

Issued to M/s. \_\_\_\_\_

Sl.No:
--------

NOT TRANSFERABLE

**Ref No: 29991/Admn/2022, dt.06.04.2022**

TAMIL NADU MEDICAL SERVICES CORPORATION LIMITED

(A Government of Tamilnadu undertaking)

(ISO 9001:2015 certified organization)

NO:417, PANTHEON ROAD,

EGMORE, CHENNAI 600 008.

Ph: 044 – 28190580, 28190259, Fax: 044 – 28190636

Website: [www.tnmsc.tn.gov.in](http://www.tnmsc.tn.gov.in) / [www.tnhealth.org](http://www.tnhealth.org)

E-Mail: [admo.tnmsc@tn.gov.in](mailto:admo.tnmsc@tn.gov.in) / [ospnd.tnmsc@tn.gov.in](mailto:ospnd.tnmsc@tn.gov.in)

**TENDER DOCUMENT FOR FIXING OF RATE CONTRACT  
FOR DOMESTIC COURIER / CARGO SERVICES  
TO TAMIL NADU MEDICAL SERVICES CORPORATION LIMITED  
FOR A PERIOD OF THREE YEARS (2022-2025)**

**LAST DATE FOR RECEIPT OF TENDER 22.04.2022 – 11.30 A.M.**

**TAMIL NADU MEDICAL SERVICES CORPORATION LIMITED**

(A Government of Tamilnadu undertaking)

(ISO 9001:2015 certified organization)

NO: 417, PANTHEON ROAD,  
EGMORE, CHENNAI - 600 008

Ph: 044 – 28190580, 28190259, Fax: 044 – 28190636

Website: [www.tnmsc.tn.gov.in](http://www.tnmsc.tn.gov.in) / [www.tnhealth.org](http://www.tnhealth.org)

E-Mail: [admo.tnmsc@tn.gov.in](mailto:admo.tnmsc@tn.gov.in)/[ospnd.tnmsc@tn.gov.in](mailto:ospnd.tnmsc@tn.gov.in)

**TENDER DOCUMENT FOR FIXING OF RATE CONTRACT  
FOR DOMESTIC COURIER / CARGO SERVICES  
TO TAMIL NADU MEDICAL SERVICES CORPORATION LIMITED  
FOR A PERIOD OF THREE YEARS (2022-2025)**

TENDER REFERENCE	:	29991/ADMN/2022, DT.06.04.2022
DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	:	08.04.2022
LAST DATE FOR SALE OF TENDER DOCUMENT	:	21.04.2022 UPTO 05.00 P.M.
LAST DATE AND TIME FOR RECEIPT OF TENDER	:	22.04.2022 UPTO 11.30 A.M.
TIME AND DATE OF OPENING OF TENDER	:	22.04.2022 AT 12.00 NOON
PLACE OF OPENING OF TENDER	:	TAMIL NADU MEDICAL SERVICES CORP. LTD., NO: 417, PANTHEON ROAD, EGMORE, CHENNAI – 600 008
ADDRESS FOR COMMUNICATION	:	TAMIL NADU MEDICAL SERVICES CORP. LTD., NO: 417, PANTHEON ROAD, EGMORE, CHENNAI – 600 008
COST OF THE TENDER DOCUMENT	:	Rs.2,290/-



## **TAMILNADU MEDICAL SERVICES CORPORATION LIMITED**

### ***TENDER FOR FIXING RATE CONTRACT FOR COURIER & CARGO SERVICES TO TAMILNADU MEDICAL SERVICES CORPORATION LTD FOR A PERIOD OF THREE YEARS.***

The TNMSC Ltd., a Govt. of Tamilnadu undertaking is involved in activities such as procurement, storage and distribution of all lifesaving medicines to about 11,500 medical institutions all over Tamilnadu through its network of 32 Drug warehouses located in the State of Tamilnadu. Apart from Drug logistics, TNMSC Ltd also operates various diagnostic services in the state of Tamilnadu.

The TNMSC Ltd invites sealed tender under two-cover system from reputed and experienced agencies of COURIER SERVICES to provide Courier of documents and medicines. The interested agencies are required to submit the technical and financial bids separately. The bids in Sealed Cover-A (Technical Bid) containing technical details including Undertakings and Sealed Cover- B (Financial bid) containing the rate offers. In the context of the tender, the following are the officials delegated.

**Tender Inviting Authority** - The General Manager (Drugs), Tamilnadu Medical Services Corporation Limited, No.417, Pantheon Road, Egmore, Chennai-600008, (hereinafter referred as **Tender Inviting Authority** unless the context otherwise requires).

**Tender Accepting Authority** - Tamilnadu Medical Services Corporation Limited (hereinafter referred as **TNMSC Ltd.**, unless the context otherwise requires).

#### **1. LAST DATE FOR RECEIPT OF TENDERS**

- a) Sealed Tenders in two separate covers {Technical bid (Cover "A")} and {Financial Bid (Cover "B")} will be received till **11.30 A.M** on **22.04.2022** by the Tender Inviting Authority, Tamilnadu Medical Services Corporation Limited (TNMSC Ltd.), No.417, Pantheon Road, Egmore, Chennai - 600008, for the tender for fixing Rate

contract for Courier & Cargo Services to TNSMC Ltd for a period of three years. The Name and address of the Firm / Company quoting the Tender should be clearly indicated in the outer cover as per the constitution of the Firm / Company particulars.

- b) The bid shall be valid for a period of 120 days from the date of opening of Cover-A (Technical Bid) and prior to the expiry of the bid validity, the Tender Inviting Authority may request the Tenderers to extend the bid validity for further period as deemed fit.

## **2. GENERAL CONDITIONS OF THE CONTRACT**

### **2 (1) SCOPE OF WORK**

The successful tenderer will have to provide courier and cargo services to TNMSC Ltd, its network of Warehouses/all diagnostic service centres of TNSMC Ltd by deploying their personnel to collect & deliver documents and parcels as per appropriate instructions issued by TNMSC Ltd apart from delivery of documents and parcels to various other destinations. The list of Drug warehouses and Diagnostic services centres of TNMSC Ltd are at Annexure-A from where daily collection and deliveries are mandatory (other than Public Holidays).

### **2 (2) ELIGIBILITY CRITERIA:**

- a) Only authorized agencies in the business of providing courier service with a minimum experience of 3 years need to apply.
- b) The tenderer (courier agency) should have their offices in all major cities of Tamilnadu to ensure uninterrupted collection and deliveries of documents/ parcels.
- c) The tenderer (courier agency) shall also have their offices or network of operations in all major cities in India to ensure timely delivery of documents/parcels to the destinations.
- d) Financial turnover for last 3 years, ending with March 2021 should be not less than Rs.50 Lakhs per annum.
- e) Bidders declared by Government of India to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices shall not be eligible to participate in the tender.

- f) Bidders should not have been blacklisted / terminated by any Government organization/agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per **Annexure-1**.
- g) Earnest Money Deposit (EMD) of Rs.50,000/- to be paid in the form of Demand Draft/Banker's Cheque favouring Managing Director, TNMSC Ltd shall be paid. EMD in the form of Bank Guarantee/Postal orders/Cheques shall not be accepted and thus render for disqualification.

## **2 (3) DOCUMENTS TO BE SUBMITTED IN COVER-A**

- i. The tenderers shall submit the following Registrations such
  - a) Registration with the various statutory bodies as necessary for carrying out the business.
  - b) Goods & Service Tax (GST) Registration certificate in the name of the tenderer.
  - c) Permanent Account Number (PAN) No.
- ii. Average Annual Turnover certificate/statement certified by Chartered Accountant along with Balance Sheets for last three financial years (i.e., 2018-19 to 2020-21) as per Annexure-4.
- iii. In addition, the tenderer (Courier Agency) is to possess SMS/website tracking system to track the consignment from collection to delivery.
- iv. Constitution details of the Tenderer (such as Proprietary/Partnership/ Private limited/Limited) along with documentary evidence such as Memorandum of association/ Partnership deed etc. and with details of the Name, Address, Telephone Number, Fax Number, e-mail address of the firm and of the Managing Director / Partners / Proprietor. Also the list of present Directors in the Board of the Company / Partners duly certified by a Company Secretary of the Company / Practicing Company Secretary / Chartered Accountant to be furnished
- v. The instruments such as power of attorney, resolution of board etc., authorizing an officer (employee) of the Tenderer should be enclosed with the tender duly signed by the Authorized signatory of the Company/Firm and such authorized officer /employee of the Tenderer should sign the tender documents.

- vi. Details of Authorized official to transact business with TNMSC Ltd such as for submission of tender, attending tender opening and to perform day to day activities with TNMSC Ltd as per Annexure-3.
- vii. Bank Mandate details as per **Annexure-6**
- viii. Details of number of branches in Tamilnadu and in India as per Annexure-5.
- ix. Checklist as per **Annexure-7**

## **2 (4) FINANCIAL BID COVER-B**

Cover B contains the Price Bid/Financial bid of the Tenderer.

- i. Price Bid should be typewritten and every correction and interlineations in the bid should be attested with full signature by the Tenderer, failing which it will be treated as ineligible. Corrections done with correction fluid should also be duly attested. Each page of the price bid should be duly signed by the Tenderer affixing the official seal.
- ii. In determining the lowest evaluated price, (the rate quoted per document/ parcel) the evaluation shall include Basic Price + GST.
- iii. The rate quoted in column of Annexure should be for a unit and for the given specification. The rates quoted in paisa are to be in 2 digits only. The Tenderer is not permitted to change/alter specification or unit given in the Annexure. Request for any changes in the rates quoted at later date will not be entertained by TNMSC Ltd., on any circumstance other than the Tax revision made by any Government. Tax portion should be mentioned in the form of percentage only (%).
- iv. The Tenderers shall submit duly signed Annexure- in a sealed cover Superscripted as **"FINANCIAL BID-COVER "B" – TENDER FOR FIXING RATE CONTRACT FOR COURIER & CARGO SERVICES TO TAMILNADU MEDICAL SERVICES CORPORATION LTD FOR A PERIOD OF THREE YEAR.** The "FINANCIAL BID-Cover-B" should also be addressed to the "TENDER INVITING AUTHORITY, TAMILNADU MEDICAL SERVICES CORPORATION LIMITED, NO.417, PANTHEON ROAD, EGMORE, CHENNAI – 600008".
- v. Two separate sealed covers {Technical bid (Cover "A") and Financial Bid (Cover "B")} shall be placed in a cover which shall be sealed and superscripted as **"TENDER FOR FIXING RATE CONTRACT FOR COURIER & CARGO SERVICES TO TAMILNADU MEDICAL SERVICES CORPORATION LTD FOR A PERIOD OF THREE YEAR, DUE ON 22.04.2022 AT 11.30 A.M** and addressed to the **TENDER**

**INVITING AUTHORITY, TAMILNADU MEDICAL SERVICES CORPORATION LIMITED, NO.417, PANTHEON ROAD, EGMORE, CHENNAI-8,** which shall be submitted within the date and time as indicated in clause No: 1.

- vi. If the last date for submission of Tender is declared as holiday in the state of Tamilnadu including local holiday if any, the tenders may be submitted on the next working day up to 11.30 A.M.

## **2 (5) OPENING OF COVER "A" AND COVER "B" OF TENDER**

- i. Only authorized official as indicated in Clause 2 (3) vi is entitled to be present at the time of opening of Technical Bid – Cover A of the tender submitted by them. No other persons will be permitted.
- ii. Tenderers, who are found eligible on satisfying the criteria for technical evaluation and inspection will only be invited and the authorized official as indicated in clause 2(3) vi alone will be allowed to be present at the time of opening of Price Bid – Cover "B" of the tender.

## **3. SPECIFIC CONDITIONS OF THE CONTRACT**

- 1) A complete set of tender documents may be purchased by any interested eligible agency from the office of Tender Inviting Authority between **08.04.2022 to 21.04.2022** on all working days either in person or by post by making an application in writing and upon payment of a non-refundable fee as indicated in the advertisement in the form of Demand draft drawn in favour of Tamil Nadu Medical Services Corporation Limited payable at Chennai. Tender Inviting Authority will not be responsible in any way for postal delay. Alternatively, the tender document can be downloaded from the websites **[www.tnmisc.tn.gov.in](http://www.tnmisc.tn.gov.in)** and **[www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)** at free of cost.
- 2) Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/rates should be filled in figures as well as words. Correction / Omission / Overwriting / Cutting should be dated and initialed. Being difference in words and figures, the rates which is least shall be taken for calculation.
- 3) Quotation should be given as per Annexure enclosed. Rates must be quoted for all categories and all groups. No column should be left blank.
- 4) Lowest tender will be decided based on the rates quoted and GST.

- 5) The tender should be signed at all places provided therein. Also all pages and corrections / alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authority person/ persons submitting the tender in token of his/their having acquainted themselves with the instructions to tenders, standard conditions, special conditions, financial bid, scope of work and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
- 6) The TNMSC Ltd reserves the right to reject any/all tenders without assigning any reason. Tenderers are advised to carefully note the instructions contained/ mentioned in the Tender form.
- 7) The Service Provider must report to the Administration Department of TNMSC Ltd on weekly basis for details of complaints/suggestions if any, with regard to services to be rendered.
- 8) Personnel engaged in services shall not take any item of TNSMC Ltd at its premises and all its offices without consent of the authorized official of TNMSC Ltd.
- 9) All the consignment in all our offices should be delivered within reasonable time, if not then submit reason. Transit Insurance covered items are to be taken with utmost care.
- 10) The employees / agents of the service provider shall never considered to enjoy any right to enter the premises of TNMSC Ltd/Warehouses/Diagnostic Services Centres by virtue of this agreement or otherwise at any time except with the prior permission of TNMSC Ltd.
- 11) The contractor will have no right to transfer or assign the contract or any rights there under to anyone.
- 12) The service provider shall be responsible for the conduct and behaviour of his employees. If any employee of the service provider is found misbehaving with staffs of TNMSC Ltd, the service provider shall take necessary and appropriate action immediately.
- 13) If the service provider commits any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued by TNMSC Ltd from time to time, it shall be open and lawful for TNMSC Ltd to terminate the agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the service provider and the service provider shall have no right to claim any compensation whatsoever on this account. The service provider shall be liable to



pay forthwith to TNMSC Ltd, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof.

- 14) In the event of any loss/damage being caused to TNMSC Ltd on account of the negligence of the service provider's employees the service provider will have to lodge FIR, claim insurance compensation & fulfil every formalities as deemed necessary in recovering the documents and making good the loss suffered by TNMSC Ltd. All the charges shall be borne by the service provider.
- 15) The service provider shall take proper instructions from TNMSC Ltd for the execution of the contract at the different places and will faithfully comply with the same during the course of the contract.
- 16) If the service provider commits breach of any covenant or any clause of this agreement, TNMSC Ltd may send a written notice to the service provider to rectify such breach within the time limit specified in such notice. In the event the service provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the service provider shall be liable to TNMSC Ltd for losses or damages on account of such breach.
- 17) Conditional tenders will not be accepted.

### **3 (1). LIQUIDATED DAMAGES/ PENALTY CLAUSE:**

- a) The timely and accurate delivery of the letters/articles/packets/documents/ parcels of medicine etc., with utmost promptness are the essence of this tender. Extensions of the time limit of the delivery beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, **penalty at the rate of 5% per day of the freight value for that consignment or part thereof, subject to maximum 25% of total Freight Value of delivery rate shall be imposed.** Quantum of liquidated damages assessed and levied by the TNMSC Ltd shall be final and not challengeable by the Agency.
- b) The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. TNMSC Ltd shall be at liberty to recover all the damages or any payable amount from the Service Provider/Courier Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.

- c) All the material shall be deemed to be in the possession of the Service provider/Courier Agency and in its care and custody, at its risk and responsibility from the moment they have been handed over to its representative at the collection point and till such time they are delivered to the addressees under proper acknowledgement. The Agency shall be responsible for any mishap, accident en-route, the consequences thereof including legal compensations, if any, and payable during the execution of the contract. TNMSC Ltd shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.
- d) Subject to clause for Force Majeure if the bidder fails to provide the service as agreed, TNMSC Ltd at its discretion may without prejudice to any other right or remedy available to TNMSC Ltd in the tender and the contract, forfeit the entire performance Security Deposit submitted by the Agency, apart from blacklisting of the agency for further participation in any of the tenders of TNMSC Ltd.

### **3 (2).EXECUTION OF AGREEMENT AND PERFORMANCE SECURITY:**

TNMSC Ltd intends to enter into an agreement with the successful bidder for a period of three years with a provision for further extension of not more than one year with the same terms and conditions at the sole willingness of the tenderer in cases of exigencies/need and at instances of not being able to finalize further tender at the discretion of TNMSC Ltd. The format of Agreement is at **Annexure**. The agreement of contract should be executed on Non Judicial Stamp Paper of Rs.100/- (One Hundred only).

The successful Bidder has to deposit Rs.**2,50,000/-** (Rupees **Two Lakhs Fifty Thousand** Only) towards performance security in the form of DD / Bankers Cheque drawn at any Nationalized Bank favouring "TNMSC Ltd" payable at Chennai. The Security Deposit shall be on hold with TNMSC Ltd for the entire contract period. The Security Deposit will be refunded without interest on expiry of the contract subject to adjustment of all outstanding dues etc.

### **3 (3) INDEMNITY**

The successful tenderer(Service Provider/Courier Agency) hereby covenants and agrees to indemnify and shall at all times keep indemnified TNMSC Ltd against

any loss or damage that TNMSC Ltd may sustain as a result of the failure or neglect of the agency to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Agency or its employees, agents, representatives and further to pay for all losses, damages, costs, charges and expenses which the TNMSC Ltd may reasonably incur or suffer and to indemnify and keep indemnified the TNMSC Ltd in all respects.

#### **4. PAYMENT TERMS**

The service provider has to submit their monthly GST invoice / bill in triplicate to TNMSC Ltd of India at the end of each calendar month on or before 7<sup>th</sup> of following month for the services rendered during the billing month along with proof of delivery. In any case no advance payment shall be made/entertained.

Proof of delivery (POD) is to be submitted within a month and on demand in specific cases, if required earlier and shall preserve the delivery records at least for the period of 12 months and shall be in position to produce the same and when demanded in case of any disputes.

Payment will be made by NEFT/RTGS only after deducting applicable TDS and any statutory Deductions as per law. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation.

#### **5. TERMINATION OF CONTRACT**

- a) TNMSC Ltd may terminate the contract without assigning any cause by giving three months' notice in writing. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by both the parties during the period of termination notice and the same must be satisfied before this agreement is terminated.
- b) The Service provider agency shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which it did not derive in consequences the full amount of the work not having been carried out, neither shall he have any

claim on compensation / damage for the loss suffered by reason of termination of agreement by TNMSC Ltd.

- c) TNMSC Ltd without prejudice to any other remedy, reserves the right to terminate the Tender/ contract in whole or in part and also to blacklist the Service provider agency for a suitable period without giving any notice or found guilty for breach of condition/s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. TNMSC Ltd's decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, TNMSC Ltd will have the right to put in place any other agency for carrying out the remaining enrolment work. Any extra expenditure shall also be recovered from the agency.
- d) If the Service provider agency withdraws or the services provided by the successful bidder are not found satisfactory during the period of contract from the date of taking over charge, TNMSC Ltd reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements

## **6. SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against the Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of the tender.

## **7. RESOLUTION OF DISPUTES**

The TNMSC Ltd., and the service provider agency shall make every effort to resolve, amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract.

In case of a dispute or difference arising between the TNMSC Ltd., and the service provider agency relating to any matter arising out of or connected with the agreement, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Chennai alone.

In case of discrepancy in payment provisions such as levy of Liquidated damages, short passing of bills etc., the same shall be represented to TNMSC Ltd., within **15 days** from the date of receipt of payment, failing which TNMSC Ltd., will not entertain any claim thereafter.

## **8. APPEAL**

This tender is governed by the provisions of Tamilnadu Transparency in Tenders Act 1998 and the Rules there under.

Any Service provider agency aggrieved by the order passed by the Tender Accepting Authority under section 10 of the said Act, may appeal to the Government within ten days from the date of receipt of order and the Government shall dispose the appeal within fifteen days from the date of receipt of such appeal.

No Appeal shall be preferred while the tender is in process and until tender is finalized and Notification of award is issued by the TNMSC Ltd.

## **9. JURISDICTION**

In the event of any dispute arising out of the tender such dispute would subject to the jurisdiction of the Civil Court within the city of Chennai only and official communicating language shall be Tamil (or) English, even if any dispute is raised in any other fora.

**TENDER INVITING AUTHORITY  
TNMSC Ltd.**

**UNDERTAKING**

**(In Rs. 20.00 Non-judicial Stamp paper)**

I, Thiru/Selvi/Tmt----- (name of the official) at the capacity of .....  
(designation) of M/s. .... (name of the tenderer) hereby  
confirm that we have not been blacklisted by any State/Central Government/Semi  
Government/Quasi Government departments for carrying out Courier and Cargo Services as on date  
of submission of Tender No:29991/Admn/2022 for Tamilnadu Medical Services Corporation Ltd,  
Chennai.

Signature with Official Seal

Name:

To be notarized.

**BID SECURITY DECLARATION**

I, Thiru/Selvi/Tmt----- (name of the official) at the capacity of .....  
(designation) of M/s. .... (name of the tenderer) hereby  
declare that if I/we withdraw or modify our bid during the validity of the tender, The Tamilnadu  
Medical Services Corporation Ltd, Chennai reserves its right to suspend/remove from list or to  
blacklist for specified period to participate in the tenders of Tamilnadu Medical Services  
Corporation Ltd, Chennai apart from forfeiture of Earnest Money Deposit paid for the tender No:  
29991/Admn/2022.

Signature with Official Seal

Name:

**AUTHORIZATION LETTER**

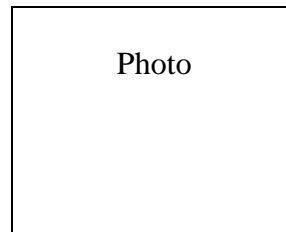
I, Thiru/Selvi/Tmt\_\_\_\_\_ (name of the official) at the capacity of  
..... (Designation) of M/s. ....  
(name of the tenderer) hereby confirm that Thiru/Selvi/Tmt. .... (Name)  
shall be the Authorized official to transact day to day activities pertaining to the tender Ref  
No:29991/Admn/2022 with TNMSC Ltd from submission of tender document until award of  
contract in the event of becoming successful tenderer. The specimen signature of Thiru/Selvi/Tmt.  
..... (Name) is attested below along with Photograph of the authorized  
official.

Signature with Official Seal

Name:

Signature of the authorized official:

Attested By:





**ANNUAL TURNOVER STATEMENT**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement is true and correct.

Sl. No.	Year	Turnover in Lakhs (Rs)
1.	2018 - 2019	-
2.	2019 - 2020	-
3.	2020 - 2021	-

Total - Rs. \_\_\_\_\_ Lakhs

Average turnover per annum - Rs. \_\_\_\_\_ Lakhs

Date:

Signature of Auditor/  
Chartered Accountant

Seal.

(Name in capital)

**ANNEXURE-5****DETAILS OF BRANCHES/ NETWORK OPERATORS**

S. No	Location	No. of Branches	Own Network	Hired Network
1	Tamilnadu			
2	Allover India (Excluding Tamilnadu)			

Signature with Official Seal

Name:

**MANDATE FORM**

01	Company Name	
02	Postal Address of the company with Telephone No., Fax No. and Mail I.D.	
03	Name of the Managing Director / Director / Manager  Mobile No. / Phone No.  E-mail I.D.	
04	Name and Designation of the authorized company official  Mobile No.  E-mail ID	

Date:

Signature with Official Seal

Place:

Name of the person signing &  
designation

01	Name of the Bank.  Branch Name& address.  Branch Code No.  Branch Manager Mobile No.  Branch Telephone no.  Branch E-mail ID	
02	9 digit MICR code number of the bank and branch appearing on the MICR cheque issued by the bank.	
03	IFSC code of the Branch	
04	Type of Account (Current / Savings).	
05	Account Number (as appear in cheque book)	

(In lieu of the bank certificate to be obtained, please attach the original cancelled cheque issued by your bank for verification of the above particulars).

Date:

Signature with Official Seal

Place:

Name of the person signing & designation

I /We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold M/s. Tamilnadu Medical Services Corporation Limited (TNMSC) responsible. I have read the conditions of the tender/agreement entered and agree to discharge the responsibility expected of me / from the company as a tenderer /successful tenderer.

Date:

Signature with Official Seal

Place:

Name of the person signing &  
designation

-----  
CERTIFIED THAT THE PARTICULARS FURNISHED ABOVE BY THE COMPANY ARE  
CORRECT AS PER OUR RECORDS.

Bank Seal with address.

Signature of the authorized  
Official of the bank.  
-----

**CHECK LIST**

**TENDER FOR FIXING RATE CONTRACT FOR COURIER & CARGO SERVICES TO  
TAMILNADU MEDICAL SERVICES CORPORATION LTD  
FOR A PERIOD OF THREE YEARS.**

NAME OF THE TENDERER

(IN BLOCK LETTERS):.....

<b>S. No</b>	<b>Information Sought</b>	<b>Information Provided (Y/N/E)</b>	<b>Pg. No</b>
1	Tender Document Fee (if applicable)		DD.No: Date. Bank: Amount:
2	Earnest money Deposit		DD.No: Date. Bank: Amount:
3	Undertaking in Non-judicial stamp paper for non-blacklisting/debarment by any agency as per Annexure-1		
3	Bid Security Declaration as per Annexure-2		
4	Details of the constitution of the Firm		
5	Instruments such a Power of Attorney/Board Resolution for authorized official to sign the tender.		
6	Authorization letter nominating an official for attending tender opening/perform day to day		

	activities with TNMSC Ltd as per Annexure-3		
7	Registration details of the Service Provider with appropriate authority.		
8	GST Registration Certificate along with GST filed details for last three months of financial year 2020-21.		
9	Permanent Account No.		
10	Average annual turnover statement certified by Chartered Accountant/ Auditor as per Annexure-4		
11	Copies of balance sheet for the last three financial years (i.e., 2018-19 to 2020-21).		
12	Details of Number of Branches (Tamilnadu/India) as per Annexure-5.		
	Bank Mandate details as per Annexure-6 (for RTGS/NEFT)		
13	Copy of tender document duly signed with official seal in all pages.		