

**URANIUM CORPORATION OF INDIA LIMITED**  
**(A Government of India Enterprise)**  
**(Under administrative control of D.A.E)**  
**P.O. : JADUGUDA MINES: 832 102**  
**DIST - EAST SINGHBHUM, JHARKHAND**

**LIMITED TENDER**

**FOR**

**Courier and related miscellaneous services for various UCIL units.**

1. To be submitted by 3.00 P.M. on 31<sup>st</sup> March, 2016 to General Manager (Pers.)-IRs, UCIL, Jaduguda Mines.
2. Tender shall be opened in presence of tenders who may be present at 3.30 P.M. on 31<sup>st</sup> March, 2016 in the Office of General Manager (Pers.)-IRs, UCIL, Jaduguda Mines.

Issued to : .....

.....

(COURIER AGENCY)

Signature of Officer issuing  
the tender document.

Date : .....

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7. Schedule of Quantities

\* THE TENDER DOCUMENT CONSISTS OF 19 PAGES NOT DATED 12.03.2016. THE TENDERER IS REQUESTED TO CHECK ONLY TO ASCERTAIN THAT ALL PAGES ARE INTACT.

\* THE TENDER DOCUMENT MUST BE COMPLETED WHILE RECEIVING THE SAME.

\* THE TENDER DOCUMENT IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.

\* ALL FOLIOS OF THIS DOCUMENT SHOULD BE SIGNED BY INTENDING TENDERER WITH OFFICIAL SEAL AT THE TIME OF SUBMISSION.

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**URANIUM CORPORATION OF INDIA LIMITED**  
**(A GOVT. OF INDIA ENTERPRISE)**  
**P.O.: JADUGUDA MINES, DIST.: EAST SINGHBHUM**  
**JHARKHAND - 832102**

NO.: UCIL/ADM-96/2016

DT: 12.03.2016

**NOTICE INVITING TENDER**

Sealed items rate tenders are invited in two parts of Part-A (Technical Bid) and Part-B (Price Bid in triplicate) for providing Courier and Miscellaneous services from bonafide, reputed, experienced, reliable, resourceful Public/Private Limited Company registered under Company's Act 1956 having experience of courier service since last 5 years. The Agency must be financially sound and should be able to bear the minimum burden of at least two month expenses on courier services through its own resources with valid licenses/registrations like EPF, Service Tax and Income Tax, PAN, Shop & Establishment etc.

Name of the work	Courier and related miscellaneous services for various UCIL units.
Estimate value of work	• 36,50,155/- (Rupees Thirty Six Lakhs Fifty Thousand One Hundred Fifty Five only)
Period of contract	01 (One) year with a provision of extension of another 01 (One) year on satisfactory performance solely at the discretion of the Management.
Earnest Money Deposit	• 73,000/- (Rupees Seventy Three Thousand) only
Cost of Tender Document	• 1,000/- (Rupees One Thousand) only
Date of issue of NIT	14.03.2016 to 30.03.2016
Date of submission of NIT	31.03.2016 upto 3.00 P.M.
Date of Opening of NIT	31.03.2016 at 3.30 P.M.

*If the office of UCIL, Jaduguda happens to be closed on the last date and time mentioned for any of the above events, the said events will take place on the next working day at the same time and venue.*

