

Tender for Courier Services
2019



National Board of Examinations
Ansari Nagar, Medical Enclave
New Delhi-110029
(www.natboard.edu.in)

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National Board of Examinations

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)
NAMS Building, Medical Enclave, Ansari Nagar
New Delhi - 110029

No.: NBE/Admn/Tender/Courier/2019

dated 22nd July 2019

Invitation for Courier Services

The National Board of Examinations (NBE) is an autonomous body of Ministry of Health and Family Welfare (MOHFW), Govt. of India, entrusted with the task of conducting uniform and high standard exams at Post Graduation level in the field of Modern Medicine. All entrance tests for admission to Medical courses, with the exception of NEET (UG) are being conducted by the NBE. Additionally, the NBE conducts three-year Post Graduation level course namely the Diplomate of National Board (DNB) and a two years Fellowship Courses.

2. The NBE intends to empanel Courier Service Agency with relevant experience having wide networking and infrastructure across the country for delivery of parcels, mails, letters, packets etc.

3. The NBE invites Tender Bids from Reputed Courier firms who have worked in Govt. organizations (also called the “bidder”) and have adequate experience in Couriers Confidential Documents like Question Papers, Answer Sheets, as per the scope of work and in accordance with the terms and conditions.

Crucial Dates:	
Published Date	23rd July 2019
Bid Submission Start Date and Time	23rd July 2019 9:30 am
Bid Submission End Date and Time	7th August 2019 12:00 pm
Technical Bid Opening Date and Time	7th August 2019 4:00 pm
Financial Bid Opening Date and Time	13th August 2019 2:00 pm
Date for Commencement of Services	1st September 2019

Scope of Work / Services

- 1.** The Bidder shall have to Courier all outgoing Dak/Letters/Packets/ Parcels etc from the NBE's offices at Delhi on daily basis and delivery at various parts of the country, on their own arrangement.
- 2.** The Agency shall arrange to deliver Letters/Parcels within to all Metros & other cities which are connected by Air within 48 hours and within 72 hours for other towns/distant places/remote stations.
- 3.** The Agency shall also collect and arrange delivery of Local Parcels within Delhi & NCR within 24 hours.
- 4.** The Agency should be capable to pick up any number of documents/ parcels to be presented/handed over as one consignment.
- 5.** The Agency shall be required to furnish receipt of the Outward Mails/ Letters/ Parcels collected and a copy of Airway bill/ Consignment note to be issued.
- 6.** The Agency shall ensure that all the Letters/Mails/Parcels are delivered safely and confidentially to the addressee to whom it is meant and in no case be delivered wrongly to any other party.
- 7.** The Agency will have to furnish Proof of Delivery (POD) or delivery status report of the Letters/Parcels delivered with recipient's name & telephone number.
- 8.** The Courier service should have provision for Online tracking.
- 9.** The representative of the Agency should extend courteous service and in no circumstances will behave unmannerly with the addressees.
- 10.** The Agency should take utmost care not to leak/divulge any information of the addressee or the contents of the articles/packets/ documents so dispatched to any third party.
- 11.** The Agency shall maintain the highest standard of ethics during the execution of contract.
- 12.** The losses sustained to NBE or the Addressee in consequence of breach of duty as envisaged in para (9) above will be recoverable from the Agency as per the estimation in terms of money value by NBE and the decision of NBE in this regard will be final and binding on the Agency.

- 13.** The Agency shall have their representatives accessible either by person or by phone during or after office hours and if called for to attend the work related to pick up of the Dak/Parcels.
- 14.** The Agency shall return the undelivered Letters/Parcels etc within 10 days citing the reason of non delivery. If the addressee is not found in his office/home, at least 3 attempts should be made by the representatives of the Agency before returning the undelivered letter/parcel to the NBE. If undelivered letters/parcels are returned to the NBE after the allowable period of 10 days, the same will be treated as not being handed over/ picked up by the Agency (no payment will be made in this regard).
- 15.** The Agency will be responsible for compliance with all central and state laws as per rules/regulations / byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.

