



रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उपक्रम), पूर्वी क्षेत्र

(CIN: U64202DL2000GOI107905)

19वीं मंजिल, ऑरोरा वाटरफ्रंट बिल्डिंग, प्लॉट नंबर 34/1,

ब्लॉक जीएन, सेक्टर-V, साल्ट लेक सिटी,

कोलकाता - 700091

RAILTEL CORPORATION OF INDIA LIMITED

(A Govt. of India Undertaking), Eastern Region,

(CIN: U64202DL2000GOI107905)

19th Floor, Aurora Waterfront Building,

Plot No. 34/1, Block GN, Sector-V,

Salt Lake City, Kolkata – 700091

RailTel Website: <https://www.railtel.in>

**“कोलकाता में रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड के लिए कूरियर एजेंसी
का पैनल बनाना”**

के लिए

रुचि की अभिव्यक्ति दस्तावेज

EXPRESSION OF INTEREST DOCUMENT FOR

**“Empanelment of Courier Agency for RailTel Corporation of India
Ltd. at Kolkata”**

ईओआई संख्या (EOI No.): RailTel/Tender/EOI/ER/HQ/2024-25/1546, Dt. 18.10.2024

खुलने की नियत तिथि (Due date for opening): 08.11.2024

ईओआई दस्तावेज की लागत (EOI Document Cost): Rs. 590/- (Incl. GST)



रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उपक्रम),

RailTel Corporation of India Ltd.

(A Govt. of India Undertaking)

19th Floor, Aurora Waterfront Building,

Plot No. 34/1, Block GN, Sector-V,

Salt Lake City, Kolkata – 700091

Tel. No.: 033-44041499

ईओआई संख्या (EOI No.) RailTel/Tender/EOI/ER/HQ/2024-25/1546,

Dt. 18.10.2024

रुचि की अभिव्यक्ति सूचना (Expression of Interest Notice)

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड पूर्वी क्षेत्र (बाद में आरसीआईएल के रूप में संदर्भित) सीलबंद लिफाफे में एकल चरण एकल पैकेट प्रणाली में "कोलकाता में रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड के लिए कूरियर एजेंसी का पैनल बनाना" के लिए पात्र बोलीदाताओं से प्रस्ताव आमंत्रित करता है।

RailTel Corporation of India Ltd. Eastern Region (hereinafter referred as RCIL) invites offers from the eligible respondents for "Empanelment of Courier Agency for RailTel Corporation of India Ltd. at Kolkata" in single stage single packet system in sealed envelope.

रुचि की अभिव्यक्ति दस्तावेज़ में व्यापक आवश्यकताएं, नियम और शर्तें प्रदान की गई हैं।

Broad requirements, Terms and Conditions are provided in the Expression of Interest Document.

a)	ईओआई दस्तावेज़ की उपलब्धता Eoi Document Availability	At https://www.railtel.in from 18.10.2024
b)	ईओआई प्रस्ताव जमा करने की आरंभ तिथि और समय Start date and time for submission of offer to Eoi	18.10.2024 from 17:00 Hr.
c)	ईओआई प्रस्ताव जमा करने की अंतिम तिथि Last date for submission of offer to Eoi	08.11.2024 up to 15:00 Hr.
d)	स्पष्टीकरण मांगने की अंतिम तिथि और समय, यदि कोई हो Last date and time for seeking clarifications, if any	25.10.2024 up to 17:00 Hr.
e)	प्रस्तावों के खोलने की तिथि और समय Opening Date & Time of Offers	08.11.2024 at 15:30 Hr.
f)	बयाना राशि जमा (ईएमडी) Earnest Money Deposit (EMD)	Rs. 28,000/-
g)	पैनल की अवधि Period of Empanelment	02 (two) years, extendable for further one year on satisfactory performance on same terms & conditions and rates.
h)	प्रस्तावों की वैधता Validity of offers	60 days from the date of opening of Offers
i)	2 साल के लिए अनुमानित लागत Estimated Cost for 2 years	Rs. 13,78,190.44 (Incl. 18% GST)
j)	ईओआई दस्तावेज़ की लागत Eoi Document Cost	Rs. 590/- (Incl. 18% GST)

UDYAM पंजीकृत फर्म के लिए: लघु उद्योग इकाइयों / सूक्ष्म और लघु उद्यमों के लिए, एमएसएमई मंत्रालय के तहत UDYAM के साथ पंजीकृत और इस ईओआई में भाग लेने वाले को, निम्नलिखित छूट उपलब्ध होंगी:

(i) उन्हें ईओआई दस्तावेज की लागत (यदि लागू हो) जमा करने से छूट दी जाएगी।

(ii) उन्हें बयाना राशि जमा करने से भी छूट दी जाएगी।

ये छूट तभी लागू होंगी जब प्रस्ताव जमाकर्ता उद्यम के साथ पंजीकृत हो।

विवरण के लिए ईओआई दस्तावेज के अध्याय-3 का खंड 7 देखें।

For UDYAM registered firm: For Small Scale Units / Micro & Small Enterprises, registered with UDYAM under Ministry of MSME and participating in this EOI, following exemptions shall be available:

(i) They shall be exempted from submission of cost of EOI documents (if applicable).

(ii) They shall also be exempted from depositing Earnest money.

These exemptions shall be applicable provided Respondent registered with UDYAM.

For details refer Clause 7 of Chapter- 3 of the EOI document.

प्रस्ताव प्रस्तुत करने की अंतिम तिथि 08.11.2024 को 15:00 बजे तक है। कृपया ध्यान दें कि प्राप्त प्रस्तावों की समीक्षा के बाद, आगे की आवश्यक कार्रवाई के लिए शॉर्ट लिस्टेड पार्टियों को उपयुक्त रूप से सूचित किया जाएगा।

The last date for submission of the offer is 08.11.2024 by 15:00 Hr. Please note that after review of offers received, short listed parties will be suitably conveyed for further necessary action.

आरसीआईएल बिना किसी कारण के प्रस्तावों को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित रखता है RCIL reserves the right to accept/reject the offers without any reason.

प्रस्ताव जमाकर्ता रुचि की अभिव्यक्ति की तैयारी, प्रस्तुत करने/भाग लेने से संबंधित सभी लागतों को वहन करेगा। रेलटेल इन लागतों के लिए किसी भी तरह से जिम्मेदार या उत्तरदायी नहीं होगा, चाहे बोली प्रक्रिया के आचरण या परिणाम कुछ भी हों।

The Respondent shall bear all cost associated with preparation, submission/participation of the Expression of Interest. RailTel in no way will be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

प्रस्ताव उपर्युक्त तिथि को उन प्रस्ताव जमाकर्ताओं की उपस्थिति में खोले जाएंगे जो उपस्थित होना चाहते हैं। यदि बोली प्राप्ति/खोलने की तिथि को अवकाश होता है, तो इसे अगले कार्य दिवस पर किया जाएगा।

The offers shall be opened on above mentioned date in the presence of those Respondents who choose to be present. If the receipt/opening bid date happens to be a holiday, the same shall be done on the next working day.

