



**WEST BENGAL NURSING COUNCIL**  
**Purta Bhavan, 3<sup>rd</sup> Floor, Room No- 302, DF Block**  
**Salt Lake City, Sec-I, Kol-700091**



No. 01/Courier/WBNC/2022

Date: 31/01/2022

**TENDER NOTICE FOR COURIER SERVICE**

Sealed tenders are invited in two bid system i.e. "Technical Bid" & "Financial Bid" on behalf of West Bengal Nursing Council for providing courier service, domestic and International.

- i. Sealed Tenders with separate envelopes clearly superscripting on it 'Technical Bid' and 'Financial Bid' duly filled in the enclosed proforma in Annexure-I and III respectively and addressed to the Under Registrar, West Bengal Nursing Council, Purta Bhavan, 3<sup>rd</sup> Floor, Room No- 302, DF Block, Salt Lake City, Sec-I, Kol-91, should reach latest by **2:00 PM on 11.02.2022** in WBNC office.
- ii. The tender will be submitted both the bids simultaneously by the same date of receipt i.e. **2:00 PM on 11.02.2022**. Both the bids should be put in separate and duly sealed envelopes superscripting clearly Technical and Financial Bids respectively and put together in third envelope superscripting Technical and Financial Bids for Annual Contract of Courier Service. The main covers should be wax sealed.
- iii. The tenders can submit the bid either directly or through their authorized representative. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer. The sealed tenders can be submitted in the receive section at the WBNC office during normal working hours.
- iv. Tender received after the prescribed time and date shall not be entertained. The office of the WBNC will not responsible for the postal loss / delay.
- v. The technical bids shall be opened on the same day **16.02.2022 at 4:00 PM** in the Registrar's desk by a committee constituted for the purpose by the Registrar, WBNC.
- vi. The financial bids of only those tenderers who qualify the conditions for technical bids shall also be opened. The financial bids shall be opened on the same day

**16.02.2022 at 4:00 PM.** The financial bids shall also be opened by a committee constituted for the purpose by the Registrar, WBNC.

- vii. The WBNC reserves the right to accept or reject in part or in full or all the tenders at any stage without assigning any reason therefore.
- viii. The cost of tender is nil. The tender documents are not transferable.
- ix. The undersigned shall be the accepting officer and hereinafter referred to as such for the purpose of this contract.
- x. The annexures hereto should be filled-up and Annexure-I be put with technical bid cover while Annexure-II be put with financial bid cover.
- xi. All the bidders are therefore required to submit their offers in two covers as under:-
  - (a) **FIRST COVER (Technical Bid)** should contain the following details: - as prescribed in Annexure-I
    - (i) Tender documents duly completed and signed **BUT WITHOUT INDICATING THE RATES QUOTED.**
    - (ii) Details of E.M.D.
    - (iii) Performance statement for last three year along with supporting documents.
    - (iv) Copy of PAN No.
    - (v) GST Registration Number copies.
    - (vi) Registration Certificate of the firm
    - (vii) Attested copy of power of attorney (if applicable)
    - (viii) Partnership Deed in case of partnership firm.
    - (ix) Name & Address of the Firm / All partners / Directors / Proprietor as the case may be.
    - (x) ITR of last three financial year i.e., 2018-2019, 2019-2020, 2020-2021
    - (xi) Professional Tax Registration Certificates.
    - (xii) Documents in support of annual turnover Rs. 20,000,00 or more.
  - (b) **SECOND COVER (Financial Bid)** should contain the financial offer giving following details: - as in Annexure-III
- xii. Bidders shall submit along with the tenders the Undertaking for not blacklisting as Annexure – II together with Technical Bid, Technical Bid not accompanied with the requisite Undertaking for not blacklisting Form shall be rejected.



- xiii. Bidders registered under Micro and Small Enterprises (MSEs) as defined in MSME Department of Micro, Small and Medium Enterprises (MSME) are exempted from submission of EMD upon submission of valid Registration certificates along with technical bid.
- xiv. Successful bidder will be required to submit interest free security deposit in form of SBI Bank Demand Draft.
- xv. In case of any dispute, the decision of the WBNC will be final and binding.
- xvi. All payments to the firm shall be released by the WBNC on the basis of work on monthly basis, if the billing amount is exceeded more than Rs. 5000, then the entire amount will be paid through NEFT to the Bank Account.
- xvii. **EMD:** Each Tenderer must be accompanied by an Earnest Money of Rs. 10,000 (Rupees Ten Thousand Only) should paid through SBI Bank Demand Draft. The Demand draft should be in favour of West Bengal Nursing Council, payable at Kolkata. The EMD will be refunded to all tenderer after award of the work. WBNC shall not be liable to pay any interest on the amount of EMD deposited by the tenderer.
- xviii. **Security Deposit:** The successful tenderer has to deposit an amount Rs. 25,000 (Rupees Twenty-Five Thousand Only) as Security Deposit paid through SBI Bank Demand Draft within seven days of issue of the acceptance letter. The Demand draft should be in favour of West Bengal Nursing Council, payable at Kolkata. WBNC shall not be liable to pay any interest on the Security Deposit and it will be refunded only after satisfactory completion of contract period. If the service provided by the party is not satisfactory, the Security Deposit of the party will be forfeited and the order for Dak/ Courier work will be given to other party at his risk & cost.

