

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RFQ/095/IND 2021</b>	Date: 15 November 2021
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Subject: **Provision of Courier Services - Domestic and International for UN Agencies in India**

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of works as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Financial Offer Submission Form

Annex 4: Bidder Profile

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: \_\_\_\_\_

Name: Arun Arumughan

Title: Procurement Analyst

Date: 15 November 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p><b>December 01, 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>PLEASE NOTE: -</p> <ol style="list-style-type: none"> <li><u>Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere</u>, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address: Online UNDP E-tendering Portal</p> <ul style="list-style-type: none"> <li>File Format: PDF files only</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: 10 MB</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> ]</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/</a></p>

Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
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Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
Special Conditions of Contract	<input checked="" type="checkbox"/> N.A.

Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
	Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p>Preferred Currency of Bid : Indian Rupees (INR)</p> <p>Bids in other currency also allowed.</p> <p>Reference date for determining UN Operational Exchange Rate : Date of bid submission.</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFQ; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>

Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:  <input checked="" type="checkbox"/> <b>be exclusive of GST and other applicable indirect taxes</b></p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Duly Accomplished Supplier's Quotation Form as provided in Annex 2;</li> <li><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate;</li> <li><input checked="" type="checkbox"/> Quality Certificates (ISO etc.), if any;</li> <li><input checked="" type="checkbox"/> Copy of audited financial statements of last 3 years and copy of PAN card should be submitted;</li> <li><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267 / 1989 list, UN Procurement Division List of other UN Ineligibility List.</li> <li><input checked="" type="checkbox"/> Copy of 2 Purchase Orders in the last 36 months implemented in India with an amount above INR 200,000.</li> <li><input checked="" type="checkbox"/> Documents requested as per Annex-3 (Financial Offer) and Annex-4 (Bidder Profile).</li> </ul>
Quotation validity period	<p>Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p>Within 30 days upon UNDP's acceptance and receipt of invoice. (Please also refer to payment terms under Annex 1 – Schedule of Requirements).</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> 100% within 30 days of submission of following documentation to UNDP: i) Original Invoice; ii) signed delivery receipt.</p> <p>The contractor will submit monthly complete and high-quality MIS reports along with monthly bills.</p>

Contact Person for correspondence, notifications and clarifications	<p><b>E-mail address:</b> <a href="mailto:manikandan.srinivasan@undp.org">manikandan.srinivasan@undp.org</a></p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above (through e-tendering portal only). Otherwise, offer shall be disqualified.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated thru email/ Posted directly to eTendering portal.
Evaluation method	<input checked="" type="checkbox"/> <u>The LTA will be entered into with the top two lowest priced substantially compliant offer.</u>
Minimum Eligibility Criteria	<p>a) Legal registration of the Business, including for Tax purposes.</p> <p>b) The Organization should have a minimum average annual turnover of INR 20 Lakh in the last three years.</p> <p>c) Minimum 5 years of experience and corporate specialization in courier services.</p> <p>d) Minimum two (2) completed Purchase Orders for similar services executed in last 36 months implemented in India with an amount above INR 200,000.</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price.</p> <p><input checked="" type="checkbox"/> Full acceptance of LTA General Terms and Conditions.</p> <p><b>For Domestic Courier (Important)</b></p> <ul style="list-style-type: none"> <li>Options should be given for all cities by Air as well as by surface or other mode.</li> <li>Passport Courier across India.</li> <li>Online tracking system.</li> </ul> <p><b>For International Courier</b></p> <ul style="list-style-type: none"> <li>Import facilitation (Import Account Facility) service of picking up stuff like documents etc. from other countries</li> </ul> <p><u>Compliance on the following requirements</u></p> <p><input checked="" type="checkbox"/> Registration certificate (Certificate of Incorporation of the agency).</p> <p><input checked="" type="checkbox"/> Statement of satisfactory completion (Certificates) from the top two clients in terms of Contract value in similar field.</p>

Price Validity Minimum Quantity Levels	<p>Long term price agreement is a non-exclusive arrangement and UNDP has the right to procure the services from other vendors at its sole discretion and as the situation may warrant.</p> <p>The one-year price arrangement under bidding will not represent a contract nor oblige UNDP to spend any monies.</p> <p>The LTA to be established by UNDP is in accordance with its Financial Rules and Regulations and Procurement Policies and subject to review by its Contracts Committee. Any other UN Agency wishing to use the LTA should contact the Vendor to obtain confirmation of supply/ delivery of goods/services as needed. UNDP will neither be responsible for any deficiency of goods/ services by the Vendor nor be a party to any resulting disputes.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Long Term Agreement for maximum of two (2) years. The successful vendors shall sign a Long-Term Agreement with UNDP for a period of 1 (one) year initially, renewable thereafter for one more year upon satisfactory evaluation of performance.
Expected date for contract award.	January 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.</p>

## **ANNEX 1: TERMS OF REFERENCE**

### **“Provision of Domestic and International Courier Services”**

#### **I. Background**

The United Nations Development Programme (UNDP) India, wishes to enter into a Long-Term Agreements (LTA) for two (one + one) years with a Courier Service Provider for National and International Courier services. The LTA will be established by UNDP in accordance with its Financial Rules and Regulations and Procurement Policies and to be reviewed by its Contracts Committee. Moreover, other UN agencies listed below can use this LTA through separate contracts based on their requirements:

UNDP - United Nations Development Programme

UNICEF – United Nations Children's Fund

UNFPA – United Nations Populations Fund

UNHCR – United Nations High Commissioner for Refugees

UNODC – United Nations Office on Drugs and Crime

UNEP – United Nations Environment

UN Women – UN Women

UNDSS – United Nations Department of Safety and Security

UNIC – United Nations Information Centre for India and Bhutan

ILO – International Labour Organization

FAO Food and Agriculture Organization

WFP- World Food Programme

IFAD - International Fund for Agricultural Development

UNAIDS - Joint United Nations Programme on HIV/AIDS

UNIDO - United Nations Industrial Development Organization

Any other UN Agency

The LTA will be signed initially for a duration of one year extendable for one more year upon satisfactory evaluation of performance. The performance evaluation will be carried out at the end of the year by a focal group of all participating UN agencies.

Based on the services rendered by courier agency last year, the expected value of courier will be approximately US \$190,000 over a period of two years. This is just an estimated figure, and not guaranteed volume, and this should not be considered as promise to do the business with selected proposer. The figure is provided to reflect the volume of the business and scope of work.



## **II. Scope of work**

The bidder should be able to provide a daily pickup and delivery service at United Nation's New Delhi Offices and on call from its field offices situated across various cities across India at designated time and major cities across the globe.

The key items will include

- Regular documents and parcels;
- High value / attractive items (Mobile Phones, Computers, Laptop, Printers etc.);
- Bulk/heavy shipments.

In addition, when required, the bidder should provide additional pick-ups during weekdays, on weekends, holidays and after office hours.

The proof of delivery report must be submitted on a weekly basis.

Payments will be linked to proof of delivery (POD).

If any typo error is found by the bidder during/after pick-up, the error should be notified to the focal point of the respective UN agency immediately. The error should be rectified in consultation with the focal point by telephone or email and the courier should be subsequently dispatched.

The bidder should ensure that courier packets are picked up after verifying the addresses and whether the services of the bidder are available at the location. If courier packets are picked up by the bidder where the services are not available, it will be the responsibility of the bidder to ensure that the packets are delivered.

Bidder will submit monthly MIS reports along with the monthly bills.

Bidders should be willing to accept documents such as passport and other non-documents for couriering.

The services offered by the bidder will be extended at the same terms and conditions to UN staff members for personal letters/documents on direct cash payment basis. It may be noted that UN will not be liable for any personal transactions.

## **ANNEX 2: QUOTATION SUBMISSION FORM**

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/095/IND 2021	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**FINANCIAL OFFER SUBMISSION FORM**

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

**Bidders must complete this form and sign/stamp.**

The offered products comply with the Terms of Reference set forth in RFQ Annex 1.

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to provide the services listed below in conformity with the Terms of Reference of UNDP as per RFQ Reference No. RFQ-095-IND-2021.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ. Prices quoted below must be inclusive of all costs necessary to provide the required services.

The anticipated volumes of courier services as indicated above and total of Dox and Non-Dox will be considered for award of contract. The LTA will be awarded to the top two lowest technically responsive bidder as per the table below:

**Table 1 – Total of both Dox and Non-Dox**

Sr. No.	Type of services	Total Price (INR)
1	Part-I : Dox (Total from Table 2)	
2	Part-II (Non - Dox) (Laptop, Mobile and other electronic Item) (Total from Table 3)	
3	Part – III Passport Couriers (Passport and premium services up to 500gms.)	

**Table 2 – for documents (Dox)**

Will be calculated for a package of 1 Kg separately for all zones. This total then will be added to arrive at the final “total for all regions” of Dox for calculation purpose.

Sr. No.	Station	Price for 250 gms (A)	Addl 250 gms (B)	Addl 500 gms (C)	Total Value of a package of 1 kg (T = A+B+C)
1	Delhi/ NCR				
2	North India				
3	West South Centre				
4	North East				
<b>Total in (INR)</b>					

**Table 3 - (Non – Dox e.g. Laptop, Mobile and other electronic Item) –**

Will be calculated for a package of 10 Kg separately for all zones. This total then will be added to arrive at the final “total for all regions” of non-Dox for calculation purpose.

Sr. No.	Station	Price for (up to 1 Kg) (A)	Next 1 Kg (up to 10 Kg) (B)	Total value of 10 kg (A+(9XB))
1	Delhi/ NCR			
2	North India			
3	West South Centre			
4	North East			
Total for all regions in INR				
5.	Other Cost/Insurance etc. (will not be included in the financial evaluation)			

**Table 4 – for documents (Dox)**

- a. Will be calculated for a package of 1 Kg separately for all countries. This total then will be added to arrive at the final “total for all countries” of Dox for calculation purpose.

Sr. No.	Station	Price for 250 gms (A)	Addl 250 gms (B)	Addl 500 gms (C)	Total Value of a package of 1 kg (T = A+B+C)
1	All Countries covered (UN Member States *)				
2					
3					
4					
5					
Total in (INR)					

List of UN member states - <https://www.un.org/en/member-states/>

- a. Will be calculated for a package of 10 Kg separately for all countries. This total then will be added to arrive at the final “total for all countries” of non-Dox for calculation purpose.

Sr. No.	Station	Price for UPTO 1 Kg (A)	Next 1 Kg (upto 10 Kg) (B)	Total value of 10 kg (A+(9XB))
1	All Countries covered (UN Member States *)			
2				
3				
4				
Total for all countries in INR				
5.	Other Cost/Insurance etc. (will not be included in the financial evaluation)			

Special rates for bulk / heavy shipment to be specified.

UN prefers an all-inclusive charge in the above format.

UN should have the choice of insuring its consignments. However, the quotation above should not factor pricing for insurance coverage. The agency should provide information related to their preferred / contracted Insurance agency and also indicate the percentage of the insurance applicable to the invoice value declared for the shipment.

All commercial terms and conditions and restrictions and special charges for deliveries, if involved should be mentioned as part of the commercial offer.

The courier service provider should submit a detailed list of cities served as part of their submission.

The Courier service provider when selected, will provide the name of Focal Point for answering our queries regarding these services for smooth functioning.

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

Functional Title: \_\_\_\_\_

**Bidder Profile**

Proposals are sought from qualified bidders with at least 5 years demonstrated experience and a track record of providing courier services.

**Documents required with the submission:**

- a. Profile of the Bidder (including organogram).
- b. Description of bidder's overall experience in courier industry. Bidder should submit a detailed list of locations and cities served in each state in India and international destinations. Bidder should provide committed delivery time for various destinations.
- c. Description of the type of management information reports your company generates and tracking system. The service provider should provide a demonstrated documentary evidence of real time electronic track and trace facility. Quality and completeness of monthly MIS report (bidders should attach a format that they propose to implement).
- d. Written references in English language from 3 current clients representing similar scope, detailing the client's name, address, contact person and telephone number, contract duration dates), specific details about the services provided.
- e. Online Tracking System.
- f. Other documentation as deemed relevant by the Bidder, e.g. copy of ISO certification or alike.