

(For SPP Portal)

**RAJASTHAN RAJYA SAHKARI BHOOMI VIKAS BANK
LIMITED,**

NEHRU SAHAKR BHAWAN, 22 GAUDAM CIRCLE, JAIPUR - 302005.

Ph. No. 0141-2740440, 2740930, 2742986 Fax No. 0141-2740930 website www.rsldb.nic.in
email: rajslbdbjaipur@yahoo.co.in, rslbanp@yahoo.co.in

F.No. :

Date:

NOTICE INVITING QUOTATION

Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. invites quotation from the eligible bidder/service provider for providing the services of Postage and courier. The tender/Bid shall only be submitted Physically at Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. 22 Godwon Circle Jaipur

The schedule of dates is mentioned below:

Nature of Bid	To provide services of Postage & courier to head office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur and it's regional offices (jaipur , ajmer ,bharatpur ,kota ,jodhpur ,udaipur and sri ganganagar).
Cost of Bid Document (Non refundable)	Rs.200/-(Rupees Two Hundred only) In form of Demand Draft/Banker's Cheque in favour of "Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd". payable at Jaipur.
Bid Processing Fees (Non refundable)	Rs. 500/- (Rupees Five Hundred Only) in form of DD/ Banker's Cheque in favour of "Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd" payable at Jaipur.
Estimated cost of Service	Rs. 1.60 lacs
Duration of Assignment	One year (For year From 01-04-2019 to 31-03-2020)
Bid Security Deposit	Rs. 3200/- in form of DD/ Banker's Cheque in favour of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. payable at Jaipur.
Bid document purchasing and submission Start Date/ Time	12-03-2019 at 11:00 AM onward
Last date & time of Submission of Bid, Banker's Cheque/ Demand Draft for cost of bidding document, bid security, and Processing Fee*	25-03-2019 at 05:00 P.M. Physically in the head office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur
Mode of Bid Submission	Physically in the head office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur

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Bid Opening Date, Time and venue

26-03-2019 at 3:00 PM in the head office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur

1. The complete Bidding Document including the Conditions of Contract, Evaluation and Qualification Criteria, Terms of Reference, Bidding Forms, Procedure of Bidding etc. can be seen at www.rsldb.nic.in Alternatively.
2. The original Demand draft/ Banker's cheque/ Bank Guarantee in the specified format, from a Scheduled Bank in India, shall be submitted personally or by post in sealed envelopes deposited in the head office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur after last time and date of Bid submission and before Time and date of opening of Bid, failing in which the bid shall be rejected.
3. The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur is not bound to accept the successful Bid and may reject any or all Bids without assigning any reason thereof.
4. The bidder shall have to submit document of GST , Permanent Account Number (PAN) of Income Tax etc.

Managing Director



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Evaluation and Qualification Criteria

- I. The Bidder/Service provider must be registered as a proprietorship/ partnership firm or a private limited or a public limited company under the Indian Companies, 1956.
- II. The Bidder must not have been debarred by the State Government or **Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur** or blacklisted by any other procuring entity.
- III. The Bidder must have an average annual turnover of atleast **Rs. 5 Lacs** within the past two years **for** providing services of Postage & courier in last two financial years, i.e. years 2017-18 and 2018-19. If the accounts of financial year 2017-18 and 2018-19 have not been audited as yet, a certificate of the statutory auditor regarding turnover of the firm may be furnished.
- IV. Submit details of current works in hand with Value and other contractual commitments, if any, (Attach copies of Work Orders).
- V. Enclose P&L statement and balance sheet for last two years. (Summary only)
- VI. Submit copies of Service Tax/GST Returns/online submitted for the previous two year.
- VII. Submit acceptance of tender document and specifications in the enclosed format.
- VIII. The Bidder must have PAN number and GST number.
- IX. The successful Bidder will be one who fully agrees to comply with all the terms and conditions of this Bid documents without any omission, deviation and reservation and possesses the required qualifications and experience and whose financial bid is evaluated as the lowest by Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur.



