



RAILTEL CORPORATION OF INDIA LIMITED

(A Govt. of India Undertaking)

(CIN: U64202 DL 2000GOI107905)

E, Region, 3rd & 16th Floor, Chatterjee International Centre,

33A Jawaharlal Nehru Road, Kolkata – 700 071

Phone: (033) - 4400 9999/ 4404 1499: FAX No. (033) 4404 1490

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का एक उपक्रम)

पूर्वी क्षेत्र, तीसरी और 16वीं मंजिल, चटर्जी इंटरनेशनल सेंटर,

33ए, जवाहरलाल नेहरू रोड, कोलकाता - 700 071

फोन: (033)- 4400 9999/44041499: फैक्स नंबर (033) 44041490

RailTel Website: www.railtelindia.com

EXPRESSION OF INTEREST DOCUMENT FOR

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

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

के लिए

रुचि की अभिव्यक्ति दस्तावेज

Eoi No. (ईओआई संख्या): RailTel/Tender/EOI/ER/HQ/2022-23/1363, Dt. 11.04.2022

Due date for opening (खुलने की नियत तिथि): 02.05.2022

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



RailTel Corporation of India Ltd.

3rd & 16th Floor, Chatterjee International Centre,
33A, Jawaharlal Nehru Road, Kolkata 700071,
Tel. No.: 033-44009999, 44041499 FAX: 033-44041490.

EOI No. RailTel/Tender/EOI/ER/HQ/2022-23/1363,

Dt. 11.04.2022

Expression of Interest Notice (रुचि की अभिव्यक्ति सूचना)

RailTel Corporation of India Ltd. Eastern Region (hereinafter referred as RCIL) invites Expression of Interest from the eligible bidders for "Empanelment of Courier Agency for RailTel Corporation of India Ltd at Kolkata" in single stage single packet system./

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड पूर्वी क्षेत्र (बाद में आरसीआईएल के रूप में संदर्भित) 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 रुचि की अभिव्यक्ति आमंत्रित करता है।

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

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

a)	Eoi Document Availability ईओआई दस्तावेज़ की उपलब्धता	At http://www.railtelindia.com from 11.04.2022
b)	Start date and time for submission of offer to Eoi/ ईओआई प्रस्ताव जमा करने की आरंभ तिथि और समय	11.04.2022 form 17:00 Hr.
c)	Last date for submission of offer to Eoi/ ईओआई प्रस्ताव जमा करने की अंतिम तिथि	02.05.2022 up to 15:00 Hr.
d)	Last date and time for seeking clarifications, if any/ स्पष्टीकरण मांगने की अंतिम तिथि और समय, यदि कोई हो	22.04.2022 up to 17:00 Hr.
e)	Opening Date & Time of Offers/ ऑफर खोलने की तिथि और समय	02.05.2022 at 15:30 Hr.
f)	Earnest Money Deposit (EMD)/ बयाना राशि जमा (ईएमडी)	Rs 7,100/-
g)	Period of Empanelment/ पैनल की अवधि	1 year, extendable for further 1 year on satisfactory performance on same terms and conditions.
h)	Validity of offer ऑफर की वैधता	60 days from the date of opening of Offers
i)	Estimated Cost for 1 year/ 1 साल के लिए अनुमानित लागत	Rs. 3,54,000/- (Incl. 18% GST)
j)	Eoi Document Cost/ ईओआई दस्तावेज़ की लागत	Rs. 590/- (Incl. 18% GST)

MSE Firms registered with NSIC or any other body specified by Ministry of MSME for the EOI item / work is exempted from submission of cost of EOI Document & EMD. Firms claiming for the above exemptions under NSIC/MSME or others, have to submit supporting documents, without which their offers shall be considered as invalid and liable for rejection./

ईओआई मद/कार्य के लिए एनएसआईसी या एमएसएमई मंत्रालय द्वारा निर्दिष्ट किसी अन्य निकाय के साथ पंजीकृत एमएसएमई फर्मों को ईओआई दस्तावेज की लागत और ईएमडी जमा करने से छूट दी गई है। एनएसआईसी/एमएसएमई या अन्य के तहत उपरोक्त छूट का दावा करने वाली फर्मों को सहायक दस्तावेज जमा करने होंगे, जिसके बिना उनके प्रस्तावों को अमान्य और अस्वीकृति के लिए उत्तरदायी माना जाएगा।

The last date for submission of the offer is 02.05.2022 by 15:00 Hr. Please note that after review of offers received, short listed parties will be suitably conveyed for further necessary action./

प्रस्ताव प्रस्तुत करने की अंतिम तिथि 02.05.2022 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।

RCIL reserves the right to accept/reject the offers without any reason./

आरसीआईएल बिना किसी कारण के प्रस्तावों को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित रखता है

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 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 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.

प्रस्ताव उपर्युक्त तिथि को उन प्रतिवादियों 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।

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

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

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

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:

RailTel Corporation of India Ltd
3rd Floor, Chatterjee International Centre,
33A, JL Nehru Road
Kolkata-700071/

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
तीसरी मंजिल, चटर्जी इंटरनेशनल सेंटर,
33ए, जेएल नेहरू रोड,
कोलकाता-700071

Asstt. General Manager/Contracts

RailTel Corporation of India Ltd.

Eastern Region/

सहायक महाप्रबंधक/संविदा,

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड,

पूर्वी क्षेत्र

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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. “PBG” means “Performance Bank Guarantee”.
- ix. “SD” means Security Deposit.
- x. “Contract Agreement” refers to the contract agreement to be signed between RCIL and the Company.

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, CIC Building Office, NKG Building Office and Panihati Warehouse. No additional charges will be admissible.
2. RailTel shall form a panel consisting of 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 counteroffers 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 one years from the date of issue of letter. The agreement may be extended beyond one years for a further period of one year or till further orders, whichever is earlier on the same terms and conditions at the RailTel
4. RailTel reserves the right to obtain services of any number of agency, at any point of time even at a short notice
5. The pickup boys to be provided with Mobile Phones in working condition.

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.

3. TERMS AND CONDITIONS

1. All The bidder shall submit the EMD @ 2% of EOI Value in the form of Demand Draft/Pay Order/ Banker's Cheque 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, EMD of successful bidder(s) shall be converted into security deposit by RailTel, and required balance Security Deposit amount will be recovered from running bills till 5% of LOA Value. The EMD of all the unsuccessful bidders will be returned after completion of enlistment.

- 1.1. **PERFORMANCE GUARANTEE:** The successful bidder shall submit 3% of total value of the work including GST detailed in the Purchase Order/ Letter of Acceptance towards Performance Guarantee in the form of FDR or online transfer or irrevocable Bank Guarantee from any scheduled bank 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 submission of PBG, for due fulfillment of contract. PBG validity should be 1 years & 3 months.

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 bidder 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.
- 2) **Any performance security upto a value of Rs. 5 Lakhs is to be submitted through online transfer only.**
- 3) **In case of submission of Security Performance in form of FDR then lien should be created in favor of "RailTel Corporation of India Ltd".**
- 4) No Interest on Performance Security:

No interest shall be paid on the amount of Performance Security held by RailTel, at any stage.

- 5) The Performance Guarantee shall be submitted by the successful bidder 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 Performance Guarantee (PG) shall be released on completion of after successful completion of Contract including warranty period obligations under the contract, duly adjusting any dues recoverable from the successful Bidder.
- 7) Wherever the contracts are rescinded, the security deposit should be forfeited and the Performance Guarantee shall be encashed and the balance work should be got done separately.

- 1.2. The security deposit shall be released after the physical completion of the work based on the 'Completion Certificate' issued by the competent authority stating that the contractor has completed the work in all respects satisfactorily. The, However, Performance Guarantee (PG) shall be released only after the expiry of the maintenance period and after passing the final

bill based on 'No Claim Certificate'.

