



TENDER ENQUIRY
[WEB TENDER]

माझगांव डॉक शिपबिल्डर्स लिमिटेड
(भारत सरकार का उपक्रम)
MAZAGON DOCK SHIPBUILDERS LIMITED
(Formerly known as Mazagon Dock Limited)
(A Govt. of India Undertaking)
CIN: U35100MH1934GOI002079
Dockyard Road, Mumbai 400 010
Website- www.mazdock.com
Certified - ISO 9001: 2008 for Shipbuilding Division

Tender No : 6000000849
Purchasing Executive : Surjeet Sur
To

Department: OTS(OUTSOURCING DEPT.)
Purchasing Executive: Surjeet Sur
Telephone No:+91 23763084
Fax No:+91 23743198
Email ID: ssur@mazdock.com

Tender Number: 6000000849
Tender Date: 10.05.2017
Tender Closing Date 14.06.2017
Tender Closing Time 15:00:00
RFQ Number: 2110001074

Telephone No:
Fax No:
Email ID:

Tender Fee: Rs 0.00
EMD Amount: Rs 40,000.00
Pre Bid Meeting Date Pre Bid Meeting Time 00:00:00
Tender Opening Date: 14.06.2017 Tender Opening Time: 15:30:00
Offer should be valid up to: 13.10.2017
Security Deposit: 5.00 % of PO value Perf. Bank Guarantee: 0.00 % of PO value

(Kindly read and refer relevant terms & conditions for further details. Do ensure to Quote Department Name, Purchase Executive's Name, Tender Number, Closing date & time and RFQ Number in your Quotation & related correspondence)

Dear Sir / Madam ,

SUB:- BIENNIAL RATE CONTRACT FOR SENDING MDL MAIL BY COURIER SERVICES FOR EAST YARD COMMERCIAL, MATERIAL DEPARTMENT AND GENERAL ADMINISTRATION DEPARTMENT

Mazagon Dock Shipbuilders Limited (MDL) invites Competitive - Bid from reputed suppliers for the following in **TWO BID** system (Part I Techno-Commercial Bid & Part II - Price Bid).

Sl.No.	Material/Service Details	Quantity/Unit	Delivery Date
00100	Courier Local Mumbai & Thane District Service Description :Local : Greater Mumbai Region, Thane upto and including Kalyan, Virar, Navi Mumbai upto and including Panvel.	1 Activity unit	01.08.2017
	The Line item 00100 covers the following services		
0000000010	Service Number:- Short Description:- Upto 100 gms	15,000 Number	

Tender Number:- 6000000849		Tender Date:- 10.05.2017		RFQ Number:- 2110001074	
Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date		
	Service Details:- Upto 100 gms Approximate quantity for East Yard is 2000 Approximate Quantity for Material Purchase is 10,000 Approximate Quantity for General Administration is 3000				
0000000020	Service Number:- Short Description:- Every additional 100 gm or part thereof Service Details:- For every additional 100 gms or part thereof Approximate quantity for East Yard is 1000 Approximate quantity for Material Purchase is 1000 Approximate quantity for General Administration is 1000	3,000 Number			
00200	Courier National Service Description : The Line item 00200 covers the following services	1 Activity unit	01.08.2017		
0000000010	Service Number:- Short Description:- Upto 100 gms Service Details:- Upto 100 gms Approximate quantity for East Yard is 1000 Approximate quantity for Materials Purchase is 2000 Approximate quantity for General Administration is 5000	8,000 Number			
0000000020	Service Number:- Short Description:- Every additional 100 Gms or part thereof Service Details:- For every additional 100 gms or part thereof. Approximate quantity for East Yard is 2000 Approximate quantity for Materials Purchase is 1500 Approximate quantity for General Administration is 500	4,000 Number			
00500	Courier Bulk Parcels-by air cargo Service Description :At times, heavy parcels from MDL Stores Section will be required to be delivered as per their requirement. This will be normally by surface transport, unless otherwise instructed by them in writing to be forwarded by air cargo. The Line item 00500 covers the following services	1 Activity unit	01.08.2017		
0000000010	Service Number:- Short Description:- Bulk Parcel upto 1 kg. Service Details:- Bulk Parcel Upto 1 kg Approximate quantity for East Yard is 50 Approximate quantity for Materials Purchase is 100 Approximate quantity for General Administration is 450	600 Number			
0000000020	Service Number:- Short Description:- Every additional 500 Gms upto 50 kgs Service Details:- For every additional 500 gms or part thereof upto 50 kgs Approximate quantity for East Yard is 1	3,001 Number			

Tender Number:- 6000000849		Tender Date:- 10.05.2017		RFQ Number:- 2110001074	
Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date		
Approximate quantity for Materials Purchase is 1500 Approximate quantity for General Administration is 1500					
00600	Surface Transport-Bulk Parcels Service Description :At times heavy parcels from MDL Stores Section will be required to be delivered as per their requirement. This will be normally by surface transport, unless otherwise instructed by them in writing. The Line item 00600 covers the following services	1 Activity unit	01.08.2017		
0000000010	Service Number:- Short Description:- For every 1 kg upto 10 kgs. Service Details:- For 1-10 kgs. Approximate quantity for East Yard is 5 Approximate quantity for Materials Purchase is 5 Approximate quantity for General Administration is 290	300 Number			
0000000020	Service Number:- Short Description:- For every additional 1 kg. upto 50 kgs Service Details:- For every additional 1 kg. or part thereof upto 50 kgs. Approximate quantity for East Yard is 100 Approximate quantity for Materials Purchase is 100 Approximate quantity for General Administration is 100	300 Number			
0000000030	Service Number:- Short Description:- For every additional 1 kg above 50 Kgs Service Details:- For every additional 1 kg or part thereof above 50 kgs. Approximate quantity for East Yard is 150 Approximate quantity for Materials Purchase is 150 Approximate quantity for General Administration is 150	400 Number			
00700	International Courier Service Service Description :For East Yard Average 2 packets per month weighing 100 gms and above in the form of closed envelope containing documents etc. Germany, France and other European country For Material Purchase Average 15-25 packets per month weighing 10 gms and above in the form of closed envelope containing documents etc. Russian and other European country. Terms & Conditions as per earlier contract : Following features is also required for International courier. 1)Instant traceability. (Tracking facility through internet). 2)Instant acknowledgement of receipt of international courier through an email. (Physical receipt takes time) The Line item 00700 covers the following services	1 Activity unit	01.08.2017		
0000000010	Service Number:- Short Description:- Zone 1- Upto 500 gms	1 Number			

Tender Number:- 6000000849		Tender Date:- 10.05.2017		RFQ Number:- 2110001074	
Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date		
	Service Details:- ZONE 1 Upto 500 gms				
0000000020	Service Number:- Short Description:- Zone 1 -Additional 100 gms upto 1 kg. Service Details:- ZONE 1 For every additional 100 gms or part thereof upto 1 kg.	1 Number			
0000000030	Service Number:- Short Description:- Zone 1-Additional 500 gms beyond 1 kg. Service Details:- ZONE 1 For every additional 500 gms or part thereof beyond 1 kg.	1 Number			
0000000040	Service Number:- Short Description:- Zone 2- Upto 500 gms Service Details:- ZONE 2 Upto 500 gms	15 Number			
0000000050	Service Number:- Short Description:- Zone 2-Additional 100 gms upto 1 kg. Service Details:- ZONE 2 For every additional 100 gms or part thereof upto 1 kg.	1 Number			
0000000060	Service Number:- Short Description:- Zone 2-Additional 500 gms beyond 1 kg. Service Details:- ZONE 2 For every additional 500 gms. or part thereof beyond 1 kg.	1 Number			
0000000070	Service Number:- Short Description:- Zone 3- Upto 500 gms Service Details:- ZONE 3 Upto 500 gms.	400 Number			
0000000080	Service Number:- Short Description:- Zone 3-Additional 100 gms upto 1 kg. Service Details:- ZONE 3 For every additional 100 gms or part thereof upto 1 kg.	30 Number			
0000000090	Service Number:- Short Description:- Zone 3-Additional 500 gms beyond 1 kg. Service Details:- ZONE 3 For every additional 500 gms. or part thereof beyond 1 kg.	10 Number			
0000000100	Service Number:- Short Description:- Zone 4 - Upto 500 gms Service Details:- ZONE 4 Upto 500 gms	60 Number			

Tender Number:- 6000000849		Tender Date:- 10.05.2017		RFQ Number:- 2110001074	
Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date		
0000000110	Service Number:- Short Description:- Zone 4 - Additional 100 gms upto 1 kg. Service Details:- ZONE 4 For every additional 100 gms. or part thereof upto 1 kg.	1 Number			
0000000120	Service Number:- Short Description:- Zone 4 -Additional 500 gms beyond 1 kg. Service Details:- ZONE 4 For every additional 500 gms or part thereof beyond 1 kg.	1 Number			
0000000130	Service Number:- Short Description:- Zone 5- Upto 500 gms Service Details:- ZONE 5 Upto 500 gms	15 Number			
0000000140	Service Number:- Short Description:- Zone 5 - Additional 100 gms upto 1 kg. Service Details:- ZONE 5 For every additional 100 gms. or part thereof upto 1 kg.	1 Number			
0000000150	Service Number:- Short Description:- Zone 5 - Additional 500 gms beyond 1 kg. Service Details:- ZONE 5 For every additional 500 gms or part thereof beyond 1 kg.	1 Number			
0000000160	Service Number:- Short Description:- Zone 6 - Upto 500 gms Service Details:- ZONE 6 Upto 500 gms	15 Number			
0000000170	Service Number:- Short Description:- Zone 6 - Additional 100 gms upto 1 kg. Service Details:- ZONE 6 For every additional 100 gms. or part thereof upto 1 kg.	1 Number			
0000000180	Service Number:- Short Description:- Zone 6 - Additional 500 gms beyond 1 kg. Service Details:- ZONE 6 For every 500 gms or part thereof beyond 1 kg.	1 Number			
Terms & Conditions as indicated in Part A of this tender and other enclosures / annexures form an integral part of this tender document. We look forward to receive your most competitive and reasonable offer against this Tender.					
For Mazagon Dock Shipbuilders Ltd					

Part-“A”

MAZAGON DOCK SHIPBUILDERS LIMITED INVITES ON-LINE COMPETITIVE BIDS from reputed Bidders / Suppliers in TWO BID SYSTEM (Part-I Techno Commercial Bid and Part-II Price Bid) on our e-procurement portal <https://eprocuremdl.nic.in> for the following Scope of Work / Supplies, terms and conditions:

1. **Description of Work/Supplies/Services:** Biennial Rate Contract for sending MDL mail by courier services for East Yard Commercial, Material Department and General Administration Department.
 - 1.1 The detailed scope of work is as per **Enclosure-1**
 2. **Pre-Qualification Criteria:** List of following scanned image of documents to be uploaded by Bidders along with their offer:
 - i) Bidders Company Profile and Shop & Establishment registration certificate.
 - ii) List of equipment held by them with model / year / working status along with details of their facilities and personnel with designation, qualification and experience to determine their capabilities.
 - iii) Bidders Audited Balance sheets and Profit & Loss A/c of the company for last 3 financial years ending **31st March 2014, 2015 and 2016**. The average minimum turn over for 3 years should be at least **Rs. 3.00 Lakh**.
 - iv) Bidder should have experience of having successfully completed similar works during last 7 years ending **31st March 2017** as stated below:
 - a) Three similar completed works each costing not less than **Rs 8.00 Lakh**.
OR
 - b) Two similar completed works each costing not less than **Rs. 10.00 Lakh**.
OR
 - c) One similar completed work costing not less than **Rs. 16.00 Lakh**.
Note: Similar completed works referred above means each work and not all works put together.
- NOTE:**
- 1) Sr. no. (i) and (ii) above not required for permanent registered vendors.
 - 2) If any cash transaction included in turnover (statement of profit & loss) the same will not be considered for turnover value.
 - 3) It is clarified that the work executed by the contractors for their in-house or capital use will not be considered for the purpose of bidders' experience of completion of similar works.
 - 4) Bidders need to Upload supporting documentary evidence in support of the Pre-Qualification Criteria viz. **Work Order, Work Completion Certificate** issued by the party for whom the work is done. MDL has a right to verify / cross verification of authenticity of the said documents whenever felt necessary.
3. **Earnest Money Deposit (EMD)**
 - 3.1 Bidders shall furnish EMD of **Rs. 40,000/-** (Rupees Forty Thousand only) against this tender.
 - 3.2 The EMD can be remitted directly to MDL Bank Account as per details given in Annexure- “A” of this tender. **Further, the bidder should specifically mention the details of company name as well as nature of remittance, tender number/order number etc in the text/narration fields of Bank's NEFT remittance in order to identify the same.**
 - 3.3 EMD can also be submitted in the form of Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK SHIPBUILDERS LIMITED payable at Mumbai. The format of Bank Guarantee for EMD is available on MDL Website. The bid bond / Bank Guarantee should be valid for 4 more weeks beyond the offer validity period indicated in the tender. Bank Guarantee should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks. In case of BG,

Bidders to advise their bank/banker to send original BG directly to OTS department in sealed envelope to dispense with additional step of verification of authenticity of signatories.