### **TERMS & CONDITIONS: -**

1. The courier agency will make necessary arrangements for pick-up of packets from WBNC office. During every Pick-up they must carry weight machine.
2. Agency / Supplier will make arrangements for sending the packets to the destination in the minimum possible time period and will provide status of the packets as and when required and providing tracking services.
3. In case of important and urgent documents for which time bound delivery required by WBNC and is specifically mentioned to supplier, due care shall be taken by agency

with their office in destination address to ensure timely delivery, falling which no courier flight charges shall be paid.

4. The WBNC reserves the right of getting the packets delivered through other courier Agency, if the approved agency does not pick up the packets in time. The extra cost for such delivery, if any shall be recovered from the approved agency.
5. The contract shall be initially valid for a period of Three year from the date of issue of work order. However, WBNC reserves the right to extend the contract for further period of six months with mutual consent.
6. The service provided by the agency shall be desk to desk involving initial pick up to final delivery for the location mentioned.
7. The Agency shall deploy am employee/ executive to the WBNC in coordination with the officials of WBNC.
8. The Agency shall depute its staff to collect the parcels / letters / documents minimum two times a day or as per requirement of the WBNC from time to time.
9. The Agency shall provide proper material i.e. bag, packing gums, tapes, envelopes, plastic bag to their staff with instruction to fasten same for safety during transit of the material.
10. Pick up & Delivery of the courier services shall be on a daily basis by the staff of the Agency. Necessary acknowledgement shall be given by the Agency for the parcels / letters/ documents collected.
11. The Agency shall be responsible to ensure that all parcels/ letters / documents and other articles of the WBNC are delivered safely to the addresses mentioned on the parcels/ letters / documents and other articles at the destination within the stipulated time.
12. The WBNC will award the contract to the agency who will offer lowest rate in total of all rates.



A handwritten signature in blue ink, appearing to be 'S. S. S.', written over the printed name of the Registrar.

Registrar

West Bengal Nursing Council

(Type & Print in Official letter Head)

Annexure – I

**TECHNICAL BID**  
**PARTICULARS TO BE FURNISHED**

1	Name and address of the agency (telephone number, fax, mobile number, email address)	:	
2	Type of Organization (Whether proprietorship, partnership, private limited, limited company)	:	
3	Name and address of the directors/proprietor/partners	:	
4	Year of formation of the company/experience as a courier service agency.	:	
5	Branches in other cities in India and abroad, if yes give details	:	
6	Name of Agency's 2 largest clients, to whom Agency provides similar Services.	:	
7	Any sister concern and their address, if yes give details	:	
8	Details of trade license (Attached valid document)	:	
9	Total number of employees of the firm	:	
10	24 hour helpline numbers & details of dedicated customer support	:	
11	Bar coded AWB facilities (Yes/ No)	:	
12	Online Software for tracking end to end delivery of documents. Give details of Web tracking facility for tracing Consignments.	:	



13	Income tax return for the last three financial years. (Attach documentary proof)	:	
14	Total turnover of the courier service agency during last three financial years (2018-2019,2019-2020, 2020-2021)		
15	Copy of GST registration along with GST clearance Certificate (last six month)		
16	Professional Tax Number		
17	Income Tax Permanent Accounts No. (Attach documentary Proof)		
18	Change of the firm name at any time. If so, when and reason thereof.		
19	List of Clients (credentials) (Attach documentary proof)		
20	Enlistment with any others Government organisation, if any provide the name of organisation.		
<p>I/ We hereby declare that all the information furnished above are true to the best of my/our knowledge and belief. If any information furnished is found incorrect and false at any subsequent stage. I/We shall have no right to raise any objection for selection as an approved courier service agency, would be cancelled for such incorrect and false statement.</p> <p>Signature and Designation of Authorized representative with seal and date</p>			



**UNDERTAKING FORM**

(Original signed copy on company letterhead)

Letter No. \_\_\_\_\_

Dated: \_\_\_\_\_

To,  
The Registrar,  
West Bengal Nursing Council,  
Purta Bhavan, 3<sup>rd</sup> Floor, Room No- 302,  
DF Block, Salt Lake City, Sec-I  
Kol-700091

**Subject: - Declaration Letter for Courier Service work for WBNC**

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship  
<Name> intends to submit a proposal in response to EoI for **Courier Service work for  
WBNC**, we also declare that our Company / LLP / Partnership / Society / **Proprietorship has  
not been blacklisted by any Central / State Government Department/ Public Sector  
Undertaking or Municipal Corporation.**



**STAMP OF Firm & Signature of  
authorised person**

Financial Bid (Financial Bid)Domestic (Documents/Letters)

(Rs.)

	Kolkata	Howrah, Hooghly 24 Pgs (N), (S) & Nadia	Other district of West Bengal	East Zone of India	West Zone of India <b>(Rs.)</b>	North Zone of India	South Zone of India
Per Letter/Article Up to 50 gms							
Per Letter/Article Up to 100 gms							
Per Letter/article from 101 to 150 gms.							
Per letter/article from 151gms to 250 gms.							
Every additional 250 gms and part thereof upto 5 Kg.							
Expected Delivery Time							
GST							

Domestic (Parcel more than 5 Kg)

	Kolkata	Howrah, Hooghly 24 Pgs (N), (S)	Other district of West Bengal	East Zone of India	West Zone of India	North Zone of India	South Zone of India
By Train (surface per Kg)							
By Air (per Kg)							
GST							

Signature of the authorized signatory of the agency

Official seal/stamp

Date :

Place:

