2021 (Extendable for one year subject to satisfactory performance/service).

Sir,

I / We read the conditions from the tender including general terms & conditions and hereby agree to abide by the said conditions. I / We also agree to keep this tender open for acceptance for a period of 90 (ninety) days from the date of opening. I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT /EMD "to Tata Memorial Centre, ACTREC, in case I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are also bound to undertake work within a week time from the date of issue of letter of award.

A sum of Rs.3,000/- (Rupees Three Thousand Only) is forwarded herewith as Earnest Money Deposit in the form of Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_.

The full value of the Earnest Money Deposit shall stand forfeited if – I / We do not undertake and commence the work within the specified time on receipt of the letter or failed to execute the work as required.

Signature of tenderer with stamp

Name

Address

**Note:-** SSI (Small scale Industries) units/Agencies/Vendors registered with NSIC/MSME for the work having valid registration certificate are exempted from payment of tender fee/EMD/Security deposit, if any as per Government of India norms).

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Sector-22, Kharghar, Navi Mumbai-410210**

**TENDER APPLICATION FORM**

No. TMC / ACTREC /Courier / Admin /2343 /2020

18<sup>th</sup> May, 2020

Name of the Services/Work	Providing Courier services
Due Date of the submission of the tender	08 <sup>th</sup> June, 2020 upto 13.00 hrs.
Demand Draft for EMD Amount, Date and drawn at	
Name / Title of the Bidder	
Full Address	
	E-Mail
	Tel. No & Mobile No.
	Fax
Legal entity of the bidder whether Firm / Society / Company / Other entity	
a) Registration No.	b) Authority with whom registered
Name & Address of the Bankers of the bidders	
PAN No.	
Registration No. for Goods and Services Tax	

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Experience of the bidder in dealing with the tendered services (attach copies of work orders)	
Whether provided services to TMC / ACTREC in past; if yes indicate the Work order No. & Date	
Any other relevant information wish to submit	

I certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same.

**Signature**  
**Name of authorized person for bidder with seal**

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**TERMS AND CONDITIONS FOR OUTSOURCING OF COURIER SERVICES AT TATA MEMORIAL  
CENTRE, ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER,  
SECTOR-22, KHARGHAR, NAVI MUMBAI -410210 ON RATE CONTRACT BASIS FOR THE PERIOD  
OF 2020-2021 COMMENCING FROM 1<sup>ST</sup> July, 2020 TO 30<sup>TH</sup> June, 2021**

**GENERAL INSTRUCTION TO THE BIDDERS**

1. The contract will be initially for one year for the period from 01<sup>st</sup> July, 2020 to 30<sup>th</sup> June, 2021 on satisfactory performance it can be renewed up to 01 year on same rates, terms and conditions.
2. Contractors are requested to sign the Terms & Conditions and special direction to the contractors and submit along with the tender
3. Tenders for the Outsourcing of Courier service at ACTREC should be submitted in a single sealed envelope duly super-scribed as" Tender for Outsourcing of Courier Services, Due Date and E.M.D. Demand Draft No.".
4. Tenders addressed to the Sr. Administrative Officer, ACTREC, must be submitted at Paymaster Shodhika Building , Room No. 318, 3<sup>rd</sup> floor, Sector – 22, Kharghar, Navi Mumbai - 410210 on or before **08<sup>th</sup> June, 2020 up to 01.00 p.m.** and Tenders which are received late will not be considered.
  - The Tenders will be opened on **08<sup>th</sup> June, 2020 at 03:30 pm** onwards in front of those Tenderers who wish to be present.
5. The tender invited is from Vendor/Contractor who shall be capable and entirely responsible for executing the work of Courier Services.
6. No tender will be accepted unless the full amount of the Earnest Money Deposit Rs.3000/- (E.M.D.) is paid. The E.M.D. must be paid by Demand Draft drawn in favour of TMC-ACTREC, payable at Navi Mumbai/ Mumbai.
7. The bids received without paying the EMD amount /charges shall not be considered.
8. It is the responsibility of bidders to see that the completed bidding documents are submitted to ACTREC, Paymaster shodhika Building, Room No. 318, 3<sup>rd</sup> floor, Sector – 22, Kharghar, Navi Mumbai – 410210 on or before the date and time mentioned above for submission of tender, failing which the bid would be considered late and rejected. Mere handing over of the bidding documents at reception or at any other counter or room or person cannot be considered as submission of bid.
9. Compliance report on Technical bids be clear. If tenderer has not quoted or put dash (-) or 'NA' then it will be presumed that quoted price includes those item cost.
10. Tenders which are received late will not be taken into consideration.
11. **Forfeiture of the E.M.D./S.D.**  
If for any reason whatsoever any bidder withdraws his bid at any time prior to expiry of the validity period or after issue of the letter of award of contract/ Rate Contract, refuses to execute or furnish faithful performance of the contract within the stipulated time, the amount of E.M.D./S.D. (Security Deposit) is liable to be forfeited.
12. The successful tenderer's will have to enter into a contract for Outsourcing of Courier services for which ACTREC will issue the award of Contract to successful bidder.

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13. Vendors must fulfill the tender documents giving all the requisite details (including NEFT details), and submit all required valid documents mentioned and return back duly signed.
14. The Director, ACTREC reserves the right to reject any or all of the tenders without assigning any reason at any stage.
15. The Director, ACTREC at his sole discretion may reject all or any tender without assigning any reason for the same.
16. The Director, ACTREC also reserves the right to extend the validity of the award of contract/Rate Contract for more than one year as mutually agreed upon.
17. The Director, ACTREC reserves the right to reject, add, reduce, or differ the services without assigning any reason at any stage thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest money deposit without any payment of interest. The Director, ACTREC on enquiry will disclose the reasons for rejecting a tender or non-issuing a tender document.
18. All vendors must disclose the names of their partners, if any. Firms with common Proprietor/Partner or connected with one another either financially or as principal and agent or as master and servant or with proprietor/partners closely related to each other such as husband/wife, father/mother, son/daughter and minor son/daughter and brother/sister and minor brother/sister, shall not tender separately under different names for the same contract. If so found, all such bid(s) shall stand rejected and tender deposit of each firm/establishment shall be forfeited. If it is Private/Public Ltd. Company the names and addresses of the Director, along with their DIN should be submitted.
19. The Tenderer shall quote firm offers. Conditional offers shall not be considered.
20. The tenders must be valid for acceptance for a period of 3 months / 90 days from the due date.
21. **The bidder should have 03 years or more experience in the profession of providing Courier Service Contract to the Government organizations/ Educational Institutions or any other commercial organizations. Proof of the contract /work order/certificates etc. must be submitted with the tender.**
22. The tender should be duly filled in all respects and signed. The tenderer should quote in figures as well as in words the amount quoted by him. Alteration, if any, should be attested by the tenderer with his full signature, otherwise the tender shall be treated as invalid tender. The tenderer should duly sign the entire tender documents personally.
23. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
24. Failure to fulfill any of the conditions given above shall render the tender for rejection.
25. That none of the Proprietors/ Partners/Directors of the firm as may be applicable under any law was convicted of any offence involving moral turpitude and sentenced to imprisonment / fees, during the last 5 years, and that no dispute/ case is pending before any court of Law/ Government authorities.
26. That the firm has deposited up to date Income Tax. (Attach copy of clearance / Return certificate) and the bidder should have Goods and Service Tax Registration No. or PAN Number.



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27. Any other taxes shall be deducted from your bills as made applicable by the Government/ Statutory authorities from time to time.
28. Details of Services to be provided in the above said Rate Contract is detailed in the Scope of Work.
29. **Arbitration** If any dispute arises out of the transaction in any manner that shall be resolved by the sole arbitrator to be appointed by the Director, ACTREC and the contractor/vendor undertakes that he shall accept such appointment even if the sole arbitrator shall be an employee of ACTREC. In case such person is not acceptable to the Contractor/Vendor, Director, ACTREC shall be the final and sole arbitrator and award given by him shall be final and binding on the parties.
30. **Governing Law**: The Law in force in India, from time to time shall only have application, and the courts in Mumbai shall have exclusive Jurisdiction to adjudicate the disputes/differences arising out of this contract.
31. The hard copy should be signed on each page of the form of the tender.
32. The Tenders must be accompanied by the following documents wherever necessary and it is the vendor's responsibility to submit all the above required documents. The offer shall be technically evaluated only if all the documents required are in order, failing which ACTREC reserves the right to reject the offer.
- a) Name and address of all Partners/ Director of the firm
  - b) Complete Literature of the Services offered.
  - c) Goods & Service Tax Registration Certificate
  - d) Last 3 years Income Tax Return and copy of the PAN card.
  - e) Copy of the Shops and Establishments Act Registration or SSI (small-scale Industries) unit/Agencies/Vendors registered with NSIC/MSME registration as applicable or registration under Companies Act. All the documents shall be the valid documents.
  - f) NEFT details

**Contract Terms & Conditions:-**

1. The rates for courier services against the destinations are to be quoted in the enclosed proforma (Annex- I –financial bid) on Intra city/ Local (Mumbai/Navi Mumbai/Thane etc.). The page must be signed and stamped by the authorized signatory. NOT QUOTED must be marked against the destination for which rates are not quoted. Unsigned quotations are liable to be rejected. The tenders will be evaluated on lowest offer on following weight age basis:-

S. No.	Weight of documents	Weight age in Percentage
1.	Not more than 100 gms	60 %
2.	101 to 200 gms each	15 %
3.	201 gms to 500 gms	15 %
4.	500 gms to 01 kg	05 %
5.	01 kg to 02 kg	05 %

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2. For due performance of obligations under the contract, the successful tenderer shall have to deposit 7.5% amount of total value as security deposit by Demand Draft or by way of Bank Guarantee or FDR in favour of Director, ACTREC with the absolute right. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind, if any.
3. No figures or words should be overwritten. Figures or words should be scored out and re-written under full signature of the authorized signatory.
4. In the event of the tender being accepted the contract must be signed by authorized signatory of the firm. The authorized signatory will provide a suitable letter of authority from the firm authorizing him to enter into a contract on behalf of the firm.
5. The firm shall be bound to provide services on the rates quoted / approved rates in the tender and will be valid for two years of contract period.
6. The contract entrusted to the successful vendors will be subject to "Force Majeure" clause as per section 56 of the Indian Contract Act.
7. That they will be strictly required to confirm to the condition of the Contract as contained in each of its clauses and that the plea of "**CUSTOM PREVAILING**" will not on any account be admitted as an excuse on their part for infringement of any of the conditions.
8. Contractor shall carry out the work in close co-ordination with the department. If any dispute arises in this regard the decision of the In-charge of work shall be final and binding on contractor.
9. The contractor shall not have any claim for compensation by reason of any alteration having been made in the original scope of work which shall involve any curtailment of the work as originally contemplated.
10. Contractor should collect letters/parcels to be couriered on each working day from ACTREC before 4.00 pm or, any other suitable as read by both and Proof of Delivery (POD) should be given promptly. The courier agency shall be responsible to collect courier from ACTREC/TMC-Kharghar daily (on all working days). Delivery time schedule shall commence from the date and time the packed consignment is handed over to the representative of Courier Agency.
11. The contractor shall be responsible for the proper conduct of their employees who would be employed by them on execution of work. In case, it is noticed that any of their staff indulges in bad behavior or commit theft or tampers with any of the properties of the Centre, the contractor shall remove the concerned employee and also make good the loss forthwith on receipt of complaint at no cost to ACTREC.
12. You shall follow all safety rules and security procedure in vogue and as applicable during execution of work.
13. The contractor shall ensure that the staff and workmen deployed in the premise of ACTREC are competent and well disciplined. He should behave properly with officials, and should not report for collecting the parcels under influence of alcohol or any narcotics.

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14. No person engaged or involved in this contract should disclose any matter pertaining to the Department to any third party in particular any information identified as proprietary in name that be kept strictly confidential and shall not be disclosed to any third party without written consent the original disclosing party.
15. The Contractor or the employee engaged by the contractor shall not use ACTREC's name for any publicity purpose through any public media like Press, Radio, Television or Internet, without the prior approval of Director, ACTREC.
- 16. The contractor shall not sublet, transfer or assign the contract to any other party.**
17. If your work is not found satisfactory, ACTREC reserves the right to terminate the contract without giving any notice and the work will be got completed at your risk and cost.
18. If the work is not started/ completed within stipulated period as mentioned in the work order the same will be got done through other agencies at your risk and cost.
19. Till such time the formal agreement is signed, the work order together with the documents/ correspondence referred to above shall form a binding contract between us.
20. Please note that this work order together with document and other correspondence leading to award of this work, will form a binding contract between both the parties.
21. In case of exigency/necessity, the contractor should attend the calls and collect the letter/parcels to be couriered as per the instructions and for which the contractor shall not be paid anything extra.
22. The amount(s) Liquidity Damage/Penalty debited to the vendor's account shall be recovered from the EMD/Security Deposit/ pending bills/ future bills of the vendor. This is without prejudice to any other legal remedies that the Centre may resort to against the Service Provider.
23. In the event of loss incurred by the Institute as a result of non-compliance, negligence, mishandling or failure to deliver the document to any address/es, the Senior Administrative Officer, ACTREC will be authorized to recover the cost of the document plus penalty based on the importance of the document as well as information/ material contained in the lost/ undelivered document from the bill. The liability amount for loss of letters/parcels shall be Rs.15/- .
24. In case of failure to provide services during the contractual period the Centre also reserves the right to enforce forfeiture of the entire security deposit. This is without prejudice to any other legal remedies that the Centre may resort to against the supplier.

**Payment Terms:-**

25. Contractor will submit the pre-receipted bills in duplicate on 01<sup>st</sup> working day of every month in respect of claim for the preceding month with the certificate for execution of the work satisfaction. The officer on the receipt of the bill along with certificates will check the work record and thereafter process the bill for payment.

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26. **Renewal of Contract:** The contract shall be renewable at the end of the current terms for a successive one year term unless either party gives a written notice of its intention not to renew two months before expiration of the current term.
27. Any expenditure incurred by ACTREC to face the situation arising out of the negligence on the part of the contractors or on the part of their laborers shall be to the contractor's accounts and recovered from the contractor's dues/monthly bills.

*Signature and Rubber Stamp of the Vendor*

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ANNEXURE-I

**FINANCIAL BID**

Format for quoting rates for Courier Service Contract for INTRA CITY –Mumbai/Navi Mumbai/ Thane for the year 2020-2021

Rates shall be offered for Intra-city courier against the details given below in the table:-

<b>Sr. No</b>	<b>Weight of documents</b>	<b>Rate (In Rs.)</b>
1	Not more than 100 gms each	
2	101 to 200 gms each	
3	201 gms to 500 gms each	
4	500 gms to 01 kg	
5	01 kg to 02 kg	
6	Good & Service Tax @ 18% extra on the above charges ( as per Govt. norms)	

Signature and Rubber Stamp of the Vendor

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APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS  
IN BANK ACCOUNT BY ELECTRONIC CLEARING SERVICE/NEFT

1. Name of the vendor :
2. Vendor Address & Other particulars :
- a) PAN NO. : \_\_\_\_\_
- c) Good & Service Tax No. : \_\_\_\_\_
- d) Mobile No :
- e) E-mail Id :
3. Account Holder's Name :  
(Title of the Account) :
4. Bank Account No : \_\_\_\_\_
5. Bank Name, Branch & Address :
6. 9- Digit MICR code of the bank : \_\_\_\_\_
7. Account type (SB / CURRENT) : \_\_\_\_\_
8. IFSC Code :  
**(Attach xerox copy of cheque)**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete information, I would not hold the user institution responsible. I agree to discharge the responsibilities as a participant under the scheme.

(\_\_\_\_\_)

Signature of the Vendor with seal

Certified that the particulars furnished above are correct as per our records.

(\_\_\_\_\_)

Signature of the authorized official from the bank

Bank's stamp :  
Date :

**Note: Xerox copy of cheque may be attached, without which the form will not be accepted.**