3.4 Bidders are requested to upload the scanned image of EMD i.e. Annexure-A/Bank Guarantee online along with the bid.

3.5 EMD of unsuccessful bidders will be returned after finalization of the tender and shall be interest free. If bidders are submitting the Bank Guarantee, they are requested to inform us the address, Tel. No., Fax No. of the issuing Bank.

3.6 Exemption from Submission of EMD

Following bidders shall be exempt from submission of EMD:

a)	State & Central Government of India departments, Public Sector Undertakings.
b)	Firms registered with Mazagon Dock Shipbuilders Limited (MDL). (Exemption will apply only to items/services for which they are registered) To qualify for EMD exemption, firms should necessarily submit VALID copy of the Registration Certificate issued by MDL, for the items for which the offer being submitted, in Part-I offer/bid. Firms in the process of obtaining MDL registration will not be considered for EMD exemption.
c)	Firms registered with NSIC under its "Single Point Registration Scheme". (Exemption will apply only to items/services for which they are registered). To qualify for EMD exemption, firms should necessarily submit VALID copy of the Registration Certificate along with the list of items/services for which they are registered, as issued by NSIC, in Part-I offer / bid. Firms in the process of obtaining NSIC registration will not be considered for EMD exemption.
d)	All Micro & Small Enterprises subject to their submitting the Registration Certificate from the Competent Authority regarding their Micro/Small Industry status.

4. Validity Period: Bids / Offers shall have the validity period of **120 Days** from the tender closing date.

5. Online Submission of offer in Two Bid System: Offer must be submitted in two parts, Part - I (Techno-Commercial Bid) & Part – II (Price Bid) on the MDL's e- Procurement website <https://eprocuremdl.nic.in> **Offer in any other form will not be considered.**

Techno-Commercial Bid Part-I: This part should contain the following:

i)	Online Acceptance on clauses of Tender Enquiry, General Terms & Conditions (GT&C), Standard Terms & Conditions (STACs) in the Prescribed Formats stating 'Accepted OR Deviation' as applicable for each of the clause.
ii)	Deviation sheet in case of any deviations from Terms, Conditions specified in the Standard Terms and Conditions, Tender Enquiry & General Terms & Conditions shall be uploaded online.
iii)	Any deviation with respect to Technical requirement shall be uploaded online by the bidder.
iv)	The scanned image of Annexure-"A" / Bank Guarantee towards Earnest Money Deposit (EMD) / BID BOND as stipulated in TEF clause no. 3 shall be uploaded.
v)	Scanned image of valid Service Tax Registration Certificate.
vi)	Price schedule BLANKING the PRICES but clearly indicating ' QUOTED / UNQUOTED ', also indicating the % of actual taxes/ duties applicable, in the prescribed format available on MDL's e-Procurement website https://eprocuremdl.nic.in . Note: Print out of Blank Rate Sheet in Excel format can be taken. Under Price column price should not be indicated .Only Quoted/Unquoted to be indicated. However percent of actual taxes/ duties applicable, should be indicated under Tax column.
vii)	Bidders / Vendors should upload scanned documents as per Para 2 in Part-A of the tender.

viii)	Scanned Image of valid Registration or Approval certificates in case of Bidder's/ firms registered with MDL/ NSIC/ Micro or Small Enterprises/Industries.
ix)	Scanned image of Vendor Declaration in bidder's letterhead as per the format at Enclosure-3 .
x)	Scanned image of duly filled RTGS/NEFT as per Enclosure- 2 .

Note: i) MDL has a right to verify / cross verification of authenticity of the scanned documents with respect to original submitted against this tender.

ii) The bidder is requested to **ensure that all the documents asked for are submitted** and are clear, legible & duly signed (i.e. self-attested), as it would save considerable time without necessitating the need for furnishing of the documents again by them. The bidder is also requested **not to submit unnecessary documents not asked for**, like signed & stamped copy of this Tender document, etc.

iii) The bidder is required to compulsorily select "ACCEPTED" or "DEVIATION" from the drop-down field choices available against the relevant Para no. /Clause no. of TEF/STACS/GT&C (as applicable). In case "DEVIATION" is selected against a particular Para no. /Clause no., it would be mandatory to explain the deviation proposed by the bidder in the adjoining text field. Any deviation (s) mentioned elsewhere in the Offer/Bid, other than in the said forms, will not be considered.

iv) Blank Rate Sheet form is required to be filled-up by the bidder online by selecting "QUOTED" or "NOT QUOTED" from the drop-down field choices available, depending upon whether the bidder has quoted for the particular Service/Item tendered. Therein, the bidder is also required to specify the Taxes & duties (if any) quoted & the rate of the Taxes/Duties.

Part-II: In this part bidders are requested to fill the PRICES for each of the listed items strictly in the prescribed format/ Rate sheet provided in E-Procurement Portal. **Offer in any other form shall not be considered.**

6. Bid Rejection Criteria.

a. Following bids shall be categorically rejected:

i)	The Bids received after tender closing date and time.
ii)	Bids received without EMD (other than those who are exempted from payment of EMD), as specified in the tender
iii)	Bidders not quoting for all the items in the Rate Sheet in the prescribed format available on MDL's e-Procurement website https://eprocuremdl.nic.in
iv)	In case of e-tenders, if the dates of remittance of EMD amount/issue of EMD BG is later than the tender Closing date.

b. Following bid rejection criteria may render the bids Liable for Rejection.

i)	Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period. However, over all time allowed in respect of normal procurement shall not exceed 3 weeks and one week in case of emergency procurement.
ii)	Incomplete / misleading / ambiguous bids in the considered opinion of TNC.
iii)	Bids with technical requirements and or terms not acceptable to MDL.
iv)	Bids received without scanned copies of pre-qualification documents wherever required as per the tender.
v)	Bids not meeting the pre-qualification parameters stipulated in the tender enquiry.
vi)	Validity period indicated by bidders is shorter than that specified in the tender enquiry.
vii)	Bidders not agreeing to furnish Security Deposit till completion of the supplies / services as per contract.
viii)	Bidders not submitting documents as per clause 5.
ix)	In case of e-tenders, the original of the uploaded copy of EMD BG/IPBG if received after seven days of the tender closing date.