Eligibility Criteria

- 1. Legal Valid Entity:** The bidder should be a registered proprietor/partnership firm/LLP/Company under the Companies Act. Self-attested copy of Registration of the firm/incorporation of the company/LLP to be enclosed.
- 2. Registrations:** The bidder should have registered for GSTIN, TIN No, PAN No. The self-attested copies of the same should be enclosed.
- 3. Location:** Vendor shall have its registered office/Branch Office/ Service Centre/ in Delhi-NCR and shall submit a proof of the same.
- 4. Average Annual Turnover:** Bidder should have a minimum Annual Turnover of **Rs. 5 Crores** during the last three years. A certificate in this regard is to be enclosed duly certified by the Chartered Accountant (CA).
- 5. Experience of Similar Work:** The Bidder should have experience of:
 - (i) At least 5 years in the relevant field and must be doing such Services for Govt. Sector/PSUs/ Reputed Company.
 - (ii) Must have executed **Six** contracts and have a running single work order/contract value more than **Rs 50 Lakhs** annually, in each of the last three financial years.
 - (iii) The details of names and address of such organizations along with the Value of contract and Supporting documents to be provided as part of Technical Bid.
- 6.** The Bidder should have adequate experience in Couriering Confidential Documents like Question Papers, Answer Sheets etc.
- 7.** The Bidder firm should have provision for Web tracking facility for tracing consignments.
- 8.** The Bidder should not have been blacklisted by any of the Government agencies. Declaration should be given by authorized signatory and undertaking in this regard must be submitted as per the format in **Annexure-III**.
- 9.** Bids not satisfying the above eligibility criteria / not accompanied by the requisite documentary proofs shall be rejected and not considered further for evaluation of commercial proposal.

General Terms and Conditions (GCC)

I. Awarding of the Contract:

1. Successful bidder shall be issued with the 'Notice of Award of Contract'. The bidder will be required to submit the acceptance of the 'Notice of Award of Contract'.
2. Successful bidder will return one copy of the 'Notice of Award of Contract' to NBE duly acknowledged, accepted and signed by the authorized signatory, within three (3) days of receipt of the same.
3. Successful Bidder shall have to enter into an Agreement on the prescribed form on anon-judicial Stamp Paper of Rs. 100/- and furnish a Performance Bank Guarantee within 7 days from the date of issue of 'Notice of Award of Contract' and in case of failure to do so, the NBE shall have right to terminate the arrangement and forfeit the Earnest Money Deposit.

II. Security Deposit(SD)/Performance Bank Guarantee(PBG)

1. The successful bidder who is awarded the contract shall be required to **deposit a Performance Security Deposit @ 10% of the total value of the contract** in the form of Demand draft/Bank Guarantee/Fixed Deposit from any Scheduled Commercial Bank drawn in favour of **National Board of Examinations, New Delhi** covering the period of contract and 180 days beyond the contract period.
2. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly extended / renewed by the successful bidder.
3. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee shall be borne by the successful bidder.
4. Non deposit of PBG within the stipulated time shall render the contract invalid and may also lead to forfeiture of EMD, at the discretion of NBE. No interest shall be paid on the Security Deposit/Performance Guarantee.

5. If the successful bidder backs out after the award of contract or violates any of the clauses of the contract to be entered into with it, the Performance Guarantee along with Earnest Money would be liable to be forfeited and the bidder shall be debarred from further tendering in NBE for a period of two years at the discretion of NBE.
6. After the expiry of the AMC period, the Security Deposit/ Performance Bank Guarantee shall be returned subject to there being no claims.

III. Modification in Scope of Work

1. NBE may, at any time, during the period of the contract may increase/decrease the scope of work, without creating any liability of NBE for compensation on any grounds, whatsoever due to this change. In such a case, the Agency shall perform the service in the increased/decreased quantity at the same contract rates within the time stipulated.

IV. Assignment or Subletting of the Contract

1. No part of the Contract shall be sub-let or assigned without the prior written permission of NBE nor shall any transfer be made by power of attorney authorizing others to receive payments on behalf of the Bidder. Such consent even if provided shall not relieve the Agency from any liability or any obligation under the contract.