- 1.3 Whenever the contract is rescinded, the Security Deposit as received shall be forfeited and the Performance Bank Guarantee 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.
- 1.4 No interest will be payable upon the amounts payable to the Contractor under the Contract.
- 1.5 Wherever the contracts are rescinded due to unsatisfactory service rendered by the contractor or the contractor decided unilaterally to withdraw the service prior to the completion of the validity of the contract, the security deposit of the contractor shall be forfeited and the balance work should be got done separately.
- 1.6 The balance work shall be got done independently without risk and cost of the original contractor.
- 1.7 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.
- 1.8 The documents submitted along with the offer shall be page numbered, signed by the bidder with their seal.
- 1.9 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.

1.10 Security Deposit

Security Deposit should be recovered by percentage deduction from the Contractor's "on account" bills. Provided also that in case of defaulting Contractor the RailTel may retain any amount due for payment to the Contractor on the pending "on account bills" so that the amounts so retained may not exceed 5% of the total value of the contract.

- 1.11 Unless otherwise specified in the special conditions, if any, the rates for Deposit / rate of recovery / mode of recovery shall be as under:
 - (a) Security Deposit for each work should be 5% of the contract value.
 - (b) The rate of recovery should be at the rate of 10% of the bill amount till the full security deposit is recovered.
 - (c) Security Deposits will be recovered from the running bills of the contract and no other mode of collecting SD such as SD in the form of instruments like FD etc. shall be accepted towards Security Deposit.

Security Deposit shall be returned to the contractor after passing of final bill and complete physical completion of the works as certified by the competent authority. The competent authority shall normally be the authority who is competent to sign the contract.

- 1.12 No interest will be payable upon the Security Deposit or amounts payable to the Contractor under the Contract.

2. The agency should have proven experience of courier service in any Govt. body, PSUs in the last FY.
3. The prescribed rates are for courier services and are all inclusive. No additional charges will be admissible except GST, or any tax levied by the government as per rules on actual basis.
4. The agency should provide names, addresses and mobile phone number of the pick up personnel deployed in RCIL.
5. The rates quoted by the agencies shall not be revised or altered during the currency of the contract period / extended contract period.
7. Bills for courier services for any month shall be preferred in the first week of the following month to RGM/ER or his representative or other authority specifically mentioned.
8. The pickup boys of the agency will maintain docket no. of the courier lifted from all the three locations (CIC Building, NKG Building and Panihati Warehouse). The docket details should be submitted to RailTel Regional Office with the monthly bills.
9. The agency will ensure booking and punctuality of the courier services.
10. In case of unsatisfactory service in any other respect whatsoever, the decision of the RCIL will be final.
11. Government taxes as applicable from time to time will be deducted at source by RCIL.
12. In case the agency desires to terminate the agreement, it should give one-month notice in advance.
13. In case of acceptance of bid, 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.
14. 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.
15. The bidder shall be responsible for the compliance of the provision as required by the various course of their work. The bidder shall be responsible for the compliance of the provisions as required by various statutory requirement for this kind of job.
16. 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 bidder in connection with the work assigned to the agency by the company.
17. In the event of the contract not being performed or carried out to the company's satisfaction, it would be construed as a breach of the contract, and the company will be

at liberty to terminate this agreement without any notice and/ or compensation in lieu thereof.

18. 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 RCIL shall not be a partner to the agency
19. 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.
20. 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.
21. 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.
22. The department shall not be responsible for any postal delay resulting in non-receipt of Bids in the regional office of RCIL
23. Rates must be unconditional. Incomplete or conditional bids shall be rejected summarily. The agency submitting the bids must sign each paper of the Bid.
24. Agency submitting the bids 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.
25. The completed sealed bid will be accepted till 15.00 hrs. on 02.05.2022 and will be opened on the same date at 15:30 hrs. In case, 02.05.2022 is declared holiday, the bids shall be opened on the next working day at 15.30 hrs. The bidders are welcome to attend the bid opening.
26. RailTel may decide to empanel more than 1 (one) bidder if needed. For this purpose, all the bidders have to come down at the rate of L1 bidder.