7. **Bid Evaluation Criteria:** Technically qualified overall lowest offer (L1 bidder) considering 100% total rates of services (all inclusive basis) will be considered for awarding the contract.
Note: In case of any discrepancies observed in any Rate Sheets, or against each item and / or in Grand total in the price bid, evaluation would be carried out by arriving on the grand total by considering the unit rate and quantity indicated in Rate sheets.
8. **Contract Period:** The Contract will be for a period of Two Years and Biennial contract may be extended for a further period of three months on mutual consent basis on the same terms and conditions. However if the performance of contractor is not satisfactory then contract may be terminated with one month notice period by applying relevant clauses of contract such as Risk Purchase, forfeiture of Security deposit etc.
9. **Mobilization:** Not applicable
10. **Pricing:** The bidder shall quote the prices of all items listed in the tender which will be inclusive of all costs such as labour, transportation, incidental expenses etc. However the applicable taxes /duties and levies will be indicated separately in the rate sheet. The price quoted shall remain firm and fixed during the tenure of the order/contract.
MDL shall not be bound by any printed conditions or provisions in the bidder's bid forms or acknowledgement of Order/Contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to Order/Contract.
11. **Taxes & Duties:** Bidder shall indicate separately the percentage of the applicable taxes and Govt. levies in blank Price Bid submitted in Part I (Techno Commercial Bid) as well as in Part-II Price Bid.
12. **Terms of Payment: -**
 - a) Payment will be made on actual basis through NEFT/RTGS within 25 to 30 days on submission of bills in triplicate to Invoice Receipt Section along with work completion certificate (SAP Service Entry Sheet copy),log sheets etc duly signed by Chief Manager or officer of above level of ADMIN department.
 - b) No advance will be paid in any manner against the Contract.
13. **Site Visit for Quoting:** Prior to submission of your quotation, bidders are requested to visit the site and if any clarification is required bidders may contact **Mr. Kashyap N. Jani CM (ADMIN) on Telephone No 2376 4305 or Mr. Jennifer Lemos on Tel. no. 23764307** and submit duly filled Vendor declaration as per format at **Enclosure –3** along with the offer.
14. **Modifications to the Bids: -**
Bidder will not be allowed to bid after the closing time is over. Bidder can change the submitted bid any Time till the closing time through e-portal only and the last changed bid will be considered for ranking of the bids.
15. **Security Deposit (SD):** The successful bidder shall submit a Security Deposit @ 5% of the value of the Order within 25 days from date of Order / Contract. The SD can be remitted directly to MDL Bank Account as per details given in **Annexure-“A”** of this tender. **Further, the bidder should specifically mention the details of company name as well as nature of remittance, tender number/order number etc in the text/narration fields of Bank’s NEFT remittance in order to identify the same.** The duly filled & signed copy of **Annexure- “A”** is to be submitted to OTS Department. SD can also be submitted in the form of Bank Guarantee in the prescribed format drawn in favour of MAZAGON DOCK SHIPBUILDERS LIMITED & the same should be drawn on reputed Nationalized / Scheduled Banks excluding co-operative banks. The format of Bank Guarantee for SD is available on MDL Website. Any delay in submission of SD shall result into charging of interest by MDL on the contract @ prevailing PLR of SBI + 2% on the security deposit amount for the delayed period. The Security Deposit will be returned only after the successful execution of the order / contract. Refund of Security Deposit whenever considered admissible by MDL, shall be without interest only. In case of BG, Bidders to advise their bank/banker to send the BG directly to OTS department in sealed envelope to dispense with additional step of verification of authenticity of signatories.

16. **Guarantee/Warranty:** NA.
17. **Inspection:** - Quality and Quantity of work will be checked and Inspected by MDL Admin dept.
18. **Liquidated Damages or Penalty:**
 - (a) 50% of the charges will be deducted for delay in delivery beyond the stipulated time indicated in the scope of work. Delay will be assessed based on POD/DRS details.
 - (b) 50% of the respective courier charges will be deducted if no date/time of delivery is mentioned in the P.O.D. along with stamp of consignee. Wherever such details are not available on PODs, contractor will support claim by furnishing a copy of DRS (Daily Run Sheet) to prove their case. In all other cases penalty will be charged@50% of respective courier charges.
19. **Loading Criteria.:** Deviations sought by the bidder in respect of Payment terms and delivery period shall be loaded on the bidder/s quoted prices during price evaluation by MDL as per MDL Norms. It is desirable that the bidder accepts the Payment Terms indicated by the company in the Tender document. Varied payment terms quoted by bidders as compared to the terms stated in the Tender document shall be normalized by loading the Prime Lending Rate of State Bank of India plus 2% on the quoted price.

Note: Online ranking visible to bidders after opening part II price bids is without loading parameters. However the L1 bidder will be evaluated offline by applying all applicable loading parameters as mentioned in the tender document.
20. **Freak low Quotes:** In case after opening of price bid of technically cleared firms, it is noted that L-1 firm has quoted very low rates and indicates to withdraw from the tender then EMD shall be forfeited and firm may be given tender holiday including intimation to other PSUs. If the rates quoted are less than MDL estimates by 40% or so and if the difference in rate between L1 and L2 is 30% or more then the firm will have to give additional BG of 20% of the PO value as additional security. Bank charges for this additional BG shall be borne by MDL and reimbursed against proof of payment.
21. **Hindrance Register :** All hindrances with date of occurrences and removal shall be noted in the Hindrance Register. The Hindrance Register shall be signed by the reps of both MDL as well as Contractor
22. **Risk Purchase:** If the article / service or any portion thereof be not delivered / performed by the scheduled delivery date / period, any stoppage or discontinuation of ordered supply / awarded contract without written consent by Purchaser or not meeting the required quality standards the Purchaser shall be at liberty, without prejudice to the right of the Purchaser to recover Liquidated Damages / penalty as provided for in these conditions or to any other remedy for breach of contract, to terminate the contract either wholly or to the extent of such default. Amounts advanced or part thereof corresponding to the undelivered supply shall be recoverable from the Contractor / Bidder at the prevailing bank rate of interest.