The detailed description of work, special terms and conditions of the contract with related formats for quoting price etc shall be available from the office of Manager (Pers.)-Central Personnel, Jaduguda on all working days except Saturday and holidays between 9.00 A.M. to 11.30 A.M. and 2.30 P.M. to 4.30 P.M. only after obtaining clearance from Manager (Pers.) by giving request letter (in duplicate) on the letter head of the Tenderer for issue of related documents like formats for quoting price, description of work, special terms and conditions etc and must be accompanied with duly filled in format for credential/information sheet about the Tenderer (format to be obtained from the Office of Manager (Pers.)-Central Personnel, Jaduguda). The Courier Company/Agency/Contractor must bring self attested and stamped true copies of their supporting documents with the request letter. Tenders received without Company's Registration under Company's Act shall be rejected. The UCIL will neither entertain Sub-Contractor nor any Franchise to carry out this courier job keeping in view of the sensitivity of the work/Installation. Sealed tenders technical Part as well as Price part will be received in the Office of Manager (Pers.)-Central Personnel, Jaduguda till the stipulated date and Technical Part-A will be opened as per the above schedule by the Chairman and Managing Director or his representative in presence of tenderers, who may like to be present. The price part of only technically qualified tenderer will be opened on a later day to be intimated to such tenderer.

Rate quoted by the Contractor shall be valid till completion of work. The sales Tax/Service Tax, if applicable shall be borne by the Agency/Contractor only. The successful Tenderer/Contractor shall have to comply with all the statutory obligation for doing such type of courier job and UCIL will not be held any responsible for any violation in this regard. It may be noted that prior to submission of offer the party should inspect all the areas/Units only to ascertain/ensure the quantum of work to be provided to UCIL as per requirement. After accepting the offer the UCIL will not hear any plea in this regard. He has to strictly adhere to work without giving any scope of complaint by any user Dept. of the UCIL.

The Corporation reserves the right to accept or reject any or all tenders either in full or part or to split up the work, if necessary, without assigning any reasons therefore. The copy of this notice is available on our website [www.ucil.gov.in](http://www.ucil.gov.in)

For Chairman and Managing Director  
URANIUM CORPORATION OF INDIA LIMITED

Distribution:  
All Notice Boards

**URANIUM CORPORATION OF INDIA LIMITED**

( A Government of India Enterprise)

Under Dept. of Atomic Energy, Govt. of India)

PO : JADUGUDA MINES - 832 102

DI ST : EAST SINGHBHUM, JHARKHAND

**NOTICE INVITING TENDER**

01. Sealed item Rate Contract Tender are invited from bonafide, reliable and reputed Courier Agency on behalf of the Chairman and Managing Director, Uranium Corporation of India Limited, Jaduguda for work of Courier and related miscellaneous services for various UCIL units.
02. The Tender shall be in prescribed form and it shall be valid for a minimum period of three months from the date of opening of tender, should the tenderer modify or withdraw his tender within the said period of three months from the date of opening the tender, Earnest Money deposited by the tenderer with tender shall be forfeited if deposited.
03. The works are required to be completed within one year from the fifteenth day after the date on which the Officer-in-charge issues written orders to commence the work or from the date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated by the Corporation in the tender documents.
04. The Agency should be bonafide, reliable, resourceful and reputed Public/Private Limited Company registered under the Company's Act 1956. No franchise/Sub-Contract will be entertained.
05. Chairman and Managing Director shall be the Accepting Authority hereinafter referred to as such for the purpose of this contract. He is also an Authority for appointing Arbitrator for the purpose of this contract.
06. Application for issue of tender documents shall be submitted to General Manager(Personnel)-I Rs so as to reach his office not later than 30.03.2016 forenoon.
07. A tenderer shall produce and Income Tax Clearance Certificate before tender documents can be issued to him.
08. Tender documents consisting of special terms and condition, qualifying parameters, schedule of quantities of the various classes of work to be done, the conditions of contract and other necessary documents will be opened for inspection and issued from 14.03.2016 and upto 30.03.2016 from 10.00 A.M. to 12.30 P.M. & 2.00 P.M. to 4.30 P.M. in all working days except Saturday.
09. Copies of the documents pertaining to the works signed for the propose of identification by the Accepting Officer or his accredited representative will be open for inspection by tenderers at the following office during working hours between the date mentioned in clause 8 above.
  - a) Office of General Manager (Personnel)-I Rs., UCIL, Jaduguda Mines

10. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the practicability to execute the work and nature of the site, the means of access to the site, the accommodation they require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
11. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope of work to be done and of considerations and rates etc. and local conditions and other factors bearing on the execution of the works.
12. A tenderer should quote in figures as well as in words rate(s) tendered. The amount for each item should be worked out and the requisite total given. Special care shall be taken to write rates in figures and in words and the amount in figures only. The total amount shall be written both in figures and in words. In case of words "Paisa" after the decimal figure example • 2.15 P and in case of words, the word Rupees should precede and the word paisa should be written at the end. Unless the rate is in whole rupees and followed by word only. It should invariable in upto two place of decimal.
13. All rates should be quoted on the tender form.
14. In the case of item rate tenders, only rates quoted shall be considered, any tender containing percentage below/above the rates quoted is liable to be rejected.
15. The tender for the works shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same works. Failure to observe these conditions shall render the tender of the contractor tendering as well as of those witnessing the tender liable to rejection.
16. Tenders shall be received by in the office of Manager (Pers.) upto 3.00 P.M. on 29.03.2016 and shall be opened at 3.30 PM on same day in the presence of tenderers who may present.
17. E.M.D.: The Agency should deposit 2% of the total work value as EMD.
18. Failure of the successful tenderer to carry out the tendered work shall entail forfeiture of the Earnest Money if any and Security Deposit entirely.
19. The Uranium Corporation of India Limited, Jaduguda is connected by both rail and road links and is situated on the Howrah-Mumbai line of S.E. Railway at a distance of 232 KM from Howrah and 27 KM from Tatanagar. The name of the Railway Station is Rakha Mines. Jaduguda is at a distance of about 30 KM from Tatanagar by road on Tata-Mosabani Road(via Hata). The main plant is located at about 5 KM from the Rakha Mines Railway Station.

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20. Uranium Corporation of India Limited, Jaduguda will return the Earnest Money if any without any interest to unsuccessful tenderer on production by the tenderer of a certificate by General Manager (Personnel)-IRs that all tender documents have been returned.
21. The tenderer shall submit the tender which satisfies each and every condition laid down in this notice, failing which the tender will be liable to be rejected.
22. The Corporation doesnot bind themselves the accept the lowest or any tender or to give any reasons for their decision.
23. The Corporation receive to themselves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at his quoted rates.
24. Sales Tax or any other tax on materials in respect of this contract shall be payable by the Contractor and the Corporation will not entertain any claim whatsoever in this respect.
25. This notice of tender shall form part of the contract documents.

For and on behalf of  
CHAIRMAN AND MANAGING DIRECTOR  
URANIUM CORPORATION OF INDIA LIMITED

Date : .....

Signature : .....

Designation : .....

## **QUALIFYING PARAMETERS FOR COURIER SERVICE AGENCIES**

01. The Courier Service Provider/Agency must be working in this area at least for the last preceding five years.
02. The Agency must be working in this field during last five years.
03. The Agency must have annual turnover of not less than 5 lakhs during any of the last 05 year out of the preceding five year. The Agency must be financially sound.
04. The Agency must submit their Income Tax Clearance Certificate for the last 05 years.
05. Any other information which may strengthen the offer of the Agency may be furnished.
06. The present status of Agency in the light of Courier Service being provided to Public Sector Undertaking/Government Departments/Private Companies/Common courier service within India and abroad.
07. The licenses as applicable to the Courier Service Agency including Registration for Service Tax under Excise Department, EPF, Group Insurance, In-come Tax Registration (PAN) should also remain valid with the agency.
08. The Agency should be bonafide, reliable, resourceful and reputed Public/Private Ltd. Courier Service Agency/Contractors registered under the company's Act, 1956 and no other Franchise/sub-contract will be entertained at any case keeping in view of the sensitivity of the installation/work.

**FORM OF TENDER**

To

The Chairman and Managing Director,  
M/s Uranium Corporation of India Limited,  
PO : Jaduguda Mines  
Dist : East Singhbhum (Jharkhand)  
PI N - 832 102

Dear Sir,

With reference to the limited tender invited by you for courier and miscellaneous service, I/we have examined special conditions and Articles of Agreement, Tender Notice and schedule of Quantities for the sum of Rs.....at the respective rates mentioned in the schedule of quantities.

I/we undertake to complete the whole work comprised in the contract within .....calendar months from the date of commencement of work.

I/we do hereby agree that the Security Deposit if any shall be forfeited by me/us if the event of the Uranium Corporation of India Limited accepting my/our tender I/we fail to execute the Contract when called upon to do so.

I/we hereby agree that unless and until a formal agreement is prepared and executed in accordance with the Articles of Agreement, this tender together with your written letter of acceptance thereof, shall constitute a binding contract between us.

I/we understand that you are not binding to accept the lowest or any tender you may receive.

Yours faithfully

Signature : .....

Address : .....  
.....  
.....

Name of partners of the Firm

1. ....
2. ....
3. ....

**AGREEMENT FOR COURIER SERVICE**

An AGREEMENT made at..... this  
.....day of .....20..... between  
.....(hereinafter referred to as the Corporation  
which expression shall include its successors and assigns) of the one part and  
Messers.....  
.....(hereinafter referred to as Courier Agency)  
(.....) which expression shall including its successors  
and assigns of the other part. WHEREAS the Corporation is desirous that certain services should  
be taken viz for Courier and related miscellaneous services for various UCIL units and has  
accepted a contract by the Courier Agency for the completion of such services.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the work order hereinafter referred to:
2. In consideration of the payments to be made by the corporation to the courier Agency as hereinafter mentioned, the Courier Agency hereby covenants with the Corporation to complete and maintain the works in conformity in all respects with the provisions of the contract.
3. The Corporation hereby covenants to pay to the Courier Agency in consideration of completion and maintenance of the works, the contract price, the times and in the manner prescribed by the contract.
4. The several parts of this work order have been read to us and fully understood by us.
5. This contract is for period of one year as per the terms and conditions specified in the work order and it may be extended further on satisfactory performance solely at the discretion of the Management with the same rate, terms and conditions mentioned in Work Order.
6. The Corporation reserves the right to terminate the contract with 30 days notice without assigning any reason whatsoever. The contract will also be terminated in case of cancellation of the license of the Company.

AS WITNESS OUR hand this .....day of .....2016  
.....signed by the said

.....  
URANIUM CORPORATION OF INDIA LIMITED

.....  
In presence of  
.....

Signature of the said .....

COURIER AGENCY .....  
in the presence of .....

## ARBITRATION AND LAW

### ARBITRATION

Except where otherwise provided for in contract all questions and disputes relating to the meaning of the Courier Service, vehicles to be provided, Scope of work, Special conditions, Standing orders, Deployment of Courier Boys as per terms and conditions, instructions etc. herein mentioned and as to the quality of work/duties provided by the Courier Boys or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the completion or thereof shall be referred to the sole arbitrations or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work of after the completion or abandonment thereof shall be referred to the sole arbitration of the Chairman and Managing Director of Uranium Corporation of India Limited, Jaduguda and if the Chairman and Managing Director is unable or unwilling to act to the sole arbitration of some other person appointed by the Chairman and Managing Director, willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of Uranium Corporation of India Limited, Jaduguda and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Chairman and Managing Director as aforesaid at the time of transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract, such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Chairman and Managing Director as aforesaid should act as arbitrator and if for any reason, that is not possible, the matter is not be referred to arbitration at all. In all cases where the amount of the claim in dispute is Rs.50,000/- (Rupees Fifty thousand) and above the arbitrator shall give reason for the award.

Subject as aforesaid the provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a terms of the contract that the party involving arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award.

The work under the contract shall if reasonably possible continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have reentered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of Arbitrator shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final conclusive and binding all parties to this contract.

