

**OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICES CORPORATION LIMITED
Central Drug Ware House Campus, Patherquary, Narengi,
Guwahati, Assam-781026**

Tender Ref No: AMSC-LOGI0SPLY/5/2025-IT LOG-AMSC-AMSCL/

Dated: 17/01/2025

TENDER NOTICE

**FOR HIRING OF COURIER SERVICE PROVIDER FOR REGULAR, RELIABLE AND EFFICIENT MOVEMENT
OF DOCUMENTS, PARCELS AND OTHER MATERIALS**

Sealed Tender in single bid system are invited from the intending bidders affixing non refundable court fee stamp of Rs. 8.25 (Rupees eight & paisa twenty-five) only or IPO of Rs.10.00 (if they are from outside of Assam) are invited from **reputed Courier Service provider for regular, reliable and efficient movement of documents, parcels and other materials** from Central Drug Warehouse to Regional Drug Warehouses/ District Drug Warehouses or other district warehouses/ Health Institutions in the State of Assam.

The original Court Fee Stamp/IPO along with the hardcopy of technical & financial bid should be submitted to the office of the Managing Director, Assam Medical Services Corporation Limited, Assam Central Drug Ware House Campus, Patherquary, Narengi, Guwahati, Assam-781026 on or before the last date and time of submission of the bid.

E-mail for Communication: md-amscl@assam.gov.in

Important Dates of the Tender:

Sl. No.	Scheduled	Start date	Start Time	End Date	End Time
1	Publication of Tender	17/01/2025	6:00 P.M.		
2	Tender Download	17/01/2025	6:30 P.M.		
3	Last Date of submission of Prebid queries			22/01/2025	01:00 P.M.
4	Pre bid Meeting	24/01/2025	03:00 P.M.		
5	Tender Submission	01/02/2025	01:00 P.M.	06/02/2025	02:00 P.M.
6	Tender Opening	06/02/2025	04:30 P.M.		

-sd/-

Managing Director
Assam Medical Services Corporation Limited



**OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICES CORPORATION LIMITED
Central Drug Ware House Campus, Patherquerry, Narengi, Guwahati, Assam-781026
Email id: md-amscl@assam.gov.in**

No: AMSC-LOGI0SPLY/5/2025-IT LOG-AMSC-AMSCL/

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TENDER DOCUMENT

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The tender will be received till **6th February 2025 up to 14:00 PM.**

1. General Terms and Conditions:

- a) The service for a period of One (1) Year (mutually extendable by another one (1) year) on as and when required basis.
- b) None refundable Tender Processing fee of Rs.2,000/- needs to be submitted in the form of BG/ Fixed Deposit from any Indian Nationalized Bank in favour of "Assam Medical Services Corporation Ltd."
- c) Earnest Money Deposit (EMD) of Rs.4,000/- needs to be submitted in the form of BG/ Fixed Deposit from any Indian Nationalized Bank in favour of "Assam Medical Services Corporation Ltd."
- d) Average Annual Turnover of last three financial year of the bidder should not be less than Rs. 2.00Lakhs.
- e) The validity of offer should not be less than 90 days.
- f) The undersigned reserve the right to accept or reject any or all the tender without assigning any reason thereof.
- g) Price bid should be submitted in the official letter head of the bidder as per **Annexure-I.**
- h) Tender No/Name and Due date of opening must be written on top of the envelop.

- i) The tender document is to be submitted in a sealed envelope super scribing as Tender for **“Hiring of Courier Service provider for regular, reliable and efficient movement of documents, parcels and other materials”** and submit to the Office of the Assam Medical Services Corporation Ltd” Narengi, Patharquery, Guewahati-781026.
- j) The Bid document serially numbered sealed and signed by the Bidder or by duly authorized power of attorney holder in all pages with office seal.
- k) A Checklist (**Annexure-II**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-II** and should be securely tied or bound.

2. The eligibility criteria of the bidders are as follows:

- i) Bidder shall an entity registered under relevant law in India.
- ii) The Bidder should have office in the State of Assam.
- iii) Bidder should have at least minimum 3 years of work experience in Courier Service in public sector including Government / Semi-Government Agencies, Public Sector Undertakings, Urban Local Bodies, Public Listed Company etc. *(Documentary evidence of order copy/ Invoice copy/ completion certificate needs to be submitted.)*

3. Scope of Work for the Service Provider:

- a) Provide or facilitate delivery of goods in Kilograms (Kgs) duly packed from location to location as contracted by AMSCL (as per requirement) in selected locations or geographical locations across the State of Assam.
- b) Timeliness and scheduling product delivery and services thereby meeting the need of events; Buyers have specific timelines within which they require the parcel to be delivered at the desired location.
- c) Service Providers must ensure safe and proper handling of the documents/ non documents couriers, quality services; cooperativeness and teamwork at all levels (contracting officials etc.).
- d) Proof of delivery - Service Providers must provide proof of delivery of the courier via online tracking or signed acknowledgement.
- e) Service Provider will pick the package and deliver to the specified destination as per request.
- f) The Service Provider shall provide link to an on-line shipping portal system that includes internet tracking/tracing services to track shipments and provide proof of delivery, status and reasons of delay in delivery beyond designated and agreed timelines and confirmations.
- g) The Service Provider shall provide proof of delivery. The proof of delivery should contain the stamp and signature or digital receipt whichever is applicable, of the person/organization to whom the good has been delivered and the date and time of delivery. In case addressee is not found/the letter is not delivered, the same may be

sent back to the sender's address. Service Provider should make at least two attempts before returning the letters/packages/Goods.

- h) In case the materials are delivered at wrong destination or short delivered, it shall be the responsibility of the Service Provider to collect the material and deliver to the correct place at their own risk and expenditure. AMSCL will not be responsible for any payment on account of such additional trips involved.
- i) The Service Provider will be responsible to deliver the consignment at any location within the area specified in the contract irrespective of whether they have any branch office at that location or not.
- j) In the event of any reported damage /shortage /losses /non-delivery of the consignment, AMSCL shall recover the cost towards such damages / shortage /losses / non-delivery from the service providers pending bill/ credit balance or security deposit.
- k) The Service Provider shall comply with all the applicable laws orders, bye-laws, regulations, rules, standards, notifications, guidelines recommended practices, etc. while rendering its services.

4. Evaluation:

Tender will be evaluated with reference to various criteria of the technical requirements and document submitted. L1 bidder shall be selected based on **All Total Price of all Weight Category.**

5. Agreement:

The successful bidder shall execute an agreement with AMSCL on a non-judicial stamp paper of the value of Rs 100 (stamp duty to be paid by the bidder) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 15 days from the date of issue of Letter of Intent (LOI).

6. Security Deposit:

The successful bidder shall be required to submit security deposit an amount of **Rs.10.000/- (Ten Thousand)** in the form of BG/ Fixed Deposit from any Indian Nationalized Bank in favour of "Assam Medical Services Corporation Ltd." valid for a period of 14th Month from the date of Agreement.

7. Payment:

- i) Price to be quoted in Indian Rupee (INR) only.
- ii) No advanced payment will be made to the successful Service Provider.
- iii) Payment will be made on monthly basis.
- iv) Bill needs to be submitted along with proof of delivery for release of payment.
- v) Payment will not be release without Performance Security.

Annexure-I
(Financial Bid format)
(In official Letter Head of the bidder)

Tender Reference No:

Name of the Bidder:

Sl	Courier Service Weight Category	Basic Price (In Rs.)	GST (%)	GST Amount (In Rs.)	Total Price including GST (In Rs.)
1	Up to 0.100 Kg				
2	Above 0.100 Kg – Up to 0.250 Kg				
3	Above 0.250 Kg – Up to 0.500 Kg				
4	Above 0.500 Kg – Up to 1Kg				
5	Above 1Kg – Up to 5Kg				
6	Above 5Kg – Up to 10Kg				
7	Above 10Kg – Up to 20Kg				
8	Per Kg charges above 20Kg				
All Total Price					

Signature of the Bidder (with office seal)

Name:

Designation:

Contact No:

Annexure-II
(Checklist)

SI	Particulars	Yes	No	Page No
1	Court Fee Stamp of Rs. 8.25 (Rupees eight & paisa twenty-five) only/ IPO of Rs.10/- affixed.			
2	Tender Processing fee of Rs.2,000/-.			
3	Earnest Money Deposit (EMD) of Rs.4,000/-.			
4	Documentary evidence of order copy/ Invoice copy/ completion certificate in support of having provided services during last three years.			
5	Documentary evidence regarding constitution of the bidding firm such as Certificate of Incorporation, Memorandum& Articles of Association, Partnership Deed/ Municipal Trade License / Registration of Firm etc.			
6	Self-attested copy of PAN Card			
7	Self-attested copy of GST Certificate			
8	Average Annual Turnover Certificate of the bidder of last three years (FY 2021-22, 2022-23 & 2023-24)			

Annexure-III
(Draft Contract Agreement)

THIS CONTRACT AGREEMENT is made on

This day of month..... Year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Service Provider:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the service provider for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Service Provider, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Technical Specifications)
 - (e) The Supplier’s bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award (Order No)
 - (g) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Service Provider in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the Service Provider

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

=====XXXX=====