MDL shall also be at liberty to purchase, manufacture or supply from stock or utilize the services as it deems fit, other articles of the same or similar description to make good such default and/or in the event of the contract being terminated, the balance of the articles of the remaining to be delivered there under. Any excess over the purchase price, cost of manufacture or value of any articles supplied from the stock, as the case may be, over the contract price shall be recoverable from the Bidder / Contractor.
23. **Public Grievance Cell:** - A Public Grievance Cell headed by **Shri S. D. Kajawe, General Manager GM (F-CA)**, 3rd floor, Mazadock House has been set up in the Company. Members of public having complaints or grievances are advised to contact him on Wednesday between 10.00 hours and 12.30 hours in his office on 3rd floor, Mazadock House or send their complaints/grievances to him in writing for redressal. His Telephone No. is 23762184 or 23759793.
24. **Working on MDL Holidays:** Request for permission for working on Saturday / Sunday / holidays if required, should be submitted 3 working days prior to the date of holiday, to Personnel department and Security through concerned Dept.
25. **Instructions to the Bidders:**

Note: Before quoting against this Tender, the prospective bidder is requested to go through the Tender Enquiry document (& Annexes, if any) thoroughly & carefully. Deviations to the Terms & Conditions of the Tender are highly discouraged. Therefore, any doubts arising in respect of any of the Terms & Conditions stipulated, Qualification Criteria, Eligibility for exemption from submission of EMD, clarification if any w.r.t Documentation / Procedural requirements, etc. shall get clarified by the prospective bidder through the Dealing Executive invariably before the submission of the Bid.

- 25.1 Submission of bids against e-Tenders:** The bidder is required to quote online on the e-Procurement website (www.eprocuremdl.nic.in) by the deadline, by submitting the Techno-commercial Bid & Price Bid in Electronic format only. The prices/quotes & a few declarations shall have to be entered/uploaded by the bidder online in the Tender's entry forms & other bid documents' scanned /soft copies shall have to be uploaded as part of the bid. All bids should be digitally signed using DSC (as explained below).
- 25.2** To be able to participate in e-Tender (s), every bidder must register themselves on the ASP's website (*registration is free of cost*) & must possess a legally valid Class-IIB or above Digital Signature Certificate (DSC) (*also known as Class-II B or above DSC with encryption & signing authority*) as per IT Act-2000, using which they can sign their electronic bids. The DSC can be procured from any Certifying Authority (CA) authorized by Controller of Certifying Authorities (CCA) of Govt. of India.
- 25.3** National Informatics Centre (NIC) have been appointed by MDL as the Application Service Provider (ASP).
- 25.4** In order to familiarize prospective bidders to e-tendering / e-procurements other aspects, etc., regular orientation training programs {of two(2) hours duration} are being organized at MDL. The interested bidders are requested to get themselves acquainted with all the requisite aspects & be prepared by attending the training by conducting the ASP/MDL official(s). The firms may nominate only one representative from their organization to attend such training. Training shall be conducted every Friday between 2 & 4 PM in MDL.
- 25.5** Besides the training being organized, Online User Manual is available on the website for the guidance of users & for participating in the e-Procurement/ e-Tendering, the bidder must ensure having the requisite (IT) infrastructure at their office premises.
- 25.6** For any further details of e tendering & digital signatures, please contact 0120- 4200462, 0120-4001002, 8826246593, eproc-support@gov.in OR Mr M S Kumbhare DGM (C-MP) Phone - 2376 3252 or mobile: 9769327576, mskumbhare@mazdock.com
- 25.7** Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last minute difficulties in uploading the bids. Request for extension, if at all to be made, shall be forwarded at least 3 working days in advance to the tender closing date / time with proper reasoning. MDL reserves all rights in this regard & decision of MDL shall be binding to the applicant. Problems in hardware/software, internet connectivity, system configurations, Browser setting etc, for whatsoever reason shall not be considered for extension of tender closing date and time.
- 25.8** MDL will not be responsible for an error in downloading of tender documents from web by the bidders. The version appearing on MDL website will be considered final and authentic.
- 25.9** All bidders are requested to get their technical queries, if any, clarified in advance (3 days in advance to tender closing date) before bidding to avoid last minute delay. For any technical clarification, bidders are requested to contact Mr. S.K.Karpe CM. (OTS), Tel. no. 23763067.
- 25.10** Entry Pass for Contractors and their workmen: Bidders shall comply with the "MDL Security Procedures laid down in MDL for entry passes in respect of Contractors and their workmen" which is available in the home page of OUTSOURCING DEPT. of MDL Website www.mazdock.com Shipbuilding → Outsourcing → Tenders. A copy of same (11 pages) is attached herewith at Enclosure -
- 25.11** Bidders can participate in online bidding

- By registering with <https://eprocuremdl.nic.in> for User ID and password.
- By obtaining class IIB or above DSC (Digital Signature Certificate) with encryption & signing authority (for secured bidding).

- 25.12** Bids received against online participation shall only be accepted. Bids submitted in any other mode will not be considered.
- 25.13** MDL bidder's earlier quoted for MDL tender on website <https://mdl.eprocure.in> have to register again (free of cost) on website <https://eprocuremdl.nic.in>
- 25.14** MDL reserves the right to consider placement of Order / Contract in part or in full against the tendered quantity or reject any or all tenders without assigning any reason.

We look forward to receive your most competitive and reasonable offer against this tender.

Yours faithfully,
For Mazagon Dock Shipbuilders Limited,

Chief Manager (Outsourcing)

Annexure – “A”	Earnest Money Deposit (EMD)/Security Deposit format
Enclosure –1	Scope of Work
Enclosure –2	Illustration Rate sheet format
Enclosure –3	RTGS/NEFT Form
Enclosure –4	Vendor Declaration
Enclosure-5	TEF Format
Enclosure-6	STC Format
Enclosur-7	GT&C Format

References: Terms & Conditions (Available on MDL Website - www.mazdock.com/ →Tenders →Shipbuilding→ Outsourcing

- (1) Standard Terms & Conditions (STACS)
- (2) General Terms And Conditions while executing work.
- (3) Official Secrets Act 1923 (Extract).

Formats: (Available on MDL Website - www.mazdock.com/ →Tenders →Shipbuilding→ Outsourcing

- (1) OTS -F-05 Bank Guarantee for E.M.D.
- (2) OTS -F-07 Order acceptances Format.
- (3) OTS -F-08 Bank Guarantee for Security Deposit.

MAZAGON DOCK SHIPBUILDERS LTD
DOCKYARD ROAD
MUMBAI 400010

ANNEXURE "A"

1. **MDL'S BANK ACCOUNT DETAILS:**

NAME OF BANK A/C HOLDER: **MAZAGON DOCK SHIPBUILDERS LTD**

BANK AND BRANCH: **STATE BANK OF INDIA, MAZAGON BRANCH, MUMBAI**

BANK ACCOUNT NO: **10005255246**

IFSC CODE : **SBIN0009054**

2. **DETAILS OF REMITTANCE TO MDL'S BANK ACCOUNT:**

(To be filled in by the vendors/firms making remittance of funds in MDL'S Bank Account)

Date of Remittance	Name of Firm	Vendor Code	MDL tender/PO. Ref No.	Nature of Remittance viz. EMD/SD etc.	Amount Remitted (Rs.)

Signature of Vendor/Representative

3. **SAP Parked document No:** _____ **Date:** _____

(To be filled in by MDL's Commercial Executive)

Sr. No.2 and 3 above will be filled in by the Vendor and MDL commercial Executive respectively and the form forwarded to Treasury Section for posting of SAP Document to the respective Bank Account.

Enclosure-1

Scope of Work & Special Terms and Conditions

1.1	<p><u>Details of Mail Destination.</u> 1) Local: Greater Mumbai region, Thane upto and including Kalyan, Virar, Navi Mumbai upto and including Panvel. 2) National: All capital cities, union territories and other places in India including Port Blair</p>
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	(Andamans) depending upon Company's requirement other than (a) above. 1) <u>International</u> : Countries other than India as per list at Enclosure-2D (List of Countries / Zones)
1.2	Volume of work.
	<p>a) Domestic- 500-600 packets per working day weighing from 10 Gms. and above in the form of open envelope containing documents etc. All packets weighing more than one Kg will be treated as bulk parcels.</p> <p>b) International: Average 5-10 packets per working day weighing 10 Gms and above in open envelope containing documents etc.</p> <p>c) At times heavy parcels from MDL Stores Section will be required to be delivered as per their requirement. However, this will be normally by surface transport unless otherwise instructed by them in writing.</p> <p>d) Volume of work indicated at (a) and (b) above are approximate and may increase or decrease.</p> <p>e) Quantities given for International destinations are tentative and it can vary.</p> <p>i. Upto first 500 grams : Qty. - 800 Nos.</p> <p>ii. Every additional 100 grams upto 1 kg : Qty.- 100 Nos.</p> <p>iii. Every additional 500 grams beyond 1kg : Qty. - 100 Nos.</p>
1.3	Place for collection of Mails and Timings:
a.	<p>You have to collect all mails at 16:30 Hrs to 17:30 Hrs on all working days (Monday to Friday) from MDL's following deptt.</p> <p>a) Administration Deptt., General Despatch Section located at ground floor, Mazdock House, North Yard in Mazagon Dock Ltd.</p> <p>b) Material Purchase Department located at 2nd floor, Mogul House, South Yard Mazagon Dock Ltd.</p> <p>b)East Yard Commercial Department, MDL East Yard in Mazagon Dock Ltd.</p> <p>c)East Yard Administration Department, in Mazagon Dock Ltd..</p> <p>d) Parcels from Stores clearing & Forwarding Section located at North Yard Annex. And East Yard.</p>
b.	<p>i. Average once or twice in a month, collection should be arranged late upto 2000 Hrs., but it will be intimated by our despatch section.</p> <p>ii. Sometimes, depending upon need, collection of mail should be made on holidays i.e. Saturdays / bank holidays. However, advance intimation would be made to you by our respective collection centers.</p> <p>iii. Firm shall keep a person dedicated to MDL job so as to ensure collection of mails from designated collection centers before the stipulated timings.</p>
1.4	<p>Weighment & Records: -</p> <p>a) The weight of documents/ letters/ parcels/material will be recorded in the register maintained in the respective Department at MDL in the presence of your representative while collecting the same.</p> <p>b) All the non-documentary parcels will be quantified and declared.</p> <p>c) Wherever applicable, the despatch shall be accompanied by relevant declaration regarding its contents and other documents pertaining to Octroi and Sales Tax.</p> <p>d) Wherever necessary insurance coverage will be arranged by MDL at MDL's cost.</p>

2. Special Terms and Conditions.

2.1	<p>a) The documents once accepted by the courier should be delivered at the destination, even if outlet / branch of the particular courier does not exist at the delivery destination.</p> <p>b) For Bulk Parcels (Air & Transport) you shall have to collect individual parcels weighing upto 50/- Kgs. You will have to make your arrangement to collect the same.</p>
2.2	All packets to be accepted for the service .No exclusion is acceptable.
2.3	<p><u>Online Tracking Facilities:</u></p> <p>a) For Domestic destination: You shall ensure the online tracking is available from next day of collection of the consignments/parcels on www.tpcindia.com</p> <p>B) For International destination : You shall invariably forward the details with respect to docket no., tracking website etc. to email ids provided to you/indicated on envelope by respective collection centre, immediately on next working day of collection of consignments/parcels.</p>
2.4	<p><u>Submission of PoDs/DRS:</u></p> <p>All P.O.Ds shall be marked 'P.O.D. MOST URGENT' in order to speed up the process of return of P.O.Ds from various Courier outlets to nearest Mazagon Branch Office and subsequently timely submission of PODs to MDL as below;</p> <p>i) For local destination: PODs to be submitted within 5 days of collection of packets/parcel. ii) Within Maharashtra: PODs to be submitted within 7 days of collection of packets/parcel. iii) For National: PODs to be submitted within 15 days of collection of packets/parcel. iv) For International destination: within ten days from the date of delivery for international destinations on request by MDL.</p> <p>Note: PODs shall be invariably submitted within the period specified above. However in case of unavailability of PODs in certain cases, DRS (Daily Run sheet) shall be submitted. However it shall be exception rather than a routine practice.</p>
2.5	Also delivery confirmation of the consignments to be submitted to MDL as and when required.

3. Delivery Schedule:

Period for delivery of documents/ mail shall be as under:

Sl. no.	Destination	Description	Period for delivery
a)	Local	Greater Mumbai Region, Thane up to and including Kalyan, Virar, Navi Mumabi upto and including Panvel.	Within 02 days excluding day of collection.
b)	National	1. All Courier packets addressed to capital cities should be delivered by air irrespective of weights of the consignment).	Within 02 days excluding day of collection.
		2. All other cities and places in India depending upon the requirement of MDL.	Within 03 days excluding day of collection.
c)	International.	All countries as per Enclosure-2D	Within 05 days excluding day of collection.
d)	All mail couriers to MDL Liaison Office, New Delhi shall be treated on priority and shall be delivered immediately at Delhi preferably before 3 pm. on next day of collection of documents from MDL.		
e)	Surface transport:	i) To local destinations as at 'a' above.	Within 02 days excluding day of collection.
		ii) To other places in India.	Within 03 days excluding day of collection.

4. Penalty

	<p>a) 50% of the charge will be deducted for delay in delivery beyond the stipulated time indicates at Para 3 above. Delay will be assessed based on POD/DRS details.</p> <p>b) 50% of the respective Courier charges will be deducted if no date/time of delivery is mentioned in the P.O.D. along with Stamp of Consignee. Wherever such details are not available on PODs, you will support your claim by furnishing a copy of DRS (Daily Run Sheet) to prove your case. In all other cases penalty will be charged @ 50% of respective courier charges.</p>
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Acceptance Format for**Scope of Work & Special Terms and Conditions**

Clause No.	Bidder's Remark (Acc. / Dev.)
1.1. Details of Mail Destination.	
1.2. Volume of work.	
1.3. Place for collection of Mails and Timings.	
1.4. Weights & Records	
2. Special Terms and Conditions.	
3. Delivery Schedule.	
4. Penalty.	

Enclosure-2A

RATE SHEET
(Illustrative Format)
(For Courier Services)
Local

A) Mumbai, Thane (upto and including Kalyan/Virar), Navi Mumbai (upto and including Panvel)			
Sr.No.	Description	Approx. Qty	Unit rate per Item (Rs.) excluding Taxes / Levies
1	Upto 100 gms.	15000 Nos.	
2	For every additional 100 grams or part thereof.	3000 Nos.	
	Applicable Taxes		(i)% (ii)%
	Total		

Note: (i) Please mention applicable taxes & Levies separately which will be paid extra.

(ii) No information other than prices are to be furnished in this rate sheet.

(iii) The above quoted rates shall remain firmed & fixed during the tenure of the contract.

Enclosure-2B

RATE SHEET
(Illustrative Format)
(For Courier Services)
National

A) Domestic – By Air (Intercity)			
Sr.No.	Description	Approx. Qty	Unit rate per Item (Rs.) excluding Taxes / Levies
1	Upto 100 gms.	8,000 Nos.	
2	For every additional 100 grams or part thereof.	4,000 Nos.	
	Applicable Taxes		(iii)%
			(iv)%
	Total		

B) Bulk Parcel – By Air Cargo (Intercity)			
Sr.No.	Description	Approx. Qty	Unit rate per parcel (Rs.) excluding Taxes / Levies
1	For 1 Kg.	600 Nos.	
2	For every additional 500 grams or part thereof up to 50 Kgs.	3001 Nos.	
	Applicable Taxes		(v)%
			(vi)%
	Total		

C) Bulk Parcel – By Surface Transport			
Sr.No.	Description	Approx. Qty	Unit rate per Kg (Rs.) excluding Taxes / Levies
1	For 1Kg. upto 10 Kg.	300 Nos.	
2	For every additional 1 Kg. grams or part thereof.	300 Nos.	
3	For every additional 1 Kg. grams or part thereof above 50 Kgs.	400 Nos.	
	Applicable Taxes		(vii)%
			(viii)%
	Total		

- Note: (i) Please mention applicable taxes & Levies separately which will be paid extra.
(ii) No information other than prices are to be furnished in this rate sheet.
(iii) For Bulk parcel (Air & Transport) each parcel weight shall not to exceed 50 Kgs.

RATE SHEET
(Illustrative Format)
(For Courier Services)
International

Sr. No.	Weight in Kgs.		Approx. Qty. for respective Zones as per Enclosure -2D (Excluding Taxes / Levies)					
			Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
1	Upto First 500 gms.		1	15	400	60	15	15
		Rate per Item (Rs.) for ZONES						
2	For every Add. 100gms. or part thereof upto 1 Kg.		1	1	30	1	1	1
		Rate per Item (Rs.) for ZONES						
3	For every Add. 500gms. or part thereof beyond 1 Kg.		1	1	10	1	1	1
		Rate per Item (Rs.) for ZONES						
4	<u>Applicable Taxes & Levies</u>		(i) % (ii) %					

Note: (i) Please mention applicable taxes & Levies separately which will be paid extra.
(ii) No information other than prices are to be furnished in this rate sheet.
(iii) Zone Nos. of countries is given in Enclosure – 2D attached.

List of Countries / Zones

Sr.	Country	Zone	Sr.	Country	Zone	Sr.	Country	Zone
1	Algeria	6	73	Guadeloupe	6	14 5	Paraguay	6
2	American Samoa	6	74	Guam	6	14 6	Peru	6
3	Andorra	6	75	Guatemala	6	14 7	Philippines	3
4	Angola	6	76	Guinea Bissau	6	14 8	Poland	5
5	Anguilla	6	77	Guinea Republic	6	14 9	Portugal	5
6	Antigua & Barbuda	6	78	Guyana	6	15 0	Puerio Rico	6
7	Argentina	5	79	Hatti	6	15 1	Qatar	4
8	Armenia	6	80	Holland	3	15 2	Reunion	6
9	Aruba	6	81	Honduras Republic	6	15 3	Romania	6
10	Australia	3	82	Hongkong	3	15 4	Russia	5
11	Austria	3	83	Hungary	5	15 5	Rwanda	6
12	Azerbaijan	6	84	Iceland	6	15 6	Saipan	6
13	Azores (Portugal)	6	85	Indonesia	3	15 7	Saotome	6
14	Bahamas	6	86	Iran	4	15 8	Saudia Arabia	3
15	Baharin	3	87	Isreal	5	15 9	Scotland	3
16	Bangladesh	1	88	Italy	3	16 0	Senegal	6
17	Barbados	6	89	Ivory Coast	6	16 1	Seychelles	5
18	Belarus	6	90	Jamaica	6	16 2	Sierra Leone	6
19	Belgium	3	91	Japan	4	16 3	Singapore	2
20	Belize	6	92	Jordan	4	16 4	Slovakia	6
21	Benin	6	93	Kazakistan	6	16 5	Slovenia	6
22	Bermuda	6	94	Kenya	5	16 6	Solmon Island	6
23	Bhutan	6	95	Kier	6	16 7	Somalia	6
24	Bolivla	6	96	Kiribati Republic	6	16 8	South Africa	5
25	Bonaire	6	97	Korea South	3	16 9	South Korea	3
26	Bostwanea	6	98	Kuwait	3	17 0	Spain	4
27	Brazil	6	99	Kyrgyzstan	6	17 1	Srilanka	2

