

Tender Ref. No.	Cost of Tender Document by Pay Order/DD	Annual Estimated Cost	EMD (Rs.)	Sale Period	Date and Time for Submission	Date and Time for Opening
Tender for providing printing items to MRO and its depots at Mulund (East & west), Dronagiri, JNPT, Turbhe and Chinchwad.						
CON/WR/ADMN/Printing/03/10	Rs.520/-	Rs. 6.70 Lakhs approx.	Rs.13,400/-	03/03/10 to 23/03/10	24/03/10 up to 15:00 Hrs.	24/03/10 at 15:30 Hrs.
Tender for 4 vehicles on monthly hiring basis for Regional office, CONCOR & its unit at Dronagiri.						
CON/WR/VEH/MRO-DRT/04/10	Rs. 520/-	Rs. 11.68 Lakhs approx.	Rs. 23,000/-	03/03/10 to 23/03/10	24/03/10 up to 15:00 Hrs.	24/03/10 at 15:30 Hrs.
Tender for providing Estate Maintenance at DCT Turbhe						
CON/WR/TURBHE/Estatement/05/10	Rs. 520/-	Rs.3.08 Lakhs approx.	Rs. 6,200/-	03/03/10 to 24/03/10	25/03/10 up to 15:00 Hrs.	25/03/10 at 15:30 Hrs.
Tender for Providing STD/Local/Photocopy and FAX service at Dronagiri						
CON/WR/DRT/comm. centre/06/10	Rs. 520/-	Rs.84,000/-.	Rs. 2,000/-	03/03/10 to 24/03/10	25/03/10 up to 15:00 Hrs.	25/03/10 at 15:30 Hrs.
Tender for Tata Indica (Non A/C) vehicle on monthly hiring basis for CONCOR ICD Pithampur.						
CON/WR/VEH/Pithampur/02/10	Rs.520/-	Rs. 2.21 Lakhs approx.	Rs. 4,400/-	03/03/10 to 25/03/10	26/03/10 up to 15:00 Hrs.	26/03/10 at 15:30 Hrs.
Tender form can also be downloaded from our website www.concorindia.com or for more details please contact: O/o The Chief General Manager, 5 th floor, New Administrative Bldg., C.Rly., Opp.Times of India Bldg., Mumbai CST 400 001. Tel # 22622053/22622054						

CONTAINER CORPORATION OF INDIA LIMITED



(A Government of India Undertaking)

WESTERN REGION

5TH FLOOR, NEW ADMINISTRATIVE BUILDING

CENTRAL RAILWAY, D.N. ROAD

MUMBAI-400 001.

TENDER FORM PRICE: Rs. 500/- + VAT @ 4%

**TENDER FOR PROVIDING STD/LOCAL/PHOTOCOPY AND FAX SERVICE AT
DRONAGIRI RAIL TERMINAL, DRONAGIRI.**

1. SERIAL NUMBER OF THE TENDER FORM : -----
2. DATE OF ISSUE : -----
3. NAME & ADDRESS OF THE AGENCY/TENDERER : -----
4. LAST DATE FOR SUBMISSION OF TENDER : **25/03/2010 at 15.00 hrs**
5. TENDER WILL BE OPENED ON : **25/03/2010 at 15.30 hrs**
6. ADDRESS FOR SUBMISSION AND : CONTAINER CORPORATION OF INDIA LTD,
OPENING OF TENDER 5th FLOOR, NEW ADMINISTRATIVE BUILDING
(CENTRAL RAILWAY), D. N. ROAD, MUMBAI-1

(Tender Form is Non Transferable)

**SIGNATURE OF THE
CONCOR OFFICER**

Tender No : CON/WR/DRT/Comm.centre/06/10

TENDER LETTER

TO,

Sub : TENDER FOR PROVIDING STD/LOCAL/PHOTOCOPY AND FAX SERVICE AT DRONAGIRI RAIL TERMINAL, DRT.

We are pleased to invite your offer for the above mentioned work proposed to be awarded to the most competitive and suitable bidder.

Your may return your offer in the Annexure "B" attached. You are also to return this tender document duly signed and stamped along with your offer. No other format of offer will be accepted. The offer shall reach us on or before 25/03/2010 upto 15:00 Hrs. in a sealed envelope superscribed as "**Tenders for Std/Local/Fax/Photocopy services at DRT**".

CONCOR reserves the right to accept or to reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of contract.

Thanking You,

Yours Faithfully,
For and Behalf of container Corporation of India

(Chief General Manager)

CHAPTER-I

TENDER FOR STD/LOCALFAX/PHOTOCOPY SERVICES AT DRONAGIRI RAIL TERMINAL

INSTRUCTIONS TO TENDERERS:

1. Each applicant will submit his tender along with a demand draft for **Rs. 2000/- (Rs. Two thousand only) as earnest money** payable to Container Corporation of India, Mumbai. Tenders received without the earnest money will be summarily rejected.
2. Tenderers may download the tender document from our web site www.concorindia.com and same may be submitted alongwith the cost of tender document by way of demand draft/pay order at the time of submission of tender document. In case any deviation is found in the tender document submitted by the tenderer from the content mentioned in our web site and/or non-submission of the cost of tender documents the tender shall liable to be rejected at any stage of the contract. The tenderer has to indemnify CONCOR for any loss accrue due to such alteration in the terms and condition of tender document.
3. The last date for receipt of tender is **25/03/2010** upto 15:00 hrs.
4. All tenders will be submitted in a sealed envelope in the office of Container Corporation of India Ltd., New Administrative Building, 5th Floor, D. N. Road, Central Railway Mumbai -CST, Mumbai 400 001. The sealed envelope containing the tenders must be superscribed with the logen "Tenders for Std/Local/Fax/Photocopy services at Dronagiri Rail Terminal, DRT."
5. Tenders received will be opened in presence of representatives of the tenderers at 15:30 hrs on 25/03/10 in Mumbai Regional Office, Container Corporation of India Ltd., New Administrative Building, 5th Floor, D. N. Road, Central Railway Mumbai - CST, Mumbai 400 001
6. Tenderers must visit the site of the **Dronagiri Rail Terminal, Dronagiri** and see for themselves the location of the STD booth. At present the area is approx **5.28 sq.mts.**
7. The STD booth will be used predominantly by officials and visitors of CONCOR, Customs authorities, Shipping lines, Custom House Agents, Surveyors, Road Transportation companies other offices housed in the complex, Truckers, their staff and drivers of vehicles visiting the ICD/CFS.
8. The successful tenderers will be required to execute an agreement with CONCOR on stamped paper of requisite value as per the Annexure "A" of this documents.
9. Allotment of licence will be done after all tenders received have been screened by a nominated Tender evaluation committee.

CHAPTER-II

Eligibility Conditions:

- a) Experience certificates in original/copy duly attested by Gazetted officer given by Organisation/Undertakings where the tenderer has provided similar nature of work during last one year.
- b) The tenderer should be registered with Shops & Establishment Act .
- c) The financial turnover of the tenderer should not be lesser than the Rs. 1.00 Lakh (Rupees One lakh only) in its business (in the same name in which he is submitting his offer) during the financial year of 2008-09 (Audited P&L A/c, B/s or certificate from chartered accountant). Proof should be enclosed.
- d) The tenderer shall be required to deposit a sum of Rs. **2000/- (Rupees Two thousand only) as Earnest Money**. The earnest money shall be deposited only by crossed Demand Draft made-out in favour of "Container Corporation of India Ltd." payable at Mumbai and valid for a minimum period of six months from the date of issue. No tender will be accepted or considered without the remittance of Earnest Money Deposit.
- e) No interest shall be allowed on the earnest money deposited and also on security deposit as referred in the tender document.
- f) The earnest money deposited by the successful tenderer will be adjusted towards the security deposit. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tender has been finalised.
- g) The tenderer should enclose either the proof of ownership of two fax machines and two photocopy machines or submit a declaration to procure the same within 15 days from the date of award of contract and before taking the possession of the allotted space. All the machines should be in the name of the tenderer.

The Tender will not be considered unless the agency submits copies of proof of the above mentioned conditions.

CHAPTER-III

TERMS AND CONDITIONS

1. **Duration of Contract:**

a) At the initial stage, this contract shall be awarded for a period of 2 (two) years from the date of possession of the premises and thereafter, CONCOR shall, however, have the right to exercise its discretion of extending the contract by 1 (one) more year at the same terms and conditions in case it considers it necessary. No request for any change in rates will be entertained during the initial currency of 2 years. However, the rates for extended period will be subject to mutual acceptance of both the parties in case CONCOR decides to extend the contract.

2. **Exit Clause:**

For Termination of this contract at any stage during the period of contract, one month notice will be required from either side in writing without assigning any reasons. However, the tenderer has to run the business till the new agency inducted in his place. The licensee shall vacate the licensed premises peacefully after the expiry of the license or earlier if desired by CONCOR and shall hand over the same to the authorised officer. The licensee shall be free to remove without any damage to CONCOR property the furniture, fitting and other articles as may have been brought by the licensee, at the end of his contract.

3. The licensee shall pay in advance by cheques the full amount of monthly license fee at the beginning of each month in the event of failure to pay the license fee and other dues on the stipulated date an interest @ 18% per annum will be charged beginning from the 1st day of month to which license fee pertains without prejudice to the other rights of licensor in addition the licensee shall also pay the electricity charges, water charges and conservancy charges as fixed by CONCOR.

4. Following facilities will require to be provided by the licensee at all times during the pendency of the contract. In case any facility is out of order or not working properly, license will require to arrange for substitute facility for smooth functioning.

a. STD facility : STD 1 No. to be arranged as per the direction of the CONCOR.

b. LOCAL call facility : PCO 2 No.s to be arranged as per the direction of the CONCOR.

c. FAX facility : Two Fax machines to be installed as per direction of CONCOR.

d. Photocopy facility : Two numbers machines to be installed as per direction of CONCOR.

5. The licensee will employ adequate number of staff in order to maintain efficiency to the standard desired by CONCOR and the customers.

All persons engaged by the licensee shall be treated as licensee's own employee and they will claim no privileges from CONCOR. The licensee will be directly responsible for the administration of his employees as regards their wages, uniforms, general discipline and courteous behaviour.

The licensee shall discharge from his/their service an employee who shall in the opinion of CONCOR misconduct's or is in any way unfit or unsuitable for the purpose of the business to be carried on in the said premises.

6. The licensee will be responsible for the cleanliness of area allocated.
7. All services shall be opened during office hours on all working days. The working hours will be specified by CONCOR. The services will remain closed on Sunday and other holidays unless specifically desired otherwise by CONCOR . In case the services is to be opened on holidays and kept open beyond office hours, CONCOR has the option to specifically direct the licensee to do so.
8. The licensee shall at his own cost effect, as required , as per the Act , necessary insurance in respect of the staff and other personnel or persons to be employed or engaged in connection with the rendering of the aforesaid services to CONCOR and shall comply with the provisions of all relevant Establishment Act of contract labour, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of Wages Act, The Employee Provident Fund and Family Pension Fund Act 1952, the Payment of Bonus Act, Employees State Insurance if applicable , Provision of employment of Children Act of 1938, Hours of Employment regulations and any other rules, Regulation and /or statues that may be applicable to them now or that may be introduced by the Government, State Administration or Municipal Authorities subsequent to the date of this agreement and the Tenderer shall keep CONCOR indemnified from all acts of omission, default , breaches and /or any claim , demands, loss, injury and expenses to which CONCOR may be put to or involved as a result of Tenderers failure to fulfill any of the obligations hereunder and /or under statutes and/or any bylaws or rules framed there-under or any of them. CONCOR shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from monthly bills or from the security deposit of the licensee without prejudice to its any other rights under the law.
9. The licensee will have to furnish a monthly statement showing the names and wages of all the employees engaged and working in complex. Any addition/deletion must be communicated to CONCOR.

The licensee shall not in any capacity employ any persons of bad character or any persons whose antecedents have not been investigated by the police authorities and shall issue an appointment certificate which shall contain a photograph of the employee specifying the employee's name, father's name address and the place at which employed. The expenses for such verification to be borne by the licensee. The licensee shall not in any capacity employ any illiterate person in the premises allotted to him.

10. Any of the licensee employees proceeding on leave shall immediately be replaced by the licensee so as to maintain satisfactory level of service at all times.
11. CONCOR shall have the right to search the licensee's employees at any time and there shall be no grievance expressed /felt on this account either by licensee or his employees. The licensee will issue ID cards to the worker in the format approved by CONCOR. Entry of employees into the ICD, Bonded Area and the Administration complex will be on basis of the identity cards only.
12. CONCOR shall authorize its official to inspect and over see functioning of services with a view to ensure efficient services. In case there are repeated failures of lacuna noticed due to failure of licensee, the authorised CONCOR official can impose a fine upto Rs. 1000/- at one time to be paid immediately by the licensee. The licensee will ensure that hazardous or inflammable or any other intoxicating material are not stored on the premises.
13. The licensee will deposit with CONCOR a sum of Rs. 10,000/- (Rupees. Ten thousand only) as Security deposit. In the event of the security deposit or any portion thereof being forfeited appropriated supplied or used by CONCOR under the provisions of this agreement then the licensee will on demand provide further security in the place of the security forfeited appropriated or used as aforesaid so as to make up the security deposit to the amount required as aforesaid.
14. The licensee shall not sublet or assign the license or use the space provided for running the services for proposes other than running a STD/FAX/Photocopy services and shall not allow any body to reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use.
15. The licensee shall be responsible for all damages or losses to CONCOR property by the licensee or his staff and shall be liable to make good any such loss or damage immediately. Amounts claimed by CONCOR for such damages or losses shall be paid for by the licensee immediately on demand.
16. CONCOR will not be in any way responsible for any loss or damage accruing to any goods, stores or articles that may be kept by the licensee in the premises.
17. If the licensee shall die during continuance of this agreement, this agreement shall absolutely cease and determine and the heirs, executors or Administrators or other legal personal representatives of the said licensee shall have no interest whether under this agreement other than in respect of a claim for the return of the deposit money subject to provisions here in contained as to the same provided that nothing therein this clause contained shall be deemed to prejudice or effect any claim which CONCOR may have against such heirs executors or administrators or other legal personal representative for or in respect of any breach of any agreement by the said licensee here in contained during his/their life time or any right of indemnity CONCOR may have under and by virtue of the provisions of this agreement.

18. That the possession and control of DRT included the licensed premises shall be that of the licensor through out and it is clearly understood that the licensee shall not have any right to exclusive possession of the licensed premises at any time.
19. The rates of Telephone charges / Fax/ Xerox will be approved by CONCOR and the licence shall display in a conspicuous place the approved rate list of items and a complaint book for any one to record complaints, and this book shall be open to inspection by persons duly authorised by CONCOR. The licence shall inform CONCOR Administration of the action taken by him in respect of complaints recorded in the book and shall carry out such directions as may be given to him by CONCOR from time to time.
20. Licence shall install **Electrical meter** at its own expenses and to pay electricity bill as per meter reading to CONCOR.
21. Licence shall pay fixed charges of Rs. 250/- towards water & utility charges.
22. The offer should be accompanied in financial bid in "ANNEXURE-A"
23. CONCOR reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.
24. CONCOR reserves the right to appoint other agencies for providing same service in the same premises of DRT.
25. The tenderer will not have monopoly in the depot and will have to compete with other similar service providers.
26. **ARBITRATION** :

In case of any dispute/difference arising out of the terms and conditions mentioned above, the same shall be referred to the CHIEF GENERAL MANAGER, Western Region, who will act as arbitrator & whose decision shall be final. The fees and expenses of the arbitrator shall be shared equally between CONCOR and Other Party to the dispute i.e. vendor/supplier/ contractor.

ANNEXURE "A"
(Financial-Bid)

To,
The Chief General Manager,
M/s. Container Corporation of India Ltd.,
New Administrative Building,
5th Floor, Central Railway,
D.N.Road, Mumbai-400001

Dear Sir,

**SUB : RENT PER MONTH FOR PROVIDING THE SPACE FOR "RUNNING THE STD /
FAX / PHOTOCOPY AND LOCAL PHONE FACILITY" AT DRONAGIRI RAIL
TERMINAL.**

With reference to above, we hereby quote our rate as Rs.-----per month
(in words) Rs------(in figures) per month, for running the
STD/FAX/PHOTOCOPY and LOCAL PHONE SERVICE at Dronagiri Rail Terminal as para 4
of Chapter- III and as per the terms of tender document/agreement at Dronagiri.
Service tax shall be paid extra as per applicable rate

Yours faithfully,

(Name & Seal of the tenderer)

ANNEXURES "B"
Agreement Format

An agreement made this ____ day of ____ of Two thousand and Ten between the Managing Director, CONTAINER CORPORATION OF INDIA, Registered Office at C-3, Mathura Road, Opposite Apollo Hospital, New Delhi – 110044 as an Administrator of the Container corporation of India Ltd (A Govt of India Undertaking) represented herein by the Chief General Manager, Western, Region, 5th floor, New Admin Building, Central Railway, D.N. Road Mumbai.(herein called the CONCOR) on the ONE PART and . _____carrying the business at_____ (herein called the agency which expression shall be deemed to include his/their respective heirs, executors, administrators, legal representative, successors and assignees) on the OTHER PART for the purpose of performing all the work of providing communication services at Dronagiri Rail Terminal.

Whereas the agency has agreed with the CONCOR to perform all the services set forth in the schedule hereto annexed, upon the conditions of contract, specified in the conditions of contract annexed.

In consideration of the payments to be made by CONCOR, the agency shall duly perform the said duties in the said schedule set forth and shall execute the same with great promptness, care and diligence in a workmen like manner to the satisfaction of CONCOR and will carry out the work in accordance with the conditions of contract with effect from _____ up to _____ and will observe, fulfill and honour all the conditions therein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth therein) and CONCOR hereby agrees that if the Agency observes and honours the said terms and conditions of contract CONCOR will pay or caused to be paid to the agency for the services on the completion thereof, the amount due in respect thereof at the rates specified in the Schedule hereto annexed.

IN WITNESS WHERE OF the said parties have here under set their hands the day and year first above written.

CONTRACOR

CHIEF GENERAL MANAGER