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**U.P. STATE AIDS CONTROL SOCIETY**  
4th floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010.  
Phone: 0522-2720300 Fax: 0522-2721155 Website: www.upsacs.in

TENDER NO.: STORE/ COLD ROOM/ SRU/2016-17 - (18) DATED: 01.09.2016

**TENDER NOTICE**

U.P. State AIDS Control Society invites Tenders from registered, reputed and experienced agencies for the courier/cargo services for dispatches of Testing kits/commodities maintaining the recommended temperature (Cold Chain) within the district of Uttar Pradesh.

The complete tender in properly sealed envelopes enclosed with the financial bid in separately should reach the U.P.SACS above address latest by 15.30 hours on 16.09.2016. The tender will be opened on the same day or on the next working day (in case of holiday) at 16.00 hours in the U.P.SACS office at presence/absence of the agency representatives. Agencies are advised to remain present in pre-bid meeting on 07.09.2016 at 16.00 hours U.P.SACS office.

The complete details of requirement and the terms & conditions are given in the tender document which can be obtained from society office at above address by interested agencies on all working days except Sunday & Saturday from 9.30 to 13.00 hours up to 15.09.2016 in cash (not refundable) payment of Rs.200/- (Two hundred only).

The tender form can also be downloaded from our website www.upsacs.in. In this case tender cost Rs. 200/- is to be paid in form of D.D. in favour of U.P. State AIDS Control Society, payable at Lucknow. The Project Director reserves the right to quash/ask all or any of the tender/completed tender process or to pick up the contract without assigning any reason thereat.

**PROJECT DIRECTOR**

*(Handwritten signature)*  
11/09/16  
(अमित कुमार)  
सहायक निदेशक (एच/एडव)।  
उपरोक्त राज्य एड्स नियंत्रण सोसाइटी  
सिद्धि भवन, गौरी नगर, लखनऊ



# **Uttar Pradesh State AIDS Control Society**

4th Floor, 'A', Block, PICUP Bhawan, Gomti Nagar, Lucknow - 226 010  
Phone: 0522 - 2720360 Fax: 0522 - 2721135  
Website: www.upsacs.in

**Non-Transferable**

**TENDER No. Store/Cold Room/SRL/2016-17-(1B)**

**Tender Document Cost: Rs. 200/- (Rupees Two Hundred only)**

## **TENDER DOCUMENT**

**For**

**Annual Rate Contract (ARC) for providing Cargo Services for  
dispatches of Medicines / Commodities maintaining the  
recommended temperature (Cold Chain) under  
Uttar Pradesh State AIDS Control Society.**



## Uttar Pradesh State AIDS Control Society

4th Floor, 'A', Block, PICUP Bhawan, Gomti Nagar, Lucknow - 226 010  
Phone: 0522 - 2721871; 2720360 Fax: 0522 - 2721135  
Website: [www.upsacs.in](http://www.upsacs.in)

Tender No. Store/Cold Room/SRL/2016-17-(1B)

Date: 01.09.2016

**Sub.: Invitation of Sealed Bid in Two Bid System for Annual Rate Contract (ARC) for providing Cargo Services for dispatching of Medicine/Commodities maintaining the recommended temperature (cold chain) to Uttar Pradesh State AIDS Control Society.**

Uttar Pradesh State AIDS Control Society (UPSACS) is a registered society in the State of Uttar Pradesh for implementation of National AIDS Control Programme. The office of UPSACS is situated in PICUP Bhawan at 4<sup>th</sup> Floor, Vibhuti Khand, Gomti Nagar, Lucknow.

UPSACS has to dispatch HIV Diagnostic Kits / medicines / commodities with maintaining the recommended temperature range (maintaining cold chain) from one point to other point within Uttar Pradesh. Presently, dispatches would be occurred for two places namely Varanasi and Aligarh. In case of increase in facilities, we would provide the list of facilities. For this, sealed Tender are invited for Annual Rate Contract (ARC) from registered, reputed and experienced agency for providing Cargo Service for delivery of its medicines / commodities, etc. with maintaining the cold chain within Lucknow, to the districts within the state of U.P. and outside the U.P.

You are requested to submit your sealed proposal in two parts, (Both sealed inside one envelop) **Part (I) Technical Bid and Part (II) Financial Bid** so as to reach UPSACS office **on or before 16.09.2016 up to 15-30 hours**. Your sealed proposals should be addressed to Project Director, Uttar Pradesh State AIDS Control Society, PICUP Bhawan, 4<sup>th</sup> Floor, A-Block, Vibhuti Khand, Gomti Nagar, Lucknow. Please superscribe your sealed proposal as "**Tender for Annual Rate Contract (ARC) for providing Cargo Services to Uttar Pradesh State AIDS Control Society**" Financial Bid should be submitted on the letterhead of the bidder in the format provided with this letter (**Financial Bid Format**). UPSACS shall not be responsible for any postal delays.

Sealed Bids shall be opened at 16.00 hrs on the same date in the presence/absence of such Tenderers/Bidders who wish to be present to witness the Tender opening. UPSACS reserves the right to accept or reject any or all Tender/s without assigning any reasons thereof.

### 1. Documents required to be submitted in the Technical Bid.

- Profile of Firm/Organisation/Agency (local address, telephone and mobile number and e-mail address of the cargo company. Details of branches & network of the Cargo Company and manpower etc.)
- Photocopy of valid registration, PAN and TIN documents of bidding firm/Agency.
- Copy of the Service Tax registration certificate in the name of bidding firm/Agency along with enclosed copy of latest payment duly attested by competent authority.
- Income Tax return for past two years of bidding firm/Agency.
- The annual turnover of the branch, which will provide service to the society, should not be less than **Rs. Five Lakh per year**, during last three financial years (submit self-attested photocopy of relevant papers for proof).



- a) Cargo services for UPSACS to deliver medicines/commodities maintaining recommended temperature (cold chain) to two places in Uttar Pradesh namely Aligarh & Varanasi. Although bidders are required to quote their rates for entire UP (all districts of Uttar Pradesh) and all states of the country.
- b) The selected agency/bidder would be initially contracted for a period on one year from the date of award of the contract. Based on the performance and feedback, the contract may be renewed for another one year on same rate and terms & conditions on mutual agreement subject to reforms and availability of funds. In this connection the right reserves to the sole discretion of UPSACS.

## 2. Validity of Price:

Price shall remain valid for a period of not less than 90 days after the deadline date specified for submission of Tender. In exceptional circumstances, the UPSACS may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The validity of EMD shall also be suitably extended.

## 3. Terms & Conditions of work:

- a. The firm shall arrange a pick up on the same day; if the request is made after 4 pm then the pick-up would be arranged for the next day.
- b. The firm shall pick the bulk medicines/commodities with maintaining the recommended temperature (maintaining cold chain) on daily/monthly or as and when required from UPSACS premises/store as per instruction from the Society and deliver the same within 24 hours to both of the locations i.e. Aligarh & Varanasi.
- c. Timely delivery of the commodities, which require to maintain the recommended temperature, is the soul of job, hence, bidder must assure once the commodities pick-up from the store, vehicle should be sealed to avoid any further pick-up of consignments from others.
- d. Undelivered medicines/commodities will have to be immediately returned back to the office with proof of clearly and emphatically mentioning the reason(s) for non-delivery and the attempts made to deliver the consignment maintaining the recommended temperature.
- e. If any medicine/commodity is not delivered to the destination or is lost or is delivered beyond 24 hours by the Cargo Company, then in that case the society will deduct reasonable amount depending upon the importance of the medicine /commodity from the bill of the Cargo Company.

## 4. Evaluation of Bid

The purchaser shall evaluate the bids that are determined to be substantially responsive i.e. which

- a) Are properly signed and stamped and conform to the terms and conditions and specifications of Tender document.
- b) Evaluation of the quotation will be done on individual item basis.
- c) Technical Bid will be evaluated on the basis of responsiveness, experience of similar nature quality work and turn over.
- d) Financial bids of only those firms shall be opened whosoever is found technically qualified.

Tenders in stage-1. The date of "Financial Bid" opening will be announced on the date of opening of technical bid. Only technically qualified bidders will be invited on "Financial Bid" opening.

9. **Bid price**

- a) All duties, taxes, labour charges, display charges, surcharges, VAT, octroi, transport, freight cost & other levies payable by the supplier must be included in the total cost, and Service Tax and any other levies should be clearly mentioned separately in terms of percentage and amount in the price sheet. The rates should be inclusive of all duties/taxes/service charges.
- b) The rates quoted by the bidder shall be fixed and firm till the completion contract period and shall not be subject to any adjustment or increase on any account.
- c) Financial Bid should be submitted on the letterhead of the bidder in the format provided with this letter (**Financial Bid**).
- d) The prices shall be quoted in Indian Rupees numerical as well as in words form.
- e) No correction will be entertained after opening the Tender. Rates are required according to the rate schedule as per (**Financial Bid**).
- f) Each bidder shall submit only one Tender.
- g) Conditional Bids shall be rejected.

10. U.P. State AIDS Control Society shall not provide any kind of Forms to you for supply of these items.

11. The firm shall be solely responsible for any act of commission and/or omission on the part of staff deployed.

12. In case of theft or loss of goods and parcels, the firm shall be liable to compensate for such losses in full, as deemed by Project Director, UPSACS. In this regard the decision shall be final and binding.

13. The EMD of the bidders shall be returned after due selection of the agency for providing of cargo services.

14. The selected bidder will have to deposit Rs.30,000/- (Rupees Thirty Thousand Only) as Security Money within 15 days after issue of work order valid for at-least 15 months in form of FDR of Nationalized Bank month from the date of given work order in the name of **Project Director, Uttar Pradesh State AIDS Control Society, Lucknow**, failing which the Earnest Money will be forfeited. The Work Order/Rate Agreement in such a case may be awarded to someone else or the Project Director may invite fresh Tenders.

15. The Contract/Agreement on a non-judicial notarized stamp paper of Rs. 125/-, will be signed by the successful bidder within 15 days from the date of issue of the 'Acceptance of Bid' or Work Order failing which the the Earnest Money will be forfeited and the bidder may be blacklisted.

16. **Please note** that no FDR in 'Joint' name, Demand Draft, Banker's Cheque, Pay Order, Banker's Cheque, Bank Guarantee, Personal Cheque or any such instrument whose date of validity may not be got extended by the Society alone, at any time in future, is **NOT ACCEPTABLE**. Any instrument issued by a Non-Nationalised or Cooperative Bank is also **NOT ACCEPTABLE**.

17. The security money will be returned only after satisfactory completion of the contract against submission of request for the same subject to such deductions that may deemed fit at the sole discretion of UPSACS in case of non-fulfillment of any of the terms and conditions of the Work Order for providing Cargo Services to UPSACS.

18. If the Supplier whose Tender is accepted fails to enter in to contract or does not submit Security Money referred as per condition No. 14 and 15 above and fails to provide services in the specified time limit, the order issued will stand cancelled and Earnest



25. Under special circumstances if medicine / commodity is to be sent immediately, then the cargo service will have to make arrangements for its delivery immediately, for this representative of the Cargo Company will have to come to office as per requirement.
26. Security: Qualified Firm/Agency will be fully responsible for any pilferages, theft, damage and breakages. The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Actual loss will be recovered from the cargo company.
27. If a bidder withdraws his quotation before the expiry of the validity period, the Earnest Money shall be forfeited.
28. In case of failure of delivery or refusal of the Works on the basis of lowest rates under the terms and conditions mentioned in the Tender document, Earnest Money will be forfeited.
29. If subsequent to the submission of the quotation, any supplier amends, alters or modifies the contract & specifications as laid down in the quotation, then it will be presumed that the supplier shall be deemed to have withdrawn his quotation.
30. There will be no advance payment or payment of interest for any delay in payment.
31. Also, if the bidder fails to provide services on time, UPSACS reserves the right to get the services from other firm from market at the cost and risk of the bidder.
32. Tax deduction at Source will be deducted as per Income Tax Act in force at the time of payment.
33. The Society will not be held responsible for any clerical mistake if so happen.
34. The Society reserves the right to quash/reject all or any one of the Tenders without assigning any reason thereof, and in suppression of any of the conditions laid down before herein or thereafter.
35. In case of any dispute the decision of Project Director will be final and binding on both the parties.
36. Any litigation in connection with this quotation shall be subject to the jurisdiction of Courts at Lucknow.

**(B.K. Mishra)**  
**Joint Director, Procurement**

**Check List for providing Cargo Services to Uttar Pradesh State AIDS Control Society.**

Sl. No.	Particulars	Response		
		Yes	No	Page No.
1.	Profile of Firm/Organization/Agency			
2.	Photocopy of valid registration of Bidding firm/Agency			
3.	Photocopy of PAN and TIN documents of Bidding firm/Agency			
4.	Copy of the Service Tax registration certificate along with enclosed copy of latest payment duly attested by competent authority			
5.	Annual turnover of the branch, which will provide service to the society, should not be less than <b>Rs. Five Lakh per year</b> , during last three financial years (submit self-attested photocopy of relevant papers for proof)			
6.	The branch, which will provide service to the society, should have its office or representatives in U.P/Lucknow City. Provide local address, telephone and mobile number, e-mail address and other necessary information of local office			
7.	A written acceptance by bidding firm/agency to provide services as per standards and specifications required to maintain recommended temperature (cold chain) of drugs/medicines.			
8.	EMD for Rs 10,000.00 (Rupees Ten Thousand only) Valid for at-least 03 months drawn on any Nationalized Bank in favour of <b>Project Director, Uttar Pradesh State AIDS Control Society, Lucknow payable at Lucknow</b> towards Earnest Money Deposit (EMD).			
9.	The Cargo Company should have the facility of tracking the delivery status of consignment through Internet or other means.			
10.	Minimum experience of 02 (two) years in rendering similar services in Government organization, Departments/PSUs or reputed organizations within last five years. Provide details along with document proof (Copy of Work Order, Contract or Performance Certificate) in support of the past performance.			
11.	Affidavit from Notary or self attested statement on company letter head that the bidding firm/ agency has not been blacklisted/ deregistered or barred by any Govt. department/ Institution in the past.			
12.	A photocopy of the Tender document duly signed and stamped by authorized signatory of the bidding firm/agency as a token of acceptance of all terms and conditions of the Tender enquiry.			
13.	All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative.			