### LAWS GOVERNING THE CONTRACT

This contract shall be governed by the Indian Laws for the time being in force and it shall be deemed to have been executed at Jaduguda, District Singhbhum East, Jharkhand within the ordinary civil jurisdiction of the Competent Courts in the district of Singhbhum East.



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UCIL will provide one P.C. Printer with net working system in each unit (Jaduguda, Narwapahar & Turamdih) for this job. The Courier Agency has to provide one computer trained person to deal with this job and supervising the Dak section maintaining co-ordination with all the units of UCIL. He will also generate daily report and submit the same to the concerned authorities for cross checking the system. 6). The party will ensure the faster movement of dak as to deliver the intra unit daks within 24 hours duration. Total 10 person (3 Semi-skilled + 6 skilled persons + 1 high skilled) will be provided by the courier agency to deal with the said composite work on daily basis except Sunday/Holiday (Bagjata, Jaduguda & Bhatin, Narwapahar, Turamdih, Mohuldih and Banduhurang).

6. All courier personnel of the Agency must carry a proper photo Identity card signed by the authorised officer of the Agency as well as Officer In-charge of UCIL Administrative Department while on duty.
7. The rates are to be quoted should be written in figures as well as in words and the matter mentioned in words will prevail upon that written in figures in case of any discrepancy
8. The Agency will have to provide one bi-cycle to each of his personnel while on courier duty within the company premises for quick disposal of dak.
9. The Agency must have to provide one Motor Cycle (Model on or after 01/01/2014) for use of his Courier Boy engaged for Inter Unit transhipment on dak while on duty in UCIL. All the documents connected with the Motor Cycle like R.C. Book, driving licensees, insurances etc. should be always available with the Motor Cycle. The vehicle will be used for courier purpose. All maintenance cost will be borne by the Agency. Nothing will be paid for engaging the Motor Cycle except petrol at the rate of 40 KM per litre and hire charge of Motor Cycle as specified in our scheduled of quantity with rate.
10. The courier boy should have mobile phones with them only to have better communication and cross check while on duty.
11. As and when required by the company, the agency through it personnel should provide ancillary duties to the company such as extra courier duty other than the specified on extra payment basis i.e. the rate of MW of one individual will be paid with S.T. only
12. The Agency may please note that in case of any doubt in the integrity either on the part of the Agency or proprietor, the contract will be terminated by giving a one month notice to the Agency/Proprietor and no consideration in this regard will be entertained.
13. All labour laws and regulations applicable to contract workmen if applicable may be ensured by the Agency. It shall also be ensured by the Agency that Minimum Wages payable to the different categories of employees are strictly paid without giving scope of any complaint.

Compliance with all EPF & M.P. Act 1952, Insurance and Service Tax formalities and proof of the same to be furnished to us along with details.

14. One Four Wheeler(Model on or after 01/01/2014) with Driver for safe movement of dak will be provided by the contractor/Agency for use of Courier personnel duty to/from Jaduguda to Jamshedpur via all the units of UCIL and Back through all the units of UCIL. This has been included in the schedule of quantities. All the documents connected with the vehicle like R.C. Book, Drivers licenses etc should always be available with the vehicle. Taxes & Insurance payments are the responsibility of the Agency. All the said documents must be with the driver. In case, the vehicle is held up the Police/RTO personnel for an offence against non compliance of any instructions or guidelines of M.V. Act/Rule including Motor Transport Workers Act/Rules, the entire responsibility will rest with the Agency. All maintenance will be borne by the Agency. The Engine Oil, lubricants as required are to be filled up/change periodically by the Agency and no extra charges would be paid.
15. The Corporation reserves the right to terminate the contract with 30 days notice without assigning any reason whatsoever.
16. The entire responsibility of liaising with related agencies for executing the above work shall be vested on you/your agency itself including lodging of F.I.R. in case of loss of dak etc in the interest of the Corporation.
17. The Agency will provide additional manpower as and when required by the company in the same rates, terms and conditions.
18. The contract shall be for a period of one year from the date of engagement of courier Personnel on duty and it may be extended further with the same rates, terms and conditions solely at the discretion of the Corporation. No escalation will be considered during the period of contract except revised wages and statutory components.
19. The agency will ensure that all its personnel are properly trained to carry out their duties and are aware of their responsibility. The courier boys must be courteous while dealing with others on duty.
20. The Agency shall ensure safety measures for the courier boys against any sort of injury, death etc. during the course of work. The company shall not be responsible for any such injury, death etc. nor shall be liable to pay any compensation, whatsoever in such cases.
21. If any personnel are found missing from the duty, not performing duty as per our requirement, found involved in misdeed, found drunk on duty and found involved in any act subversive of discipline and against the interest of the Corporation, the Courier Agency will be held responsible and not UCIL. In case of involvement of any criminal activities by your staff and the services of the accused personnel must be terminated without any compromise by you and your Agency and no consideration in this regard will be entertained.

22. The Agency shall ensure that their personnel will not participate in any strike or agitative activities or any type of union activities of whatsoever nature. The non-compliance of this condition resulting into any loses will be made good by the Agency to the company. Any personnel is found indulged in any out of the above act will be removed by the Agency immediately with replacement of a substitute personnel either on its own or on the demand of Corporation. In case of removal of such personnel, no claim shall be maintainable against the company.
23. Sales Tax/Service Tax, if applicable, as per rules shall be borne by the Agency only. The Company will not be held responsible in this regard.
24. No escalation on any account whatsoever will be entertained/paid by the corporation except Minimum Wages and other statutory components. The other rates shall be firm for the entire period of contract.
25. Necessary workmen Insurance coverage for all workmen/personnel shall be obtained by you/your agency for personnel engaged at site as applicable for this work for the whole period of the contract and shall be furnished to corporation before commencement of the work without which contractor will not be allowed to start the work.
26. The contractor/agency shall be liable to pay the company any loss/damage caused as a result of theft/pilferage/loss of any property/dak of the Company provided such loss/damage attributable to the proved negligence/lapses or commission/omission on the part of the contractor/agency. The Agency/Contractor has to give a certificate of liability for damage/loss done by your employees/workmen. Any damage/loss occurred due to negligence or dereliction of duty by you personnel will have to be made up/cost recovered as per decision of officer-in-charge of the courier service.
27. Bills induplicate shall be paid monthly based on actual work done under this contract besides weekly payment on actual basis in case of abroad, other than the area/item not specified in this work and Government Domestic postal delivery on submission of bills.
28. In case of stoppage of work by the local/bandh or any other reasons, you/your agency are to continue your duty and no extra charges will be paid by the corporation towards the extra effort to the contractor.
29. Quantity of any individual item may vary to any extent and be excluded altogether. You/your agency shall carry out all works up to a total variation of  $\pm 10\%$  (Ten) on the contract price and all quoted rates shall remain firm within this limit.
30. It may be noted that the courier provider will quote the rate only within our specified format. If he will put terms and conditions other than the specified format and that influence the quoted price then it will not considered at any cost.

31. The UCIL will provide an CPU + Monitor + Printer + UPS with internet facilities for monitoring, recording and tracking the daks including weighing machine for weighing the dak/items at Jaduguda unit, Narwapahar Unit and Turamdih. However he will maintain the same and hand over on completion of work. The UCIL Management will also provide stationary for maintaining record for the same. If required sticker will also be issued by UCIL for proper movement of the dak etc.
32. The Corporation reserves the right to terminate the contract with 30 day notice without assigning any reason whatsoever. Contractor shall strictly abide by the security rules and regulations enforced by the owner from time to time. The contractor shall provide proper identity cards, badges etc. to his employees wherever directed by the Officer-in-charge. The photo I dentity card should be duly signed by the Authorised Signatory of the Agency as well as Manager (Personnel), UCIL.
33. Character and antecedents verification of each personnel of the contractor by local/concerned competent police authority to be obtained by the contractor before their engagement on the site and certified copy of the same should be deposited to UCIL.
34. Maintenance of Indian Official Secrety Act, 1923 (XIX of 1923) must be adhered to and for this the party should sign an agreement on non-judicial stamp paper soon after the commencement of work. In this regard the agency should take necessary steps to ensure that all persons employed on courier work in connection with contract have noticed that the I.O.S. ever after the execution of such works under the contract.
35. The agency have to provide the complete Bio-Data of all the courier personnel prior to the commencement of the work in UCIL/ The courier agency will arrange for Gate Pass cum I dentity cards in respect of the above persons for entry and exist through the UCIL Mines for the said work. Character and Antecedents verification of each of the Courier Agency persons by local/concerned Police authority to be obtained by Courier Agency before their engagement for courier services and certified copy of the same should be deposited to us. The courier agency have also to provide complete bio-data of three persons prior to engagement in this service for our ready reference.
36. The agency's employees are to be insured prior to induction and proof of the same to be furnished. No medical facility will be extended by the UCIL. However in case of emergency, UCIL will provide medical facility to the extent of UCIL Hospital only and the entire cost to be incurred will be recovered from the bill of the Agency.
37. The courier agency will also carry out any other job relating to internal and external courier services not mentioned in the work as and when required with the same rate, terms and conditions.
38. In case of any dispute to the courier service contract the jurisdiction shall lie with the Courts at Ghatsila/Jamshedpur (Jharkhand).

39. The courier agency is required to execute and Agreement/legal bond for providing Courier and Miscellaneous Service for UCIL.
40. The courier agency is requested to execute an agreement on prescribed proforma with our Accounts Department within 30 days from the date of issue of this work order.
41. Total amount of security deposit including Earnest Money will be 5% of the total value of the work. The agency have to deposit 2% of the total value of the work towards initial Security deposit including amount of Earnest Money of 2% of estimated value before commencement/signing of the Agreement of this work. In addition to the above further amount to the extent of 3% of the awarded value of the work will be deducted from his monthly bill in 12 equal installment.
42. In case of requirement of any additional manpower say one or two heads, the agency have to provide for the same at prevailing rate and with the same terms and conditions.
43. He is required to post few statutory dak in Government Post Offices at Jaduguda or at Jamshedpur and claim the postal charge also through his bill.

**CHECK LIST AS A QUALIFIED TENDERER**

Sl. No.	PARTICULARS	Yes	No	Remarks
01.	Reputed Public/Private Ltd./Contractors registered under the Company's Act, 1956			
	Shops and Establishment Regd.No. under Establishment Act, 1953 with proof			
	Trade License for doing such type of job			
02	Having experience of similar works since last 5 years with proof			
03	Competency Certificate for such type of job			
04	The contractors must have average annual turnover of not less than Rs.....for the last five financial years with proof of annual turnover statement duly certified/audited by a Chartered Accountant			
05	Presently supplying at least .....nos. of skilled/unskilled labours if any			
06	Audited balance sheet and profit and loss account for the last 5 years with proof			
07	Group Insurance Code No. with proof or any other insurance Code with proof if ESI is not there			
08	Certificate of Registration for Central Excise & Custom for payment of Service Tax under Section 69 of Finance Act 1994 with proof			
09	Central Contract Labour Regd.No. under the Contract Labour(Regulation & Abolition) Act, 1970 with proof			
10	EPF Registration No. under EPF & MP Act 1952 or exemption from Provident Fund Authority if any with proof(compulsory)			
11	Furnish Income Tax Clearance Certificate/Return under the Income Tax Act, 1961 for last 5 years			
12	Satisfactory work completion certificates with values			
13	Identity card of owner/contractor with proof (Voter I Card/Pan Card)			
14	Certification like ISO if any with proof			
15	Any other certificate which may strengthen for issuing the tender document			
16	Ownership of equipment with proof			

N.B : To be filled by the contractor before submission of quotation.

Name & Signature of the Contractor with rubber stamp

## SCHEDULE OF QUANTITIES

( All prices/rate are to be quoted on the sheet in triplicate)

(PRICE BID)

### WORK FOR PROVIDINS COURIER AND MISCELLEANOUS SERVICE

Sl. No.	Items	Amount per month
01.	Wages for 10 Nos. of Courier Boys of different skill 1 No. High Skilled @ Rs.....P/H x 26 days = Rs.....P/M 6 Nos. Skilled @ Rs.....P/H x 26 days = Rs.....P/M 3 Nos.Semi-skilled@ Rs.....P/H x 26 days = Rs.....P/M The rate should be based on existing Minimum Wages Notification of Govt. under the payment of Minimum Wages Act, 1948	.
02.	Bonus for 10 Nos. of Courier Boys with detail calculation for payment	.
03.	CPF applicable to Courier Boys of different skill with details calculation	.
04.	Rs.....(Rs..... fixed cost of four wheeler vehicle with Driver + Rs.....approx fuel cost) for hire charges of one closed body Four wheeler with Driver for one time movement from Jaduguda to Jamshedpur, Jamshedpur local movement via Bhatin, Narwapahar, Turamdih, Mohuldih and back to Jaduguda via the same units including fuel charges for running 150 KM approx per day (For 26 days x 150 KM/PD = 3900 KM run x Rs.....base HSD price - 10 KM = Rs.....per month as fuel cost + remaining Rs..... as fixed cost of vehicle with driver(For 26 days x Rs.....P/D = Rs.....P/M)	.
05.	Rs.....(Rs..... fixed cost + Rs..... approx fuel cost) for hire charge of one Motor Cycle for one time movement from Bagjata to Jamshedpur via Jaduguda, Bhatin, Narwapahar, Turamdih & Mohuldih and back to Jaduguda via the same units including fuel charges for running 100 KM approx per day (For 26 days x 100 KM P/D = 2600 KM Run x Rs..... base HSD Price - 40 KM = Rs..... per month as fuel cost + remaining Rs..... as fixed cost of Motor Cycle (For 26 days x Rs.....P/D = Rs.....P/M)	.
A	Sub total	.

06.	Outward Dak. Cost to be calculated on actual Basic now in order to arrive at conclusion average Dak movement of approx 350 Nos. per day(Bagjata, Jaduguda & Bhatin - 200 Nos., Narwapahar - 50 Nos., Turamdih Group of Mines - 100 Nos. etc.) has been taken.(Local 250 Nos. @ Rs.....P/Dak = Rs.....+ 50 Nos. within state @ Rs.....P/Dak = Rs..... + 50 Nos. within region @ Rs.....P/Dak = Rs.....)	.
B	Sub Total	.
8	Service Charge @ .....% on Sub-Total of A & B or any other charges to be included if any	.
C	Sub Total	.
01.	Service Tax on sub-total of A, B and C @ 12.36%	.
	Grand Total per month for 26 days	.
	Grand Total per year for 312 days	.

Total amount for a period of one year Rs.....(in figures)

(Rupees .....(in words)

The tenderer has perused/gone through the NIT including special condition of the tender and accordingly quoted their firm rates/price, which is valid for the period of validity of the tender, i.e. for six months from the date of opening of the tender. The rate must be quoted clearly on the Tender Form (Price Bid). Since it is item rate tender, only rates quoted shall be considered, any tender containing percentage below/above the rates quoted within the frame of Price Bid will only be entertained and no ifs and buts, below the price part and above the price part, percentage etc will not be considered.

( NAME AND SIGNATURE OF THE TENDERER with rubber stamp of the Agency/Company)