The terms and conditions mentioned in paras 1 to 26 above are acceptable to me / us and shall be binding on me /us in all circumstances.

4. 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 bills 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 bill.
- 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. DOCUMENT'S TO BE SUBMITTED ALONG WITH EOI DOCUMENT

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/ reputed private organization for continuous period of 12 months during the preceding three years (i.e. current financial year and three previous financial years).
5. A copy of the "Partnership Deed", where applicable
6. Attested/self-certified copy of completion certificate issued by the Competent Authority.
7. Bid document in original duly signed and stamped on each and every page by the authorized signatory.
8. Acceptance of Terms & Conditions for providing the courier services required.

6 OFFER LETTER

Ref: EOI No. RailTel/Tender/EOI/ER/HQ/2022-23/1363,

Dated 11.04.2022

To

Regional General Manager (Eastern Region),
 RailTel Corporation of India Limited.,
 3rd and 16th Floor, Chatterjee International Centre,
 33A Jawaharlal Nehru Road,
 Kolkata – 700 071.

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/2022-23/1363, Dt. 11.04.2022** 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.

A sum of Rs. _____ (Rupees _____) only is in the form of Demand Draft/ Pay Order/ Banker's Cheque 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

SIGNATURE OF WITNESS

- 1.
- 2.

SIGNATURE OF CONTRACTOR (S)
 CONTRACTOR (S) ADDRESS

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

7 CONTRACT AGREEMENT

Annexure- 1

(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 Kolkata on this _____ day of _____ two thousand and twenty Two 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 3rd & 16th Floor, Chatterjee International Centre, 33A Jawaharlal Nehru Road, Kolkata - 700071 acting in the premises through _____/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.

9. DECLARATION OF CLEAN TRACK RECORD/ NO BLACKLISTING

(To be submitted by Respondent on original letterhead)

Date:

To,

Regional General Manager,
RailTel Corporation of India
Ltd., Eastern Region,
3rd Floor, Chatterjee International
Centre, 33A, Jawaharlal Nehru Road,
Kolkata – 700 071.

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

Reference: EoI No. RailTel/Tender/EOI/ER/HQ/2022-23/1363, Dt. 11.04.2022

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)

9 **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)	

10 CHECK LIST OF DOCUMENT SUBMISSION

S No.	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Copy of Registration of company under companies act/ Firm Registration/ Proprietorship/ partnership deed			
2.	Agency's profile			
3.	Copy of valid GST Registration number copy of certificate shall be attached			
4.	Latest Income Tax return along with copy of PAN card.			
5.	Affidavit/ Certificate stating that the firm/ agency is not black listed by any Govt. Deptt. and no criminal case is registered against the firm / agency or its owner/ partners anywhere in India.			
6.	RailTel's Terms & Conditions duly signed by the owner/proprietor/ partner of the firm in token of acceptance.			
7.	Credentials of the firm including list of current clients (If applicable)			

11 RAILTEL ESTIMATES

SOR for PAN India courier charges		
S. N.	Type of Service	Rate for less than 10 Kg for single location single CN (Rs)
1	Courier within city upto 250 gm	40
2	Courier within city from 251 gm to 500 gm	45
3	Courier within city add. 500 gm.	20
4	Courier within city KG for Surface Cargo	35
5	Courier within suburbs upto 250 gm	45
6	Courier within suburbs upto 251 gm to 500 gm	50
7	Courier within suburbs add. 500 gm	30
8	Courier within Suburbs KG for Surface Cargo	35
9	Courier within Zone upto 250 gm	60
10	Courier within Zone from 251 gm to 500 gm	70
11	Courier within Zone add. 500 gm	40
12	Courier within Zone KG for Surface Cargo	50
13	Courier within Zone KG for Urgent Prime time delivery	380
14	Courier within Metro upto 250 gm	70
15	Courier within Metro from 251gm to 500 gm	80
16	Courier within Metro add. 500 gm	50
17	Courier within Metro KG for Surface Cargo	60
18	Courier within Metro KG for Air Cargo	130
19	Courier within Metro KG for Urgent Prime time delivery	520
20	Courier within ROI upto 250 gm	80
21	Courier within ROI from 250 gm to 500 gm	90
22	Courier within ROI add. 500 gm	60
23	Courier within ROI KG for Surface Cargo	70
24	Courier within ROI KG for Air Cargo	150
25	Courier within ROI KG for Urgent Prime time delivery	580
26	Courier within NE upto 250 gm	90
27	Courier within NE from 251 gm to 500 gm	100
28	Courier within NE add. 500 gm	60
29	Courier within NE KG for Surface Cargo	75
30	Courier within NE KG for Air Cargo	160
31	Courier within NE KG for Urgent Prime time delivery	580
32	Courier within Sp. Dest. upto 250 gm	110
33	Courier within Sp. Dest. 251 gm to 500 gm	120
34	Courier within Sp. Dest. Add. 500 gm	50
35	Courier within Sp. Dest. KG for Surface Cargo	100
36	Courier within Sp. Dest. KG for Urgent Prime time delivery	580
37	Courier within Sp. Dest. KG for Air Cargo	190

City	Kolkata
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

12 PRICE BID

SOR for PAN India courier charges						
S. N.	Type of Service	Rate for less than 10 Kg for single location single CN	Rate for more than 10 Kg - 25 Kg for single location single CN	Rate for more than 25 Kg - 49 Kg for single location single CN	Rate for more than 50 Kg-99 Kg for single location single CN	Rate for more than 100 Kg for single location single CN
1	Courier within city upto 250 gm					
2	Courier within city from 251 gm to 500 gm					
3	Courier within city add. 500 gm.					
4	Courier within city KG for Surface Cargo					
5	Courier within suburbs upto 250 gm					
6	Courier within suburbs upto 251 gm to 500 gm					
7	Courier within suburbs add. 500 gm					
8	Courier within Suburbs KG for Surface Cargo					
9	Courier within Zone upto 250 gm					
10	Courier within Zone from 251 gm to 500 gm					
11	Courier within Zone add. 500 gm					
12	Courier within Zone KG for Surface Cargo					
13	Courier within Zone KG for Urgent Prime time delivery					
14	Courier within Metro upto 250 gm					
15	Courier within Metro from 251gm to 500 gm					
16	Courier within Metro add. 500 gm					
17	Courier within Metro KG for Surface Cargo					
18	Courier within Metro KG for Air Cargo					
19	Courier within Metro KG for Urgent Prime time delivery					
20	Courier within ROI upto 250 gm					
21	Courier within ROI from 250 gm to 500 gm					

22	Courier within ROI add. 500 gm					
23	Courier within ROI KG for Surface Cargo					
24	Courier within ROI KG for Air Cargo					
25	Courier within ROI KG for Urgent Prime time delivery					
26	Courier within NE upto 250 gm					
27	Courier within NE from 251 gm to 500 gm					
28	Courier within NE add. 500 gm					
29	Courier within NE KG for Surface Cargo					
30	Courier within NE KG for Air Cargo					
31	Courier within NE KG for Urgent Prime time delivery					
32	Courier within Sp. Dest. upto 250 gm					
33	Courier within Sp. Dest. 251 gm to 500 gm					
34	Courier within Sp. Dest. Add. 500 gm					
35	Courier within Sp. Dest. KG for Surface Cargo					
36	Courier within Sp. Dest. KG for Urgent Prime time delivery					
37	Courier within Sp. Dest. KG for Air Cargo					
