



HSCC (INDIA) LTD
E-6(A), Sector-1, Noida (U.P)-201301

HSCC/HRM/NIT/08

01/10/2008

Empanelment of Courier Agencies

HSCC (India) Ltd invites sealed tenders for empanelment of Courier Agencies for its Corporate Office located at Noida. For Details & Tender form please visit our website: www.hsccltd.com

CGM (HRM & Legal)

HSCC (INDIA) LTD
E-6(A), Sector-1, Noida (U.P)-201301

Empanelment of Courier Agencies

Sealed quotations are invited by HSCC for empanelment of courier agencies for picking up envelopes, packets, parcels from our Corporate office and deliver them to addressee/destination.

Eligibility

- 1) Only Courier companies directly engaged in providing courier services are eligible to participate. Quotations from Franchisees will not be entertained.
- 2) The Courier Agency must have a minimum of 5 years experience in the line of activity.
- 3) It must have a minimum of 100 own centres in India and must cover areas in the North East, including Shillong.
- 4) It should have a minimum turnover of Rs.five crores per annum from Courier services.
- 5) The Courier Agencies having On-line tracking facility will be preferred.
- 6) Preference will be given to the Courier Agencies having ISO Certification.
- 7) Courier agencies which are on the panel of other public sector undertakings (PSUs) for the last 2 years and above will be preferred.
8. The bidder shall furnish a bid security (EMD) for an amount of Rs. 5,000/-
9. The Courier agency should have its own pick persons with Identity Card.
10. Bids of the courier agencies will be evaluated subject to fulfilling all the above Eligibility criteria; else their bids will be rejected.

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Security Deposit

Those courier agencies, whose bids are finally selected by HSCC, will have to deposit a security of Rs.5, 000/- in favour of HSCC.

The applications shall be submitted in two separate envelopes.

The relevant details (covered under points 1-6) viz or local, with in radius of 350 kms and rest of India. Brief profile of the courier, courier agency experience, Annual turnover as on 31st March, 2008 (copies of balance sheet certified by CA to be attached), list of own centres (i) all over India (ii) in North East Area, information regarding on line tracking facilities, ISO Certification, empanelment with other PSUs/Govt and Rates for local, with in radius of 350 Kms and rest of India etc will be in one sealed envelope superscribed “**Application for Courier empanelment – Technical Bid**”.

The rates offered by the Courier will be submitted in the prescribed form in a separate envelope superscribed “**Application for Courier empanelment – Price Bid**”.

The application for the Technical Bid as well as Price Bid (in two separate envelopes) in the prescribed form, (which can be directly downloaded from the website www.hsccltd.com or obtained from HSCC (India) Ltd, E-6(A), Sector-1, Noida (U.P)-201301 and should reach us completed in all respects at the above address up to **14.00 hrs on 13.10.2008**. Applications received thereafter will be rejected. The sealed quotations for the technical bids will be opened on **13.10.2008 at 14.30 hrs** and assessed by a committee in light of past service, complaints, facilities etc. in the presence of representatives of the Courier Agencies who wish to be present.

The date for opening of price bids will be advised later.

Conditional/Qualifying bids will be rejected.

The applications should be on the specified format. Alteration/modification will not be accepted. No point should be left blank. Else the bid will be rejected.

The price bids will be opened in case of only those bidders, who are short-listed on the basis of scrutiny of the technical bids.

Bids with overwriting/cutting will not be entertained.

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HSCC reserves the right to reject any or all the applications received, without assigning any reason thereof and the decision of HSCC in the matter shall be final.

CGM (HRM & Legal)

Proforma of Application for Empanelment of Courier Agency

Technical Bid

(To be submitted on the letter head of the company)

1. Name & Address of the Courier Agency
2. Date of Incorporation:
(Brief profile)
3. Experience (to be attached separately):
4. Annual Turnover: (as on 31.3.2008) 2007-2008 _____
2006-2007 _____
2005-2006 _____

(Attached copy of balance sheet certified by CA from 2005-2006 onwards)

5. List of own centers all over India:
(To be attached separately)
6. List of centers in North East area, including Shillong
7. Whether online tracking facility is available Yes/No
8. Is the agency ISO Certified Yes/No
9. Whether empanelled with any other PSU/Govt Deptts during the last 2 years (please state the name of the PSU(s)/Govt Deptts and attach copies in support of proof)
- 10 Whether to Company I Card to Pick up boys clearly mentioning the name & designation Yes/No
11. Details of Earnest Money Deposit of Rs.5,000/-
D.D/Banker's Cheque No. _____ Dated _____
Issuing Bank _____
Branch _____

(Please attach the Draft/Banker's Cheque with this Form)

Signature of bidder

Price Bid
(To be submitted on the letter head of the company)

Rates (inclusive of service tax)

S.No	Consignment Weight	Local*	Rest of India
1	Upto 500 gms		
2	Additional 500 gms		

*Local rates are for pickup and delivery within National Capital Region and includes Ghaziabad, Noida, Faridabad and Gurgaon

Signature of bidder