V. Confidentiality

1. The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information of the NBE or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or information of the NBE. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of NBE's information.
2. If the Contractor receives enquiries from Press / News / Media/ Radio / Television or other bodies / persons, the same shall be referred by the Contractor to NBE immediately on receipt of such queries

VI. Payment Procedure

1. The Payment will be processed after completion of each month on actual basis, on submission of the pre-receipted bill in triplicate along with the supporting documents and the report duly verified by the concerned section within 15 days.
2. Normally the bills are cleared within a period of 2-3 weeks after submission of Invoice.
3. TDS at applicable rates will be deducted as per norms.

VII. Completion Certificate

1. Completion certificate shall be issued only after completion of assigned task in all respect as per the Tender and to the entire satisfaction of the NBE.

VIII. Liquidated Damages

1. The timely and accurate delivery of the letters/articles/packets/documents etc. with utmost promptness is the essence of this contract. Extension of time limits of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, penalty at the rate of 20% of the value for each day of delay or part thereof, subject to maximum 100% of total value of delivery rate.
2. Quantum of liquidated damages assessed and levied by the NBE shall be final and not challengeable by the Agency.
3. The losses to the NBE which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.

IX. Cancellation by Default:

1. NBE may without prejudice to any other remedy for breach of terms and conditions of the Tender and the contract (including forfeiture of Performance Security send a written notice to the vendor and thereby, terminate the work / task in whole or in part as per the terms and conditions specified in the contract with successful bidder/vendor.

2. If the vendor fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Tender Document which shall be an essence of the contract.
3. If the vendor fails to perform any other obligations under the terms and conditions as specified in the contract.

X. Period of Bid Validity

1. **Bids shall remain valid for 90 days** from the date of Bid Opening. Any Bid valid for a shorter period than the period specified shall be rejected as non-responsive. In exceptional cases, NBE may seek extension of the bid validity period, where the process could not be completed for any reason.

XI. Contract Duration

1. The contract shall be initially awarded for the **3 years**, extendable further on Mutual Consent.

XII. Termination

1. The agreement under this tender can be terminated by the NBE, either partly or fully by giving One Month notice at any time without assigning any reason.
2. The bidder is also at liberty to terminate the contact by serving atleast 3 Month notice.
3. On termination of the contract, the contractor shall take steps to withdraw all employees in a smooth and orderly manner without hampering NBE's official work.
4. The Contract may be terminated forthwith by the NBE by giving written notice to the Contractor, if:
 - (a) The Contractor does not provide manpower services satisfactorily as per the requirements of the NBE and/or as per the Schedule of Requirements.
 - (b) In case of breach of any of terms and conditions of the Contract by the Contractor, the Competent Authority of the NBE shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the NBE and in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed.

(c) The Contractor goes bankrupt and becomes insolvent.

XIII. Disclaimer

1. Family Members of NBE employees or their relatives are prohibited from participation in this bid.

XIV. Jurisdiction

1. All differences and disputes arising out of or in connection with the Agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the Sole Arbitrator appointed by the Executive Director, NBE whose decision shall be final and binding on both the parties.
2. **Judicial jurisdiction** shall within New Delhi only.

Instructions to the Bidder

I. Tender Document

1. Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
2. Bid shall remain valid for 90 days from the date of opening of the Technical Bid.

II. Clarification Requests by Bidder

1. Although the details presented in this Tender Documents consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
2. Bidder shall examine the Tender documents thoroughly in all respect.
3. Any failure by Bidder to comply with the aforesaid requirements shall not absolve the Bidder from liability, after subsequent award of contract, from performing the work in accordance with the Tender Documents.

III. Amendment of Tender Document

1. NBE may, for any reason whether at its own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum during the Bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and Bidder shall submit 'original' addendum duly signed and stamped in token of his acceptance.
2. For addendum issued during the Bidding period, Bidder shall consider the impact in his Bid. For addendum issued subsequent to receiving the Bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price/revised price, if any.

IV. Language of Bid & Correspondence:

1. The Bid will be submitted by the Bidder in English language only. All the documents relating to the Bid (including brochures) supplied by the bidder should also be in English. The correspondence between the Bidder & NBE will be in English language only.

V. Earnest Money Deposit

1. All Bids must be accompanied by Earnest Money for an amount of **Rs.2,00,000/- (Rupees Two Lakhs only)** in the form of Demand Draft issued by any Scheduled / nationalized bank of India drawn in favour of **National Board of Examinations**, payable at **New Delhi**.
2. Unsuccessful bidder's EMD will be returned within 30 days from the date of placement of order to the successful bidder.
3. The successful bidder's EMD will be released along with the final payment to it on completion of the work, subject to the submission of Bank Guarantee.
4. The EMD shall be forfeited if the successful bidder withdraws after issuance of the 'Notice of award of contract' or failed to submit the acceptance and Security Deposit/PBG within the specified timelines or defaults in performance of its obligations under the contract.
5. No interest is payable on the EMD.

VI. Schedule of Rates

1. The schedule of Rates shall be read in conjunction with all other sections of Tender documents.
2. The rates quoted by the bidder shall be firm and fixed for the period of the tendered works, unless stated otherwise. Taxes will be paid extra, as applicable.
3. If any variation in description is noticed, the bid is liable to be rejected. In any case, bidder shall be presumed to have quoted against the description of work and the same shall be binding on the bidder.
4. Rates quoted shall be in Indian Rupees (INR) Only.
5. Bidder shall quote rates both in figures as well as in words.

VII. NBE's right to Accept or Reject a Bid

1. NBE reserves the right to terminate this tender process at any time prior to signing of the contract with successful bidder without assigning any reason thereof and shall not be liable to any bidder /party in any manner either directly or indirectly.

2. NBE reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, or to annul the bidding process or to reject all Bids with or without notice or reasons. NBE shall bear no liability whatsoever consequent upon such decisions. Conditional tenders shall be rejected.
3. NBE reserves the right to sub-divide the work mentioned in the Tender, among two or more Bidders at its own discretion and the Bidders shall have to execute the orders for part of the work placed with them at the rates approved by the competent authority of NBE.
4. NBE shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Bidders as regards non acceptance of their Bids. Except for refund of EMD to unsuccessful Bidders, NBE shall not correspond with the unsuccessful Bidders.

VIII. Type of Tender & Submission of Bid

Tender Type: Single Stage Two Envelops System (Two Bid System)

Two envelops system shall be followed by NBE to determine the successful bidder. The agency/firm (bidder) should bifurcate their bids in two separate envelops, (with appropriate superscriptions), and submit the same in one sealed envelope.

- 1) **Envelope I:** The first envelop, called the **Technical Bid**, should contain the Demand Draft towards EMD, the eligibility/technical documents and performance aspects, commercial terms and conditions and documents sought in the tender, except the price and relevant financial details.
- 2) **Envelope II:** In the second envelop, called the **Financial Bid**, the agency/firm (bidder) should submit their price quotations strictly in format supplied by the NBE, along with other financial details.
- 3) **Master Envelope:** All the Envelopes I and II should be sealed separately and shall be put inside an outer cover and superscribed as **“Tender for Courier Services”**.
- 4) All interested bidders may submit their Bids addressed to the Honorary Executive Director, National Board of Examination, by **12 noon of 7th August, 2019 (Last Date)** at the following address:

National Board of Examinations,
NAMS Building, Medical Enclave,
Ansari Nagar, Mahatma Gandhi Marg,
New Delhi – 110029

- 5) The envelopes containing the Techno-Commercial bids shall be opened on the same day at 4 pm at the NBE Dwarka office at the following address :

National Board of Examinations,
PSP Area, Sector 9, Dwarka,
New Delhi – 110075

- 6) The same shall be scrutinised and evaluated by NBE's Technical Evaluation Committee with reference to the parameters prescribed in the tender documents, and responsive, eligible and technically compliant bidders shall be decided.
- 7) Each eligible and technically compliant bidder shall make a presentation for a maximum of 15 minutes, before NBE's Technical and Evaluation Committee at 5pm of the same day.
- 8) Thereafter, in the second instance, the Financial bids of only the techno-commercially compliant offers (as decided in the first instance above) shall be opened at **4 pm of the 13th August 2019** for further scrutiny, evaluation, ranking and placement of contract.
- 9) Unsigned or unstamped tender shall not be accepted.
- 10) Bidder shall attach the copy of authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 11) The Financial bids of technically non-compliant bidders shall be returned unopened to the respective bidders by SPEEDPOST/reliable courier or any other mode with proof of delivery.
- 12) Any Bid received by NBE after the last date for submission of Bids will be summarily rejected and returned unopened to the Bidder. NBE shall not be responsible for any postal delay or non-receipt / non-delivery / incomplete Bid documents. No further correspondence on this will be entertained.