इस ईओआई के लिए भविष्य के सभी परिशिष्ट/शुद्धिपत्र केवल रेलटेल वेबसाइट पर अपलोड किए जाएंगे।

All future Addendum/corrigendum against this EOI will be uploaded on RailTel website only.

प्रस्ताव जमाकर्ता को अपने प्रस्ताव सीलबंद लिफाफों में जमा करना चाहिए, जिस पर नीचे दिए गए पते पर "कोलकाता में रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड के लिए कूरियर एजेंसी का पैनल बनाना" के लिए ईओआई के प्रस्ताव के रूप में लिखा होना चाहिए:

The respondent should submit their offers in sealed envelopes superscribing as Offer of EOI for "Empanelment of Courier Agency for RailTel Corporation of India Ltd. at Kolkata" at below mentioned address:

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
19वीं मंजिल, ऑरोरा वॉटरफ्रंट बिल्डिंग,
प्लॉट नंबर 34/1, ब्लॉक जीएन, सेक्टर-वी,
साल्ट लेक सिटी, कोलकाता - 700 091

RailTel Corporation of India Limited,
19th Floor, Aurora Waterfront Building,
Plot No. 34/1, Block GN, Sector-V,
Salt Lake, Kolkata – 700 091

उप महाप्रबंधक/अनुबंध
रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड, पूर्वी क्षेत्र के लिए
DGM/Contracts
For RailTel Corporation of India Ltd., Eastern Region

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Chapter-1

DEFINITIONS

Unless the context otherwise requires, the following terms whenever used in this EOI and contract have the following meanings:

- i. “RCIL” means RailTel Corporation of India Ltd., Eastern Region
- ii. “Principal” refers to RailTel Corporation of India Ltd. Eastern Region
- iii. “Respondent” means firm/company/business entity that submits Offer in response to this Expression of Interest.
- iv. “Offer” means a proposal submitted by Respondents in response to this Expression of Interest issued by RailTel for selection of “Courier Agency”.
- v. “Committee” means the committee constituted by RailTel for evaluation of Offers.
- vi. “Company” means the firm/company/business entity, selected through the competitive process in pursuance of this EOI, for providing The Courier Service to RailTel/Kolkata on daily basis.
- vii. “EMD” means “Earnest Money Deposit”.
- viii. “PG” means “Performance Guarantee”.
- ix. “SD” means Security Deposit.
- x. “Contract Agreement” refers to the contract agreement to be signed between RCIL and the Company.

Chapter-2

NOTICE INVITING EXPRESSION OF INTEREST

RailTel Corporation of India Ltd. Eastern Region (hereinafter referred as RCIL) invites Expression of Interest for “Empanelment of Agencies for courier by RailTel Corporation of India Ltd. Eastern Region, at Kolkata” on daily basis. Broad requirements, Terms and Conditions are as follows.

Broad requirements:

1. The empaneled agency should provide delivery of postal services all over India. The prescribed rates for the courier services shall include all the charges to pick up the courier from, Aurora Waterfront building Office, NKG Building Office and Panihati Warehouse. No additional charges will be admissible.
2. RailTel may form a panel consisting of maximum three agencies, for each category of Services. If sufficient number of offers (with reasonable rate) for a particular category of service is not received, RailTel may issue counter offers to the agencies with reasonable rates, on acceptance of counteroffer, the agency will be included in the panel.
3. The agreement shall be valid for a period of 02 (two) years from the date of issue of Letter of Acceptance. The agreement may be extended beyond 02 (two) years for a further period of one year or till further orders, whichever is earlier on the same terms & conditions and rates, at the sole discretion of RailTel.
4. RailTel reserves the right to obtain services of any number of agencies, at any point of time even at a short notice
5. The pickup boys to be provided with Mobile Phones in working condition.

NOTE: Please note that after review of offers received, short listed parties will be suitably conveyed for further necessary action. RCIL reserves the right to accept/reject the offers without any reason.

Chapter – 3

INSTRUCTIONS TO THE RESPONDENTS

1.0 Submission of Bids/Offers:

The respondent is required to submit the technical bid and Price bid at RailTel Corporation of India Ltd., 19th Floor, Aurora Waterfront Building, Plot No. 34/1, Block GN, Sector-V, Salt Lake, Bidhannagar, Kolkata-700091 before due date & time of submission of bids/offers specified in this EOI document.

Following documents shall be submitted in Technical and Price bid as given below:

The bid shall consist of the following: -

1. Offer Letter completely filled up.
2. Signed Copy of EOI Document/ Corrigendums (if any).
3. Earnest Money Deposit (EMD).
4. Cost of EOI Document.
5. Power of attorney/ Authorization.
6. In case respondent happens to be Small Scale Units / Micro & Small Enterprises, MSME registered with UDYAM under Ministry of MSME MSE, the documentary evidence for the same shall be submitted. The MSE firms have also to submit the Bid security Declaration.
7. Clause-wise compliance to EOI conditions
8. Documentary proof of qualifying criteria.
9. Duly filled and signed Annexures.
10. Any other document asked in the EOI but not listed above.
11. Any Other information desired to be submitted by the respondents.

2.0 Fax Quotations & Late offers:

Fax Offer documents and Late/Delayed offers would not be considered.

3.0 Attendance of Representatives for EOI Opening:

Representatives of respondents desirous to attend the EOI opening can do so on production of a proper letter of authority from the respective firm along with ID proof, failing which they may not be allowed to attend the EOI opening.

4.0 Addenda / Corrigenda:

Addenda / Corrigenda to the EOI document may be issued by RailTel prior to the date of opening of the offers, to clarify or reflect modifications in the contract terms and conditions or in the design. Such addendum/corrigendum shall be available on RailTel Website. respondents who are unable or unwilling to bring their offers to conform to the requirements of the RailTel are liable to be rejected.

5.0 Bid submission and Opening date:

- (i) The bid should be submitted along with Technical & Price bid document (all documents) as per date & time given in the Bid Data Sheet (BDS).
- (ii) The respondents' bids/offers will be opened at the time & date of opening of the EOI given in the EOI Notice in presence of such respondents/ Representatives who choose to be present.
- (iii) Bids/Offers received after due date and time shall be summarily rejected and shall not be opened.

6.0 Submission of Offer Documents:

All the documents of the offers shall be submitted offline only in sealed envelope to the below mentioned address:

RailTel Corporation of India Limited,
19th Floor, Aurora Waterfront Building,
Plot No. 34/1, Block GN, Sector-V,
Salt Lake, Kolkata – 700 091

7.0 Exemption/ Preference for UDYAM registered firms: For Small Scale Units / Micro & Small Enterprises, registered with UDYAM under Ministry of MSME and participating in this EOI, following exemptions shall be available:

- (i) They shall be exempted from submission of cost of EOI documents (if applicable).
- (ii) They shall also be exempted from depositing Earnest money.

These exemptions shall be applicable provided respondent is registered with UDYAM.

Firms claiming these exemptions are required to submit along with their offer, a copy of their current and valid UDYAM registration certificate and Bid Security Declaration as per Annexure-5, otherwise their offer would not be considered, will be treated as invalid and summarily rejected.

- (iii) As mentioned in Section 7(4) of Ministry of MSME's Notification No. S.O2119 (E) dated 26th June, 2020, an enterprise registered with any other organization under the Ministry of MSME shall register itself under Udyam Registration.

With effect from 01.07.2020, MSEs registered under Udyam Registration are eligible to avail the benefits under the Policy.

- (iv) However, traders/ distributors/ sole agent/ Works Contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. Further, as mentioned in O.M. No. 5/2(2)/2021- E/P & G/Policy dated 02.07.2021, Retail and Wholesale traders can register on Udyam Registration Portal for the purpose of Priority Sector Lending (PSL) only. Accordingly, in Udyam site if it is mentioned as “TRADING” “[For availing benefits of Priority Sector Lending]” Then, the respondents submitted Udyam certificate showing above in Udyam site will not be considered for exemption of cost of EOI Document and EMD and their offer will be summarily rejected.

(v) TReDS facility:

1. RailTel is registered with m1xchange TReDS Platform having Buyer registration Number “BUYER00001496”. The URL for m1xchange Platform is <https://www.m1xchange.com>. MSE suppliers/vendors are required to register themselves on m1xchange Platform for availing the facility of bill discounting on TReDS portal. The respondent is mandatorily required to submit its TReDS registration number (as provided by M1xchange portal) and GRN (Goods/Service Receipt Note) Number (as provided by RailTel on delivery of Goods/Service) while submitting the invoices if requires to avail TReDS facility.
2. MSE Vendor will bear all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for financing, Discounting Charges, Interest on financing, or any other charges known by any name shall be borne by MSE Vendor.
3. MSE vendor hereby agrees to indemnify, hold harmless and keep RailTel and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Sellers submission, posting or display, participation, in any manner, on the TReDS Platform or from the use of Services or from the Buyer’s breach of any of the terms and conditions of the Usage Terms or of this Agreement and any Applicable Law on a full indemnity basis.
4. RailTel shall not be liable for any special, indirect, punitive, incidental or consequential damages or any damages whatsoever (including but not limited to damages for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor’s) invoices.

(vi) Purchase preference to MSEs:

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent

Orders/Notifications issued by concerned Ministry. If the respondent wants to avail the Purchase preference, the respondent must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the respondent must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total value.

8.0 Eligibility Criteria:

1	Technical Eligibility Criteria	
	Eligibility Criteria	Documentary proof to be Submitted
	<p>The respondents must have successfully completed any of the following during last 07 (seven) years, ending last day of month previous to the one in which EOI is invited to any Govt. / Semi-Govt. / PSU / Public Listed Company:</p> <ul style="list-style-type: none"> i. Three similar works each costing not less than the amount equal to 30% of advertised value of the EOI, or ii. Two similar works each costing not less than the amount equal to 40% of advertised value of the EOI, or iii. One similar work each costing not less than the amount equal to 60% of advertised value of the EOI. 	<p>The respondent will have to submit the proof of establishment for the Eligibility.</p> <p>“Similar work” for this EOI shall be “Providing the Courier Service for minimum period of 1 year” to Govt. / Semi-Govt. / PSU / Public Listed Company. The respondent shall furnish the Work completion certificate along with Purchase Orders/ Work Orders issued by customer/s for the service.</p>
2.	Financial Eligibility Criteria	
	Eligibility Criteria	Documentary proof to be Submitted
	<p>The respondent should have minimum cumulative turnover from operation in the previous 03 (three) financial years (i.e., FY: 2021-22, 2022-23, 2023-24) and the current financial year, at least 150% of the advertised value of the EOI. The respondents shall submit Certificates to this effect which may be an attested Certificate from the concerned department / client or Audited Balance Sheet duly certified by the Chartered Accountant/ Certificate from Chartered Accountant duly supported by Audited Balance Sheet. The contact details of CA/Statutory Auditor along with UDIN No. shall be mandatorily mentioned on copy of certified Balance Sheet/ Certificate.</p> <p>Note: Client certificate from other than Govt. Organization should be duly supported by Form 16A/26AS generated through TRACES of Income Tax Department of India.</p>	<p>Audited Balance Sheet for FY 2021-22, FY 2022-23 and F.Y. 2023-24; and for current F.Y. 2024-25 statement of contract receipt received duly certified by CA should be submitted.</p>

Chapter - 4

ADDITIONAL INSTRUCTIONS TO RESPONDENTS

1.1 Verification of documents and Certification: -

The respondents shall submit along with the EOI document, documents in support of his/their claim to fulfill the eligibility criteria as mentioned in the EOI document. Each page of the copy of documents/certificates in support of credentials, submitted by the respondents shall be self- attested/digitally signed by the respondents or authorized representative of the respondent firm. Self- attestation shall include signature, stamp and date (on each page). Only those documents which are declared explicitly by the respondent as “documents supporting the claim of qualifying the laid down eligibility criteria”, will be considered for evaluating his/their offer.

The respondents shall submit a notarized affidavit on a non-judicial stamp paper stating that they are not liable to be disqualified and all their statements/documents submitted along with bid are true and factual. Standard format of the affidavit to be submitted by the respondent is enclosed as **Annexure-A. Non submission of an affidavit by the respondent shall result in summary rejection of his/their bid.** It shall be mandatorily incumbent upon the respondent to identify, state and submit the supporting documents duly self-attested by which they/he is qualifying the qualifying criteria mentioned in the EOI Document. It will not be obligatory on the part of the RailTel to scrutinize beyond the submitted document of the respondent as far as his qualification for the EOI is concerned.

- a) The RailTel reserves the right to verify all statements, information and documents submitted by respondent in his EOI offer, and the respondent shall, when so required by the RailTel, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the RailTel shall not relieve the respondent of its obligations or liabilities here under nor will it affect any rights of the RailTel there under.
- b) In case of any wrong information submitted by the respondent, the contract shall be terminated, Earnest Money Deposit (EMD), Performance Bank Guarantee (PBG) of contract forfeited and agency barred for doing business on entire RailTel for 5 (five) years.

1.2 Period of validity of Bids/Offers: -

- 1.2.1 The price quoted in the bid/offer shall remain valid for accepted by the purchaser for a period as detailed below:

60 days from date of opening of offers.

A bid valid for a shorter period shall be rejected by purchaser as non-responsive.

- 1.2.2 In case the purchaser requests in writing, the respondent as to extend the period of validity of their bids/offers, they may have confirmed the extension of the validity of their bids/offers in writing unconditionally. A respondent may refuse the request without forfeiting its EMD. A respondent accepting the request and granting extension will not be permitted to modify its bid.

Annexure-A

**FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY RESPONDENTS ALONGWITH
THE EOI DOCUMENTS**

(To be executed in presence of public notary on non-judicial stamp paper of the value of Rs. 100/-. The paper has to be in the name of respondent) **

I.....(Name and designation) ** Appointed as the attorney/authorized signatory of the respondent (including its constituents),

M/s..... (hereinafter called the respondent) for the purpose of the EOI documents for the work ofas per the EOI No..... of (RailTel Corporation of India Limited/Eastern Region), do hereby solemnly affirm state on the behalf of the respondent including its constituents as under:

1. I/We the respondent(s) am/are signing this document after carefully reading the contents.
2. I/we the respondent(s) also accept all the conditions of the EOI and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have used EOI document received from RailTel through speed post/courier service/ e-mail and there is no addition no deletion or no alternation to be content of the EOI documents. In case of any discrepancy noticed at any stage i.e. evaluation of offers, execution of work or final payment of the contract, the master copy available with the RailTel administration shall be final and binding upon me/us.
4. I/we declare and clarify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
5. **I/we also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.**
6. **I/we declare that information and documents submitted along with the EOI by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.**
7. I/we undersigned that if the certificates regarding eligibility criteria submitted by us are found to be forged/false or incorrect at any time during the process for evaluation of offers, it shall lead to forfeiture the EMD besides banning of business for five years on entire RailTel. Further, I/we (Insert name of the respondent) ** _____ and all my/our constituents understand that my/our constituents understand that my/our offer shall be summarily rejected.
8. I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, It will lead to termination of the contract, along with forfeiture of EMD/SD and performance bank guaranty besides any other action provided in the contract including banning of business for five years on entire RailTel.

DEPONENT

SEAL AND SIGNATURE OF THE RESPONDENT

VERIFICATION

I/we above named EOI do hereby solemnly affirm and verify that the contents of my/our above affidavit are true and correct. Nothing has been concealed and no part of it is false.

DEPONENT

SEAL AND SIGNATURE OF THE RESPONDENT

Place:
Dated:

** The details as appropriate are to be filled in suitably by respondent. Attestation before Magistrate/Notary Public.

Chapter-5

TERMS AND CONDITIONS

1. **Earnest Money Deposit (EMD):** All The respondents shall submit the EMD @ 2% of EOI Value (Round off to nearest higher Rs. 1000/- (one thousand)) in the form of Demand Draft/ Pay Order/ Banker's Cheque/ Online transfer in favour of RailTel Corporation of India Ltd. along with their offer Payable at Kolkata valid for a period of minimum 60 days for due fulfillment of bid security. The EMD deposited shall be kept with RailTel during the enlistment period.

On completion of the enlistment, the EMD of unsuccessful respondents will be released; and EMD of successful respondent shall be released after receiving of Performance Guarantee.

2. **PERFORMANCE GUARANTEE (PG):** The successful respondent shall submit 5% of total value of the work including GST detailed in the Purchase Order/ Letter of Acceptance towards **Performance Guarantee*** in the form of online transfer or irrevocable Bank Guarantee from any scheduled commercial bank (either Private or PSU) but not from any cooperative Bank or NBFC within 30 days of issue of the Purchase Order/Letter of Acceptance, failing which a penal interest of 15% per annum shall be charged for the delay period i.e. beyond 30 (thirty) days from the date of issue of PO/LOA, till the date of PG is received.

* Round off to nearest higher Rs. 1000/- (one thousand).

The Performance Guarantee Amount shall be initially valid up to stipulated date of completion of all contractual obligations including warranty obligations plus 03 (three) months along with a claim period of 01 (one) year (time period between expiry date and claim date) on top of guarantee period. Performance Guarantee Amount shall be released after satisfactorily completion of the work and on expiry of warranty. The Bank Guarantee should be issued & confirmed through SFMS (Structured Financial Messaging System).

Note:

- 1) A separate advice of the BG will invariably be sent by the BG issuing bank to the RailTel's Bank through SFMS and only after this the BG will become acceptable to RailTel. It is therefore in own interest of respondent to obtain RailTel's bank IFSC code, its branch and address and advise these particulars to the BG issuing bank and request them to send advice of BG through SFMS to the RailTel's Bank.

Detail for online SFMS confirmation using the platform is as below:

BG advising message – IFN 760COV/ IFN 767COV via SFMS
To mandatorily send the Cover message at the time of BG issuance.
IFSC Code of ICICI Bank to be used (ICIC0000007).
Mention the unique reference (RAILTEL6103) in field 7037

- 2) Any Performance Guarantee up to a value of Rs. 5 Lakhs is to be submitted through

online transfer only.

RailTel' Bank Account Details for online transfer are given as under:

Bank: Union Bank of India,
A/C No.: 401601010519491
IFSC Code: UBIN0540161
Branch: Camac Street Branch
Address: 1/1, Camac Street, Ground Floor,
Kolkata, West Bengal, PIN-700016

- 3) **Performance guarantee in the form of Fixed deposit receipt (FDR) will not be accepted.**
 - 4) No Interest on Earnest Money and Performance Guarantee:
No interest shall be paid on the amount of earnest money and Performance Guarantee held by RailTel, at any stage.
 - 5) The Performance Guarantee shall be submitted by the successful respondent after the Letter of Acceptance (LOA)/Purchase Order has been issued, but before signing of the contract agreement. This PG shall be initially valid up to stipulated date of completion plus three months beyond that. In case, the time for completion of work gets extended, the contractor shall get the validity of PG extended to cover such time for completion of work plus three months.
 - 6) The value of PG to be submitted by the contractor will not change for variation up to + 25% (either increase or decrease). In case during the course of execution, value of the contract increases by more than + 25% of the original contract value, an additional Performance Guarantee amounting to 5% (five percent) for the excess value over the original contract value shall be deposited by the contractor.
 - 7) The Performance Guarantee (PG) shall be released on completion of Contract including warranty period obligations under the contract, duly adjusting any dues recoverable from the successful respondent.
- 2.1 Whenever the contract is rescinded, the Performance Guarantee as received shall be encashed. The balance work shall be got done independently without risk and cost of the failed contractor. The failed contractor shall be debarred from participating in the EOI for executing the balance work. If the failed contractor is a Partnership firm, then every member/partner of such a firm shall be debarred from participating in the EOI for the balance work in his/her individual capacity or as a partner of any other partnership firm.
 - 2.2 The original contractor shall be debarred from participating in the EOI for executing the balance work. If the failed contractor is a partnership firm, then every member/partner of such firm would be debarred from participating in the EOI for the balance work either in his/her individual capacity or as a partner of any other partnership firm.
 - 2.3 No interest will be payable upon the amounts payable to the Contractor under the Contract.

- 2.4 The documents submitted along with the offer shall be page numbered, signed by the respondent with their seal.
- 2.5 Non-adherence to these as well as stipulations of Special Conditions at variance to those specified herein and having financial implications are likely to make their offer non-acceptable.
3. **Security Deposit:** Not Applicable.
4. The agency should have proven experience of courier service in any Govt. / Semi-Govt. / PSU / Public Listed Company in the last 07 (seven) FYs.
5. The offered rates for courier services shall be all inclusive. No additional charges will be admissible.
6. The agency should provide names, addresses and mobile phone number of the pick up personnel deployed in RCIL.
7. The rates quoted by the agencies shall not be revised or altered during the currency of the contract period / extended contract period.
8. Invoices for courier services for any month shall be preferred in the first week of the following month to PED/ER or his representative or other authority specifically mentioned.
9. The pickup boys of the agency will maintain docket no. of the courier lifted from all the three locations (Aurora water front building, NKG Building and Panihati Warehouse). The docket details should be submitted to RailTel Regional Office with the monthly Invoices.
10. The pickup service should be available within office hours from Monday to Saturday, 09:30 hrs. to 19:00 hrs.
11. The agency will ensure booking and punctuality of the courier services.
12. In case of unsatisfactory service in any other respect whatsoever, the decision of the RCIL will be final.
13. Government taxes as applicable from time to time will be deducted at source by RCIL.
14. In case the agency desires to terminate the agreement, it should give 01 (one) month's notice in advance.
15. In case of acceptance of offer, the contract containing these terms and conditions will have to be signed and stamped by the proprietor/ partner / authorized signatory of the agency, failing which the offer shall be treated as withdrawn and no further request in this regard shall be entertained.
16. All applicable laws, ordinances, statues, rules, regulations, order or decrees in effect, issued by Government of India, State Government, local Municipal and other legal governing bodies, at the time of the empanelment shall apply to courier agency and its employees and representatives.

17. The respondent shall be responsible for the compliance of the provision as required by the various course of their work. The respondent shall be responsible for the compliance of the provisions as required by various statutory requirement for this kind of job.
18. The agency shall be legally liable and responsible for any controversy of any legal requirements and consequent liability with regard to the person deployed by the respondent in connection with the work assigned to the agency by the company.
19. In the event of the contract not being performed or carried out to the RailTel's satisfaction, it would be construed as a breach of the contract, and RailTel will be at liberty to terminate this agreement after serving 01 (one) month's notice and no compensation in lieu thereof will be considered.
20. In case the firm(s) is /are registered as partnership, a copy of the "Partnership Deed" will have to be attached along with offer documents. Any person who is in Govt. service or is an employee of RailTel shall not be a partner to the agency.
21. RCIL reserves the right to reject all or any of the bid, accept more than one bid or terminate the agreement at any point of time during the currency of the agreement without assigning any reason(s) whatsoever.
22. The rates in the Bid should be in figures as well as in words. Alterations, if any, should be attested by the agency or its authorized signatory.
23. The firm(s) shall irrevocably consent to the sole jurisdiction of the Courts of New Delhi in connection with any action(s) or proceedings arising out of or in relation to this contract.
24. RailTel shall not be responsible for any postal delay resulting in non-receipt of Bids/Offer in the regional office of RCIL.
25. Rates must be unconditional. Incomplete or conditional bids/offers shall be rejected summarily. The agency submitting the bids/offers must sign each paper of the Bid.
26. Agency submitting the bids/offers should submit an affidavit that he/ she or his/her firm has not been black-listed by any of the organization/ government departments till the date of submission of the bid to RailTel.
27. The completed sealed bid will be accepted till 15.00 hrs. on 08.11.2024 and will be opened on the same date at 15:30 hrs. In case, 08.11.2024 is declared holiday, the bids/offers shall be opened on the next working day at 15.30 hrs. The respondents are welcome to attend the bid opening.
28. RailTel may decide to empanel more than 1 (one) respondent if needed. For this purpose, all the respondents have to come down at the rate of L1 respondent.
29. **Termination of Contract:**

29.1 RailTel, without prejudice to any other remedy for breach of Contract, by a written notice of default sent to the respondent giving 01 (one) month's notice, may terminate

the Contract in whole or in part:

- a) If the Vendor fails to deliver any or all of the Products and Services within the period(s) specified in the Contract, or within any extension thereof granted by RailTel;
and/or
- b) If the Vendor fails to perform any other obligation(s) under the contract.
and/or
- c) for any reasons which RailTel, at its sole discretion consider a fit and proper ground for termination of the Agreement;
and/or
- d) on the happening of any termination event mentioned herein above in this Agreement;
and/or
- e) in the interest of RailTel

29.2 In the event the RailTel terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, Products and Services similar to those undelivered. However, the Vendor shall continue performance of the Contract to the extent not terminated.

30. Resolution of Disputes:

30.1 RailTel and the successful respondent shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

30.2 If RailTel and the successful respondent have been unable to resolve amicably a Contract dispute even after a reasonably long period, either party may require that the dispute be referred for resolution to the formal mechanisms specified herein below:

- (i) Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by a sole arbitrator in accordance with provisions contained in Arbitration and Conciliation Act, 1996 as amended and the award made in pursuance thereof shall be binding on the parties. The venue of such arbitration or proceedings thereof shall be New Delhi.
- (ii) All arbitration proceedings shall be conducted in English. Resources against any Arbitral award so rendered may be entered into court having jurisdiction or application may be made to such court for the order of enforcement as the case may be.

- (iii) The Arbitral Tribunal shall consist of the sole Arbitrator if the value of claim is up to Rs.10 Lakhs. The arbitrator will be appointed by the Chairman cum Managing Director of RailTel Corporation of India Ltd. If the value of claim or amount under dispute is more than Rs.10 Lakhs, the matter shall be referred to the adjudication of arbitral council. Chairman cum Managing Director/ RailTel shall furnish a panel of three names to the contractor, out of which the contractor will recommend one name to be his nominee and then Chairman cum Managing Director/ RailTel shall appoint out of the panel, one name as RailTel's nominee and these two arbitrators with mutual consent appoint a third arbitrator who shall act as deciding. The award of the sole arbitrator or the Arbitral council, as the case may be, shall be final and binding on both the parties, i.e. Contractor and RailTel Corporation of India Ltd.
- (iv) Each of the parties agree that notwithstanding that the matter may be referred to Arbitrator as provided therein, the parties shall nevertheless pending the resolution of the controversy or disagreement continue to fulfill their obligation under this Agreement so far as they are reasonably able to do so.

31. Updation of Labour data:

- A. Contractor is to abide by the provisions of Payment of Wages Act & Minimum Wages act in terms of clause 54 and 55 of Indian Railways General Condition of Contract. In order to ensure the same and application has been developed and hosted on website www.shramikkalyan.indianrailways.gov.in. Contractor shall register his firm/ company etc. and upload requisite details of labour and their payment in this portal. These details shall be available in public domain. The Registration/ updation of Portal shall be done as under:
 - a) Contractor shall apply for one time registration of his company/firm etc. in the Shramik kalyan portal with requisite details subsequent to issue of Letter of Acceptance. Engineer shall approve the contractor's registration on the portal within 7 days of receipt of such request.
 - b) Contractor once approved by any Engineer, can created password with login ID (PAN No.) for subsequent use of portal for all LOAs issued in his favour.
 - c) The contractor once registered on the portal, shall provide details of his Letter of Acceptance (LoA) / Contract Agreements on Shramik kalyan portal within 15 days of issue of any LOA for approval of concerned engineer. Engineer shall update (if required) and approve the details of LoA filled by contractor within 7 days of receipt of such request.
 - d) After approval of LOA by Engineer, contractor shall fill the salient details of contract labours engaged in the contract and ensure updating of each wage payment to them on Shramik kalyan portal on monthly basis.
 - e) It shall be mandatory upon the contractor to ensure correct and prompt uploading of all salient details of engaged contractual labour & payments made thereof after each wage period.

- B. "While processing payment of any "On Account Bill" or "Final Bill" or release of "Advances" or "Performance Guarantee/Security Deposit", contractor shall submit a certificate to the Engineer or Engineer's representatives that "I have uploaded the correct details of contract labours engaged in connection with this contract and payments made to them during the wage period in Railway's Shramik kalyan portal at "www.shramikkalyan.indianrailways.gov.in" till__Month ____ Year."

The terms and conditions mentioned in paras 1 to 31 above are acceptable to me/ us and shall be binding on me /us in all circumstances.

Signature of the Respondent with Stamp

Chapter-6

PAYMENT TERMS

- 1 Payments will be made on monthly basis on submission of Invoices along with MIS (Monthly Courier dispatch with Tracking ID) as applicable. No Invoice shall be entertained without MIS. Invoice should indicate Invoice No., Invoice date, PAN No., GST No., GST breakup on the Invoice. Invoice should be raised in favour of M/s. RailTel Corporation of India Ltd., Kolkata with GST No. 19AABCR7176C1ZA.
- 2 Payment of invoices will be made through ECS/RTGS. For this purpose, details of the bank account and the code number /address of the bank will have to be advised by the agency along with the invoice.
- 3 Tax deduction at source will be made as per statutory provisions.
- 4 Contractor should submit the monthly Invoice along with MIS to the Office In-charge of RailTel at Kolkata.
5. The copy of invoice with all the supporting documents have also to be submitted through RailTel's Bill Tracking System (BTS) portal.

Chapter-7

DOCUMENT'S TO BE SUBMITTED ALONG WITH OFFER

1. Documents of the agencies like profile, office address, date of incorporation, coverage of business, experience in courier services etc.
2. Copy of PAN & GST number of the service provider.
3. Affidavit certificate by the agency that it has not been blacklisted by any Government department till the date of submission of Bid.
4. Work completion/Experience certificate issued from any Central Government/State Government Central PSU organization/office/ Public Listed Company for continuous period of 01 (one) year during the preceding 07 (seven) years (i.e. current financial year and 07 (seven) previous financial years).
5. Documentary evidence against financial eligibility criteria.
6. A copy of the "Partnership Deed", where applicable.
7. Attested/self-certified copy of completion certificate issued by the Competent Authority.
8. Offer document in original duly signed and stamped on each and every page by the authorized signatory.
9. Acceptance of Terms & Conditions for providing the courier services required.
10. Power of Attorney/ Authorization
11. Affidavit as Per Annexure-A
12. Required EMD amount or document in support of claiming the exemption under MSE registration.
13. Required Cost of EOI Document or document in support of claiming the exemption under MSE registration.
14. Bid Security Declaration (Applicable in case of MSEs)

Chapter-8

Forms & Proformas

Annexure-1

OFFER LETTER

Ref: EOI No. RailTel/Tender/EOI/ER/HQ/2024-25/1546,

Dated 18.10.2024

To,

Principal Executive Director,
RailTel Corporation of India Ltd., Eastern Region,
19th Floor, Aurora Waterfront Building,
Plot No. 34/1, Block GN,
Sector-V, Salt Lake,
Kolkata – 700091

1. I/We _____ have read the various conditions detailed in EOI document attached here to and hereby agree to ABIDE BY THE SAID CONDITIONS. I/We also agree to keep this EOI open for acceptance for a period of 60 days from the date fixed for opening the same and in default thereof. I I/We offer to do the work of **“Empanelment of Courier Agency for RailTel Corporation of India Ltd. at Kolkata”** as per Schedule of Requirement for EOI No. **RailTel/Tender/EOI/ER/HQ/2024-25/1546, Dt. 18.10.2024** for RailTel Corporation of India Limited at the rates quoted in the attached schedules and hereby bind myself/ourselves to execute the work within 15 (fifteen) days from the date of issue of Letter of Acceptance/ Purchase Order.

I/We also hereby agree to abide by the Various Conditions of LOA/PO and to carry out the supply according to the Specifications for materials laid down by the RailTel for the present contract.

2. A sum of Rs. _____ (Rupees _____) only is in the form of Demand Draft/ Pay Order/ Banker's Cheque/ Online transfer Reference No. _____ Dt. _____ submitted herewith as “Earnest Money” drawn on _____ Bank.

3. The full value of Earnest Money shall stand forfeited without prejudice to any other rights or remedies if:

a) I/We do not execute the contract agreement within 30 days after receipt of notice issued by the RailTel that such documents are ready

or,

b) I/We do not commence the work within 15 days after receipt of orders to that effect.

4 Until a formal agreement is prepared and executed the acceptance of this EOI shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the "Letter of Acceptance" of my/our offer for this work.

Date
ADDRESS

SIGNATURE OF CONTRACTOR (S)
CONTRACTOR (S)

SIGNATURE OF WITNESS

- 1.
- 2.

ACCEPTANCE OF EOI:

I accept the EOI Offer as above and agree to pay the rate as entered in Schedule of requirements.

for and on behalf of RailTel Corporation of India Limited Eastern
Region, Kolkata

WITNESS

- 1.
- 2

Annexure- 2**CONTRACT AGREEMENT**

(CA No. _____ for the work of “Empanelment of Agencies for courier by RailTel Corporation of India Ltd. Eastern Region, at Kolkata for the period of one year”.)

This AGREEMENT is made at _____ on this __ day of _____ two thousand and twenty _____, by and between RailTel Corporation of India Limited (A Govt. of India Undertaking) having its Corporate office at Plate-A, 6th Floor, Office Tower-2, NBCC Building, East Kidwai Nagar, New Delhi- 110023 and Eastern Regional Office at 19th Floor, Aurora Waterfront Building, Plot No. 34/1, Block GN, Sector-V, Salt Lake, Kolkata – 700 091 acting in the premises through Principal Executive Director/ Eastern Region (hereinafter referred to as ‘RailTel’, which expression should unless repugnant to the context or meaning thereof include its successors and permitted assigns) of the one part;

And _____ having its registered office at _____ acting in the premises through _____ (hereafter referred to as “Contractor”, which expression should unless repugnant to the context or meaning thereof include its successor and permitted assigns) of the other part.

Whereas in response to a call for EOI by RailTel for the work of “Empanelment of Agencies for courier by RailTel Corporation of India Ltd. Eastern Region, at Kolkata period of one year” as per EOI Document at Annexure ‘A’ read with Corrigendum..... issued by RailTel hereto, the Contractor has submitted an Offer as per Annexure ‘B’ hereto.

AND WHEREAS the said EOI of the Contractor has been accepted for the work of “Empanelment of Agencies for courier by RailTel Corporation of India Ltd. Eastern Region, at Kolkata for the period of one year” as per copy of Letter of Acceptance of EOI No. _____ Dated _____ complete with enclosures at the accepted rates and agreed deviations from EOI papers as per Annexure-C hereto at contract value of Rs. _____ (Rupees _____ Only) duly accepted by the contractor.

Now this agreement witnesses that in consideration of the premises and the payment to be made by the Purchaser (RailTel) to the Contractor provided for herein, the Contractor shall supply all equipment and materials and execute and perform all works for which the said EOI of the Contractor has been accepted strictly according to the various provisions in Annexure ‘B’ and ‘C’ hereto and upon such supply, execute and performance to the satisfaction of the purchaser (RailTel) and the purchaser (RailTel) shall pay to the Contractor at the rates accepted as per the said Annexure ‘C’ and in terms of the provisions therein.

IN WITNESS whereof both the parties have hereunto set and subscribed their respective hands and/or seals on the day and year respectively mentioned against their respective signatures.

Signed and delivered by Shri _____ for and on behalf of RailTel Corporation of India Ltd.

The contract within named in the presence of:

1. Signature :
 Date :
 Name in Block Capitals :
 Address :
 2. Signature :
 Date :
 Name in Block Capitals :
 Address :

Signed and delivered by Shri. _____ for and on behalf of
 _____, the contractor within named in the presence of:

1. Signature :
 Date :
 Name in Block Capitals :
 Address :
 2. Signature :
 Date :
 Name in Block Capitals :
 Address :

- | | | |
|--------------|---|-----------------------------------------------------|
| Annexure – A | : | EOI Paper No. _____ with corrigendum, if any. |
| Annexure – B | : | Firm's offer. |
| Annexure – C | : | Letter of Acceptance No. _____ with all enclosures. |
| Annexure – D | : | Copy of Contract Performance Guarantee. |

Annexure-3

DECLARATION OF CLEAN TRACK RECORD/ NO BLACKLISTING

(To be submitted by Respondent on original letterhead)

Date:

To,

Principal Executive Director,
RailTel Corporation of India Ltd., Eastern Region,
19th Floor, Aurora Waterfront Building,
Plot No. 34/1, Block GN,
Sector-V, Salt Lake,
Kolkata – 700091

Subject: Expression of Interest for “Empanelment of Agencies for courier by RailTel Corporation of India Ltd. Eastern Region, at Kolkata”.

Reference: Eol No. RailTel/Tender/EOI/ER/HQ/2024-25/1546, Dt. 18.10.2024

Sir,

I/We hereby declare that we/my company has not been debarred / black listed as on Offer submission date by any State Government, Central Government, Central & State Govt. Undertakings / Organizations and by any other Quasi Government bodies / Organizations, and any other major Enterprise / Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

VENDOR DATA SHEET

Supplier Name	
Bank Name	
Bank Branch Name	
Bank Account Number	
IFSC Code	
Address	
City	
State	
GST No.	
PAN No	
Ward No.	
Mobile Number	
Mail ID	
Contact Person	
Service Type (In Case of Execution, Services)	
Working Area (Name of State under Region)	

Annexure-5

FORMAT BID SECURITY DECLARATION
(On non-judicial stamp paper of Rs. 100/-)

Whereas, I/We _____ (Name of Agency) has submitted bid for _____ Na
me of Work and EOI No.) and whereas Earnest Money Deposit is being exempted in
the aforesaid EOI to give relief to the respondents as per Govt. of India guidelines as
the respondent being _____.

I/We hereby submit the following "Bid Security Declaration" in lieu of exemption from
submitting Earnest Money Deposit: -

1) If I/We withdraw or modify my/our bid during the bid validity period (including
extended validity of EOI) specified in the EOI documents;

Or

2) If, after the award of work, I/We fail to accept LOA/PO, or to sign the contract
agreement or fail to submit performance guarantee or fail to commence the work within
stipulated time period prescribed in EOI documents;

Or

3) If I/We furnish any incorrect or false statement / information/ document;

Or

4) If I/We hide any relevant information or do not disclose any material fact in the
EOI;

Or

I/We may be disqualified and banned for a period of three years and shall not be eligible
to bid for future tenders in RailTel Corporation of India Ltd. for the period of three years
from date of issue of such orders.

(Signed by the Authorized Representative of Firm)

Name of Authorized Representative
Name of Firm
Date

BID DATA SHEET

Reference	Description
Notice Inviting EOI for	Empanelment of Courier Agency for RailTel Corporation of India Ltd. at Kolkata
Eligibility Criteria	Please Refer Clause No. 8 of Chapter- 3.
EOI notice	Last date of submission of bids/offers: Date: 08.11.2024, Time: 15:00 hrs. Date of opening of bids/offers: Date: 08.11.2024, Time: 15:30 hrs.
Venue of opening of offers	RailTel Corporation of India Limited, 19th Floor, Aurora Waterfront Building, Plot No. 34/1, Block GN, Sector-V, Salt Lake, Kolkata – 700 091.
Validity of Offers	<p><u>Validity of offers:</u></p> <p>60 days from date of opening of EOI</p> <p><u>Documents and Certification:</u></p> <p>Each of documents/certificates in support of credentials submitted by the respondent shall be duly signed by the respondent or authorized representative of the respondent firm. Only those documents which are declared explicitly by the respondent “documents supporting the claim of qualifying the laid down eligibility criteria”, will be considered for evaluating his/their offer.</p> <p>The respondent shall submit a notarized affidavit on a non-judicial stamp paper as per Annexure-A stating that they are not liable to the disqualified and all their statements/ documents submitted along with bid are true and factual.</p>
Performance Guarantee (PG)	Successful respondent shall submit a Performance Guarantee (PG) valid for 27 (24+3) months, within 30 days from the date of issue of Purchase Order/letter of acceptance. The amount of PG will be 5% of the total 2 years annual charges including GST. Format of Performance Bank Guarantee is enclosed in Annexure-7.
Duration of contract	02 (two) Years from the date of issuance of LOA, extendable by 01 (one) year on same terms & conditions and rates
Queries/ Clarifications	<p>Clarification Requests:</p> <p>Last date of Submission of Queries/ Clarifications: 25.10.2024</p> <p>Email for Queries/ Clarifications: surajitroy@railtelindia.com</p>

Annexure-7

PERFORMANCE BANK GUARANTEE FORMAT

(To be in accordance with Stamp act)

[To be used by approved scheduled commercial bank, (either Private or PSU)
but not from any cooperative Bank or NBFC]

1. In consideration of the RailTel Corporation of India Limited, 19th Floor, Aurora Waterfront Building, Plot No. 34/1, Block GN, Sector-V, Salt Lake, Kolkata – 700 091 (Herein after called the RailTel) having agreed to exempt (Hereinafter called “the said Contractor(s)”) from the demand, under the terms and conditions of an Agreement No/PO no dated made between RailTel Corporation of India Limited and ... for (hereinafter called “the said Agreement”) of security deposit for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. (Rs only). We, (indicate the name of the Bank) hereinafter referred to as “the Bank”) at the request of..... Contractor(s) do hereby undertake to pay the RailTel an amount not exceeding Rs against any loss or damage caused to or suffered or would be caused to or suffered by the RailTel by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2.....We, **Bank and our local branch at Kolkata (indicate detail address of local Kolkata Branch with code no.)** do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on demand from the RailTel stating that the amount as claimed is due by way of loss or damage caused to or would be caused to or suffered by the RailTel by reason of breach by the said Contractor(s) of any of terms or conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rsonly.

3. We,(name of bank) undertake to pay to the RailTel any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) / Supplier(s) in any suit or proceedings pending before any court or Tribunal relating thereto our liability under this present being, absolute and unequivocal.

The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the Contractor(s) / Supplier(s) shall have no claim against us for making such payment.

We,(name of bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the RailTel under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till RailTel certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under the Guarantee is made onus in writing on or before the We shall be discharged from all liability under this Guarantee thereafter.

We,..... (name of bank) further agree with the RailTel that the RailTel shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the Agreement or to extend time or to postpone for any time or from time to time any of the powers exercisable by the RailTel against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension to the said Contractor(s) or for any forbearance, act or omission on the part of RailTel or any indulgence by the RailTel to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have affect of so relieving us.

This Guarantee will not be discharged due to the change in the Constitution of the Bank or the Contractor(s)/ Supplier(s).

We..... (the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the RailTel in writing.

We, the Bank further agree that this guarantee shall be invokable at our place of business at /Kolkata (indicate detailed address of local Kolkata branch with Code No.). The branch at Kolkata being advised accordingly.

NOT WITH STANDING ANYTHING CONTAINED HEREIN ABOVE

(i) The liability of the surety under his Bank Guarantee shall not exceed Rs.....(Rupees only).

(ii) This Bank guarantee shall be valid upto

(iii) We are liable to pay the guaranteed amount or nay part thereof under this Bank Guarantee only and only if you serve upon the bank, written claim or demand on or before

Dated theday of..... 2024

for (Indicate the name of the Bank)

Witness:

Signature :
Name :

Signature :
Name :

NOTE: The Guarantee shall be valid for a period of 90 days after the expiry of the service period.

The claim period of one year (in the event of forfeiture of the bank guarantee) on top of guarantee period.

Annexure-8

CHECK LIST OF DOCUMENTS SUBMISSION

Sl. No.	Have you submitted the following documents?	Submitted / Complied or not	Page No/ Ref No. of Offer
1.	Completely filled Offer Letter (Mandatory)		
2.	Cost of EOI document or document in support for exemption from submission of Cost of EOI document (Mandatory)		
3.	EMD or document in support for exemption from submission of EMD (Mandatory)		
4.	Power of Attorney/Authorization (Mandatory)		
5.	Notarized Affidavit as per Annexure-A (Mandatory)		
6.	Bid Security Declaration as per Annexure 6 (Applicable for MSE firms only) (Mandatory)		
7.	Signed complete EOI document (Mandatory)		
8.	Documentary evidence against technical eligibility criteria (Mandatory)		
9.	Documentary evidence against financial eligibility criteria (Mandatory)		
10.	Declaration of clean track record/ no blacklisting (Mandatory)		
11.	Completely filled Price Bid (Mandatory)		
12.	Deviation Statement, if any, (Chapter wise and Clause wise) from Technical Specification & EOI conditions		
13.	Miscellaneous/ supporting documents asked for in the EOI document wherever required to meet the respective criteria		

Chapter-9**PRICE BID**

Sl. No.	Weight	Price for courier within City (Rs.)	Price for courier within Suburbs (Rs.)	Price for courier within Zone Surface -Cargo (Rs.)	Price for courier within Zone Air-Cargo (Rs.)	Price for courier within Metro Surface -Cargo (Rs.)	Price for courier within Metro Air-Cargo (Rs.)	Price for courier within ROI Surface -Cargo (Rs.)	Price for courier within ROI Air-Cargo (Rs.)	Price for courier within NE Surface-Cargo (Rs.)	Price for courier within NE Air-Cargo (Rs.)	Price for courier within Sp. Dest. Surface-Cargo (Rs.)	Price for courier within Sp. Dest. Air-Cargo (Rs.)
1	Up to 250 gm												
2	251 gm - 500 gm												
3	501 gm - 1 kg												
4	1kg - 5 kg												
5	5 kg - 10 kg												
6	10 kg - 20 kg												
7	20 kg - 50 kg												
8	50 kg - 99 kg												
9	Above 100 kg												

Note: The quoted rates should be all inclusive, no additional taxes or charges will be paid in any circumstances.

CLASSIFICATION OF LOCATIONS MENTIONED IN PRICE BID

City	Kolkata Metropolitan Area
Suburbs	Howrah, Hooghly, N. 24 Paragnas, S. 24 Paragnas
Zone	Bihar, Jharkhand, Odisha, Rest of Bengal
Metro	Mumbai, Delhi, Chennai, Bangalore, Hyderabad
Rest of India (ROI)	Remaining State except NE
North East (NE)	Assam, Sikkim,
Special Destination	Rest of States of North East