28	British Virgin Island	6	100	Laos	6	17 2	St Barttielemey (Caudel)	6
29	Brunel	3	101	Latvia	6	17 3	St Croixtus Virgin	6
30	Bulgaria	6	102	Lebanon	4	17 4	St Eustatius ()	6
31	Burkinafaso	6	103	Lesotho	6	17 5	St Kitts	6
32	Camards	6	104	Liberia	6	17 6	St Lucia	6
33	Cameroon	6	105	Libya	6	17 7	St Martin (Gaudel)	6
34	Cambodia	6	106	Liechtenstein	5	17 8	St Petesburg	5
35	Canara	4	107	Lithuania	6	17 9	St Thomas	6
36	Canary Islands	6	108	Luxembourg	4	18 0	St Vencent & Grena	6
37	Cape Verde Islands	6	109	Macau	6	18 1	Sudan	6
38	Cayman Islands	6	110	Madagascar	6	18 2	Suriname	6
39	Central African Republic	6	111	Madiera (Portugal)	4	18 3	Swaziland	6
40	Chad	6	112	Malawi	6	18 4	Sweden	4
41	CHILE	6	113	MALAYSIA	3	185	SWITZERLAND	3
42	CHINA	4	114	MALDIVES	4	186	SYRIA	4
43	COLUMBIA	6	115	MALI	6	187	TAHITI (FRENCH POLY)	6
44	COMINICAN REPUBLIC	6	116	MALTA	6	188	TAIWAN	3
45	CONGO	6	117	MARSHALL ISLANDS	6	189	TAJKISTAN	6
46	COOKS ISLANDS	6	118	MARTINIQUE	6	190	THAILAND	3
47	COSTARICA	6	119	MAURITANIA	6	191	THANZANIA	6
48	CROATIA	6	120	MAURITTUS	5	192	TOGO	6
49	CUBA	6	121	MEXICO	4	193	TONGA	6
50	CURACON (N LAND ANIL)	6	122	MICRONESIA	6	194	TORIOLA	6
51	CYPRUS	6	123	MOLDOVA	6	195	TRININAD & TOBARGO	6
52	CZECH REPUBLIC	6	124	MONACO	4	196	TUKURKS & CAILOSISL	6
53	DENMARK	4	125	MONTSERRAT	6	197	TUNISIA	6
54	DJIBOUTI	6	126	MOROCCO	6	198	TURKEY	4
55	DOMINICA	6	127	MOZAMBIQUE	6	199	TURKMENISTA	6
56	ECUADOR	6	128	MYANMAR	5	200	TUVALU	6
57	EGYPT	4	129	NAMIBIA	4	201	U.S.A.	4
58	EL SAL VADOR	6	130	NAURU	4	202	UGANDA	6
59	EQUITORIAL GUINEA	6	131	NEPAL	1	203	UKRAINE	6
60	ERITBEA	6	132	NEVIS	6	204	UNITED AREB EMIRATES	2
61	ESTONIA	6	133	NEW CALEDONIA	6	205	UNITED KINGDOM	3
62	ETHIOPIA	6	134	NEW ZEALAND	3	206	URUGUAY	6
63	FINLAND	5	135	NICARAGUA	6	207	UZBEKISTAN	6
64	FRANCE	3	136	NIGER	6	208	VANUATU	6
65	FRENCH GUYANA	6	137	NIGERIA	6	209	VENEZUELA	6
66	GABON GAMBIA	6	138	NORTH KOREA	4	210	VIETNAM	6
67	GEORGIA	6	139	NOVWAY	5	211	WESTERN SAMOA	5
68	GERMANY	3	140	ODESSA		212	YEMEN NORTH	5
69	GHANA	6	141	OMAN	3	213	YEMEN SOUTH	6
70	GIBRALTAR	5	142	PAKISTAN	4	214	ZAIRE	6
71	GREECE	4	143	PANAMA	6	215	ZAMBIA	6
72	GRENADA	6	144	PAPUA NEW GUNIEA	5	216	ZIMBABE	6

**MAZAGON DOCK SHIPBUILDERS LIMITED
DOCKYARD ROAD,
MUMBAI – 400 010
RTGS / NEFT – Mandate Authorisation Form**

1.	VENDOR NAME	
2.	PAN No.	
3.	VENDOR ADDRESS	
4.	VENDOR'S TELEPHONE	
5.	E-MAIL ADDRESS	
6.	BANK NAME	
7.	BANK ADDRESS	
8.	ACCOUNT NO.	
9.	ACCOUNT TYPE	
10.	NEFT CODE	
11.	RTGS CODE	
12.	MICR NO	
13.	VAT NO.	
14.	CST NO.	
15.	EXCISE NO.	
16.	SERVICE TAX NO.	

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reason of incomplete or incorrect information, we would not hold MDL responsible.

Date **Suppliers Seal** **Authorised Signature of the suppliers**

Certified that the particular as per Serial No. 1 & 6 to 12 are correct as per our records.

Date **Bank's Stamp** **Authorised Signatories of Bank Officers**

VENDOR DECLARATION

Sub: Biennial Rate Contract for sending MDL mail by courier services for East Yard Commercial, Material Department and General Administration Department, as per scope of work attached.

We have visited your site and understood the Scope of Work and requirement given in the tender. We also confirm herewith that our quoted price/rates are in line with the above scope of work.

M/s.....

SIGNATURE.....

NAME.....

DESIGNATION

STAMP

DATE: