



## **KARNATAKA STATE LAW UNIVERSITY**

Navanagar, Hubballi-580025

**Accredited with 'A' Grade by NAAC**

Phone: 0836-2222479

Fax: 0836-2223392

Website: [www.kslu.ac.in](http://www.kslu.ac.in)

Email: [kslu.registrar@gmail.com](mailto:kslu.registrar@gmail.com)

**e- Tender for Dispatch letters, documents and parcels of various departments / Offices of KARNATAKA STATE LAW UNIVERSITY through courier Service.**

**(THROUGH E-PROCUREMENT SYSTEM ONLY)**

<https://www.eproc.karnataka.gov.in>

**INVITED BY**

**THE REGISTRAR**

**KARNATAKA STATE LAW UNIVERSITY**

**NAVANAGAR, HUBBALLI-580025**



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Tender Notice No.	KSLU/STORE/2017/18/
Name of Work	e- Tender for Dispatch letters, documents and parcels of various departments / Offices of KARNATAKA STATE LAW UNIVERSITY through courier Service
Estimate Cost	Rs. 5,00,000.00
Cost of Tender Form	As per e-procurement
Period of Contract	2 Year
Earnest Money Deposit (EMD)	Rs. 12,500/-
Last Date / time of receipt of Tenders	Date: 18 -05-2017 at 17:00 hrs
Date of opening of Tender	Date: 19 -05-2017 at 17.30 hrs

On behalf of the Governor of Karnataka, the Registrar, KSLU, Hubballi is inviting the tenders from the tenderers.

**SUPPLIER**

**REGISTRAR**

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

1. Karnataka State Law University, Navanagar, Hubballi invites e- tenders from eligible tenderers for the **Dispatch letters, documents and parcels of various departments / Offices of Karnataka State Law 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 Karnataka State Law 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 Karnataka State Law 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), which shall be paid online through e-procurement Portal using any of the following Payment Modes: Credit Card, Direct Debit, National Electronic Fund Transfer (NEFT), and Over the Counter (OTC).
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 Karnataka State Law University, Navanagar, Hubballi 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	Dispatch letters, documents and parcels of various departments / Offices of Karnataka State Law University courier Service.	5.00 lakh	12,500.00	As per e-procurement	One 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.200/- 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 year from the date of acceptance of tender.

**SECTION – III GENERAL CONDITIONS OF CONTRACT****I DEFINITIONS:**

In this Contract, the following terms shall be interpreted as indicated:-

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.
2. “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
3. “Bidder” means the Company or firm or consortium or corporate body that participates in the tender and submits its bid.
4. **APPLICABLE LAWS:** This contract shall be interpreted, construed and governed by the laws of the Republic of India.
5. ‘KTPP Act’ means The Karnataka Transparency in Public Procurement Act. 1999.
6. ‘KTPP Rules’ means the Karnataka Transparency in Public Procurement Rules 2000.

## 1. 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 One 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.
- 2.3 The participant's shall produce all the original documents for verification whenever necessary.
- 2.4 Scanned Broachers / Information / Profile of the firm / Company shall be submitted
- 2.5 This contract shall be valid for Two Year with effect from date of signing of agreement.
- 2.6 For disputes if any, the courts at Hubballi-Dharwad City shall have jurisdiction to try/settle the matter.
- 2.7 The tenderer should submit all certificates, documents as per the conditions in the bid documents.
- 2.8 No advance payment will be made for the service.
- 2.9 Conditional Tenders will not be accepted.
- 2.10 The firm doesn't coordinate with any other firm.
- 2.11 The firm's main branch/ branch office shall be within or around the radius 30 k.m. from main campus of Karnataka State Law University, Navanagar, Hubballi  
The tenderer shall quote rate for each item in Annexure-III.
- 2.12 The rates quoted should be inclusive of all taxes.
- 2.13 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.
- 2.14 The letters/documents/parcel should reach the destination point to whom concern within the stipulated time. (Except Accident/floods/ nature calamities).
- 2.15 Receipt must be produced after letters and parcel dispatched.
- 2.16 Payment will be made only after delivery of letter, documents, parcels etc.
- 2.17 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.
- 2.18 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.
- 2.19 Corrections or alterations without proper attestation will not be considered.

**SECTION – IV TECHNICAL SPECIFICATIONS****Technical Document shall contain following documents:**

1. The tenderer shall have provided successfully **Dispatch letters, documents and parcels of various departments / Offices of** Karnataka State Law University, Navanagar, Hubballi **through courier Service** to Government organisations or other Government organisation or Institutions. In support of this, the tenderer shall furnish two certificates duly certified by the competent authority.
2. Expertise in the field within documentary evidence for 05 years as on 31-3-2017. This should be supported by the certificate by the competent authority.  
The Annual turnover of the tenderer should be of minimum Rs.03.00 lakh for the last financial year (i.e. 2016-17).
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

## Annexure-1 Technical Bid

SECTION – V E-Tender Application Form for PROVIDING  
COURIER SERVICE TO THE Karnataka State Law University, Navanagar,  
Hubballi

(To be submitted with technical bid)

Sl. No.	Details of Information	Information to be furnished by the vendor
5.	Name of the Firm / Company/Agency	
6.	Year of Establishment of the Firm / Company/Agency	
7.	Registered office of the company / Firm/Agency	
8.	Address for communication (Business office)	
9.	Fax No:	
10.	E-Mail ID:	
11.	VAT Registration No	
12.	Income Tax PAN No.	
13.	Central Sales Tax No if any	
14.	EMD remittance details	Date:                  Amount:
15.	Name of the person authorized to sign this tender with contact details, Phone No., Mobile No.	
16.	No. of years of Experience	
17.	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.	
18.	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

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**TECHNICAL BID**  
**CHECKLIST**  
**Annexure-II**

SECTION – VI E-TENDER FOR PROVIDING COURIER SERVICE TO THE  
Karnataka State Law University, Navanagar, Hubballi

(To be submitted with technical bid)

SL. No.	Conditions and Documents Required	Documents Enclosed (Yes/No)
01	Name & address of the Firm / Company/Agency	
02	Firm/Company Registration Certificate.	
03	Previous year (2015-16) Income Tax annual returns copy submitted to the Concerned Authority.	
04	Previous year (2015-16) VAT/ Service Tax annual returns copy submitted to the concerned authority or Commercial Tax clearance copy / In case of other states copy of Commercial Tax remittance.	
05	Previous experience in similar type of work in the last 5 years. (Two Certificate from the Government/Other Government institutions or organizations should be enclosed).	
06	Annual turnover should not be less than Rs. 03.00 Lakh (copy of Trading Account or audited statement should be enclosed)	
07	Non Black Listed certificate certified from the Notary	
08	Technical Bid- Annexure-I (General information about the Tenderer)	
09	Appropriate License copy if any.	
10	Nearest branch office of the Company/Agency /Firm. No. of K.M./distance from Hubballi-Dharwad (should be within radius of 30 km)	
11	Attested copy of document for having own Firm/Company/Agency branches all over India.	

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

**SUPPLIER**

**REGISTRAR**

## Annexure-III

## SECTION – VII FINANCIAL BID AND BILL OF QUANTITIES

e-Tender for the Providing Courier Service to the Karnataka State Law University,  
Navanagar, Hubballi-580025

(To be submitted with technical bid)

Sl.No.	Particulars	Quoted Rate (Rs.) (Exclusive of Service Tax)
<b>GROUP I- within Hubballi-Dharwad</b>		
01	0-100 gms	
02	101 gms & Upto 250 gms	
03	251 gms & Upto 500 gms	
04	501 gms & Upto 1 kg	
05	Above 1 kg & Upto 10 kg	
06	Above 10 kg & Upto 50 kg	
<b>GROUP II-Within Karnataka State</b>		
01	0-100 gms	
02	101 gms & Upto 250 gms	
03	251 gms & Upto 500 gms	
04	501 gms & Upto 1 kg	
05	Above 1 kg & Upto 10 kg	
06	Above 10 kg & Upto 50 kg	
<b>GROUP III-South INDIA</b>		
01	0-100 gms	
02	101 gms & Upto 250 gms	
03	251 gms & Upto 500 gms	
04	501 gms & Upto 1 kg	
05	Above 1 kg & Upto 10 kg	
06	Above 10 kg & Upto 50 kg	
<b>GROUP IIII- Mumbai, Delhi, Kolkatta &amp; Other State</b>		
01	0-100 gms	
02	101 gms & Upto 250 gms	
03	251 gms & Upto 500 gms	
04	501 gms & Upto 1 kg	
05	Above 1 kg & Upto 10 kg	
06	Above 10 kg & Upto 50 kg	

**NOTE: Upload grand total amount for each group in the e-portal.**

**Grand Total**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Courier Rate (Rs.)</b>
01	GROUP I- within Hubballi-Dharwad	
02	GROUP II - Within Karnataka State	
03	GROUP III- South INDIA	
	GROUP IIII- Mumbai, Delhi, Kolkatta & Other State	
	(GROUP I+ GROUP II+ GROUP III & IIII) Grand Total	

Date :

Place :

Signature of the tenderer with  
Name, address and seal