Terms of Reference

1. Introduction and Scope of Work.

1. The Bidder/service provider must be registered as specified below:-

S. No.	Particulars	Registration No.	Year	Registration Date
1.	GSTN			
2.	Income Tax (PAN No.)			
3.	Rajasthan Shop and Commercial Institution Act, 1958 or Indian Partnership Act, 1932 under Indian Company Act, 1956 or 2008			

2. Financial Bid format for Procurement of services for postage and courier in FIN-1 proposed as under :-

S.No.	Nature of Work	Rate Charges in Rs.			
		weight up to 50 gm.	weight up to 200 gm.	weight up to 500 gm.	weight above 500 gm.
1	2	3	4	5	6
1.01	postage and courier with in local city				
1.02	postage and courier with in district				
1.03	postage and courier to other district with in Rajasthan.				
1.04	postage and courier out of Rajasthan with in India				

3. The bid will be finalized according to minimum factor rate where Factor rate = [rate quote in Column no. 3 X 0.85]+ [rate quote in Column no. 4 X 0.05]+[rate quote in Column no. 5 X 0.05]+ [rate quote in Column no. 6X 0.05]
4. The Bidder has to provide services of postage and courier for head office and regional offices (jaipur, kota, bharatpur, shri ganganagar, udaipur ,jodhpur and ajmer)of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur.
5. The bidder will issue the identity card of their personnel at their own cost.
6. The postage and courier Services provided by the bidder will be examined by Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur for suitability for performance of the defined functions.
7. If the performance of the postage and courier services is found unsatisfactory the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur shall give a notice of seven days to take necessary corrective action to improve the performance of the concerned services and if the performance doesn't improve even after seven days of such communication, the bidder may be disqualified and bid security will be forfeited.
8. The bidder shall be liable to all payments, Taxes, GST etc. including payments/contributions towards all statutory dues connected to postage and courier services provided to Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur.
9. The Bidder must collect the postage and courier materials from head office and regional offices (jaipur, kota, bharatpur, shri ganganagar, udaipur ,jodhpur and ajmer)of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur at 5:00 PM daily except bank holidays and it is necessary to deliver the postage and courier materials on next working day.

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MANAGING DIRECTOR

(To be given on the bidder's letter head duly sealed & signed)
**Declaration by the Bidder in compliance of Section 7 &
11 of the RTPP Act**

Declaration by the Bidder

In relation to our Bid submitted to Managing Director, Rajasthan Rajya Sahkari Bhoomi Vikas Bank Limited, Nehru Sahkar Bhawan, 22 Gaudam Circle, Jaipur-302005, Rajasthan for procurement of services of postage and courier for head office and regional offices (Jaipur, Kota, Bharatpur, Shri Ganganagar, Udaipur, Jodhpur and Ajmer) of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur.

We hereby declare under Section 7 and 11 of the Rajasthan Transparency in Public Procurement Act, 2012, that;

1. We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur.
2. We have fulfilled our obligation to pay such of the taxes payable to the Central Government or the State Government or any local authority, as specified in the Bidding Document;
3. We are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of the foregoing reasons;
4. We do not have, and our directors and officers not have, been convicted of any criminal offence related to our professional conduct or the making of false statements or misrepresentations as to our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. We do not have a conflict of interest as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, which materially affects fair competition;
6. We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract.

Date:
Place:
Designation:

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Signature of Bidder/Tenderer
Name :
Address:

BIDDER'S ORGANIZATION DETAILS

PORFORMA TO BE SUBMITTED ON THE FIRM'S LETTER HEAD

The following information is very essential and must be filled in very carefully, legibly and complete to all the points:

1.	Name of Contact Person with designation & his mobile numbers			
2.	Complete correspondence address of company /firm /proprietorship /private limited/public limited company			
3.	Telephone No./mobile no.			
4.	Fax No.			
5.	E-mail address			
6.	PAN no. of proprietor/partnership firm /company etc.			
7.	GST No. & Date			
8.	Registration under Rajasthan Shops and Commercial Establishments Act, 1958 or Partnership Act, 1932 or Indian Companies Act, 1956 (If applicable mention registration number)			
9.	Details of RTGS: (Please attach a photocopy of a cancelled cheque of this account for confirmation).			
	Bank Name			
	Branch Name			
	RTGS / IFSC Code			
	Account Number			
10.	Information regarding current litigation / past debarment / black listing, if any.			
11.	Detail of Demand Draft's			
	Particular	Name of Bank and Branch	DD No.	DD Date
	(a) Cost of bid document			Amount
	(b) Bid processing Fees			
	(c) Bid Security			

Note: All documents as specified above must be attached with Bid. The original demand draft of Bid security and Bid processing fee must be present in the office of MD, Rajasthan Rajya Sahkari Bhoomi Vikas Bank Limited, Nehru Sahakar Bhawan, 22 Gaudam Circle, Jaipur 302005.

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Signature of Bidder

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM
Procurement of Postage and courier Services for Rajasthan
Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur

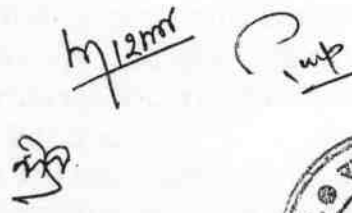
Tender Inviting Authority: Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd.	
Name of Work: Procurement of Postage and courier Services to had office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur and regional offices (Jaipur, Ajmer, Kota, Bharthpur, Udaipur, Jodhpur and Shriganganager)	
Contact No:	
Name of the Bidder/ Bidding Firm / Company	

Financial Bid for Procurement of services for postage in FIN-1 proposed as under :-

S.No.	Nature of Work	Rate Charges in Rs.			
		weight up to 50 gm.	weight up to 200 gm.	weight up to 500 gm.	weight above 500 gm.
1	2	3	4	5	6
1.01	postage and courier with in local city				
1.02	postage and courier with in district				
1.03	postage and courier to other district with in Rajasthan.				
1.04	postage and courier out of Rajasthan with in India				

(a) GST and any other taxes, if applicable will also be paid by procuring entity to bidder/service provider.

(b) The payment of Postage services will be reimburse to service provider by the procuring entity after submit of invoice and payment received.



Signature of Bidder



BID ACCEPTANCE LETTER
(To be given on firm/Company Letter Head)

To,
Managing Director,
Rajasthan Rajya Sahkari Bhoomi Vikas Bank Limited,
Nehru Sahakar Bhawan, 22 Gaudam Circle, Jaipur 302005

Sub: Acceptance of Terms & Conditions of Bid.

NIB No. _____
Tender ID No. _____
Name of Tender / Work / Item _____

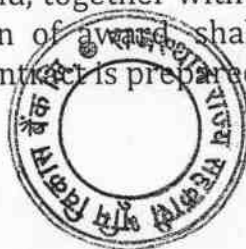
Dear Sir,

We, the undersigned, declare that:

1. I / We have purchased the bid documents for the above mentioned bid.
2. I/ We have examined and have no reservations to the entire Bidding Document, including Addenda and I / We shall abide by the same.
3. I / We hereby unconditionally agree & accept the terms & conditions of above mentioned bidding document in its totality / entirety.
4. I/ We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to providing manpower/service in accordance with and the other requirements as specified in the bidding document.
5. Our Bid shall be valid for a period of **90** days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. If our Bid is accepted, we commit to submit a Performance Security of the amount of 5% (Five percent) of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract.
7. I/ We are not participating as Bidder in more than one Bid for supply of the subject matter of procurement in this bidding process.
8. Our firm/or the firm authorizing us for the providing of subject matter of procurement has not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law.
9. I/ We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us, until a formal Contract is prepared and executed.

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[Signature]

[Signature]



10. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
11. I/ We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012 and the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract.
12. In case any provisions of the bidding document are found violated or breached then procuring entity shall without prejudice to any other legal right or remedy be at liberty to reject this bid including the forfeiture of the full bid security amount absolutely.

Yours Faithfully,

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

Duly authorized to sign the Bid for and on behalf of: _____

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

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Documents required to be submitted by bidder

1. Copy of Registration Certificate of company /firm /proprietorship /private limited/public limited company issued by competent authority.
2. Copy of GST Registration Certificate.
3. Copy of PAN number.
4. Copy of CA Certificate for an average annual turnover in the same name and style of atleast Rs. 5 Lacs per year during last two financial years.
5. Copy of cancelled cheque of Bank Account given for RTGS details.

Handwritten signatures and initials:
A large signature on the left, and the words "my name" and "P. up" written above it.