IX. Criteria for evaluation of Tenders:

The evaluation of the Bids submitted shall be done in following two stages:

- 1) **Technical Evaluation:** The bids shall be opened in front of the bidders and technical evaluation shall be carried out to conform to tender requirements.

2) **Commercial Evaluation**

- i. Only the technically qualified bidders shall be invited during opening of commercial bids and subsequently commercial evaluation shall be carried out.
- ii. If any arithmetic discrepancies found in the commercial bid then actual price will be derived based on the unit price quoted & taxes thereon. If there is any difference between price quoted in figures and words then lowest among these shall be considered.
- iii. Initial evaluation / comparison for various categories of items given in the Tender Document will be done on the basis of Gross Bid Value. The bid with lowest commercial Bid (L1) shall be considered for the award of contract.
- iv. The bidder, whose evaluated price is found to be lowest (L-1), shall be considered for placement of 'Notice of Award of Contract'.

X. Determination of Responsiveness

- 1) Prior to the financial evaluation of Bids, NBE shall determine whether each Bid is substantially responsive to the requirements of the Bidding document.
- 2) For the purpose of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions and specifications of the bidding document without material deviation or reservation.
- 3) A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the works or which limits in any substantial way, inconsistent with the Tender document, NBE's rights on contractor's obligation.
- 4) If a Bid is not substantially responsive to the requirements of the Bidding documents, it may be rejected by NBE.

XI. Unsolicited Post Bidding Modifications

- 1) Bidders are advised to quote strictly as per terms and conditions of the bidding document and not to stipulate any deviations / exceptions.
- 2) Once quoted, the Bidder shall not make any subsequent changes, whether resulting or arising out of any technical / commercial clarifications sought on any deviations or exceptions mentioned in the Bid. Any proposal for price change is likely to render the Bid liable for rejection.

XII. Blacklisting

1. Company/Firm blacklisted by Govt./PSU/Corporate organization are not eligible to participate in the bidding process.
2. If at any stage of bidding process or during the currency of contact, such information comes to the knowledge of NBE, NBE shall have right to reject the bid or cancel the work order, as the case may be, without any compensation to the bidder.
3. The bidders have to be submitted an undertaking that the bidder is not blacklisted by any Govt./PSU/Corporate organization.

XIII. Clarification regarding Tender Document

- 1) At any time prior to the last date of submission of bids, NBE may modify the tender document without assigning any reasons.
- 2) Any modifications in tender document or reply to queries shall be hosted only on ww.natboard.edu.in
- 3) NBE at its discretion may extend the last date for the receipt of Bids.
- 4) When any offer is submitted pursuant to this tender, it shall be presumed by NBE that the bidder has fully ascertained and ensured about its eligibility, under the respective governing laws and regulatory regimen, and it has necessary approvals and permission, and suffers no disability in law or otherwise to act as such.

Technical Bid Form
Bidder's Particulars

Sr. No	Particulars	Details		
1	Name of the Bidder Firm			
2	Address of the Bidder Firm			
	Telephone No. / Fax No.			
	E-Mail Address:			
3	Name and Designation of Authorized Signatory			
4	Name & address of the officer to whom all references shall be made regarding this tender			
	Telephone / Fax / Mobile			
5	Type of Firm (Proprietorship/ Partnership/ Company)			
6	Details of Earnest Money Deposit of Rs 2,00,000/-	DD No _____	Dated _____	
		Drawn on (Bank) _____		
7	Registration Details (Attach relevant documents):			
	Document Type	Registration No. & Date	Attached	
			Yes	No
	a) Company Registration No.			
	b) PAN Number			
	c) GSTIN			
8	Quality Certification Details			
9	Annual Turn-over for the last three Financial years (Bidder)	Income (In INR)	Expenditure (In INR)	Turnover (In INR)
	a) F.Y. 2015-16*			
	b) F.Y. 2016-17*			
	c) F.Y. 2017-18*			

* Attach Balance Sheet, P&L A/c, ITR and Certificate from CA for all FYs.

Sr. No	Particulars	Details		
		Yes	No	
9	Does the bidder have 5 years of relevant experience in the field and doing such services for Govt. Sector/PSUs/ Reputed Company?			
	Whether have executed similar 6 nos. of contracts in each of the last 3 Financial Years?			
	Whether has a running single work order/contract value of more than Rs 50 lakhs, in each of the last 3 financial years?			
	Whether self-attested documents (work orders/completion certificates) in support of above, is enclosed?			
10	Whether 24x7 helpline numbers & dedicated customer support available?			
	Whether AWB are bar-coded?			
	Whether Web tracking facility for tracing consignments, is available with the Bidder?			
11	Work Experience: (Supporting Documents to be enclosed by the bidder)			
	Name & Address of the Organization	Value of Contract	Contract Duration	Enclosed (Yes/No)

SIGNATUREWITHSEALOFBIDDER

Name of the Bidder : _____

Company Name : _____

(With Full Address) : _____

Date : _____

Place : _____

Financial Bid Form(To be placed in a separate Sealed Envelope and Marked as '**Financial Bid**')
To:

The Honorary Executive Director,
National Board of Examinations
Medical Enclave, Ansari Nagar
New Delhi 110029

Sub: Financial Bid - Tender for providing Courier Services to NBE

Bidder Name _____
Bidder Address _____

I/We hereby submit the commercial bid for **Providing Courier Services to National Board of Examinations** as per the Scope of work given in this tender document in accordance with the terms and conditions and shall be bound by the stipulation made by me in the bid.

Sr. No.	Package Type	Rate per Consignment (Excluding GST)		
		Delhi /NCR Area	Metro & other Cities directly connected by Air	Rest of India.
1.	Per letter/article 1-50 Gms			
2.	Per letter/article 51-100 Gms			
3.	Per letter/article 101-250 Gms			
4.	Per letter/article 251-500 Gms			
5.	Per letter/article 501- 1 Kg			
6.	Above 1 Kg (Quote Per Kg)	a. By Air		
		b. By Surface		
7.	Reverse Pickup Charge (per article/letter)			

(Signature with Seal of Bidder)

Note:

- (i) The quoted rates should be inclusive of cost of all, from picking up the consignment from the NBE's office to delivery at desired addresses but excluding the GST which will be payable as per prevailing rate.
- (ii) Quoted rates should be free from pre-conditions regarding payments etc, otherwise offers are liable to be rejected. Conditional offers will not be accepted.
- (iii) The rate quoted must be reasonable and valid for the entire period of contact. There will be no escalation in the price during entire contract period. However, during finalization of order, NBE reserves the right to negotiate with the successful bidders.
- (iv) The rates to be furnished strictly as per the above format. No modification is allowed in the format.
- (v) Benefit of any decrease in taxes/duties or Discounts or Rebate shall be passed on to the NBE by the Agency.

(Signature with Seal of Bidder)

Name of the Bidder : _____

Company Name : _____

(With Full Address) : _____

Date : _____

Place : _____

DECLARATION

(On Company Letter Head)

(Date)

To:

The Honorary Executive Director,
National Board of Examinations
Medical Enclave, Ansari Nagar
New Delhi 110029

Ref: **Tender for Courier Service Agency**

Dear Sir/Madam,

In response to the **Tender for Courier Service Agency in National Board of Examinations, New Delhi**, I/ We hereby declare that presently our Company/ firm _____ is having an unblemished record and has not been declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently, our Company/ firm _____ has not been Blacklisted or Debarred for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission, including for any violation of relevant Labour laws.

This declaration is made to the best of our knowledge. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security deposit may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we may be barred from bidding in future against any other tender for a period of 2 years and shall also be liable to pay compensation, and difference of price as per clause of the tender document and the contract.

Yours faithfully,

Signature with Seal of Bidder

Name of the Bidder : _____

Company Name : _____

(With Full Address) : _____

Date : _____

Place : _____

DECLARATION

I,Son / Daughter / Wife of Shri.....
Proprietor/Director, authorized signatory of the firm M/s
(Service Provider), is competent to sign this declaration and execute this tender
document;

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them;

3. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am/ are well
aware of the fact that furnishing of any false information/ fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

SIGNATURE WITH SEAL OF BIDDER

Name of the Bidder : _____

Company Name : _____

(With Full Address) : _____

Date : _____

Place : _____