

Our Ref : CL/Admn/24 (08-09)

10 Feb 2009

Subject: Quotations for Courier Services in CL.

Dear Sir(s),

Sealed quotations are invited from reputed courier service Agencies or from their local representatives in and around Sahibabad, Distt. Ghaziabad for our courier requirements as per the term and conditions enclosed as Annexure-I.

Quotation in sealed cover mentioned "Quotations for Courier Service" should reach the Director (Admn), BIS Central Laboratory, Sahibabad latest by 1500 hrs on 03-03-2009 along with Earnest Money of Rs.5,000.00 by DD in favour of Bureau of Indian Standards, payable at Sahibabad. Please quote specific charges for parcels. EMD of Rs.5,000/- will be refunded to the unsuccessful bidders.

The quotations shall be opened on 04-03-2009 at 1500 hrs in the presence of such tenderers or their duly authorized representatives of the tenderers. The successful tenderer will be informed by post the acceptance of their quotations.

Thanking you,

Yours

faithfully,
Encl: as above

(C.P. Puri)
Director

(Admn)

ANNEXURE-I

TERMS & CONDITIONS OF TENDER

- 1. Rates (both Surface and Air mode) quoted by courier agencies shall cover the following destinations:**
 - a) Delhi/NCR/Other regions**
 - b) The rates may be given on the basis of weight/volume of letters /parcels**
- 2. The courier service provider shall acknowledge the numbers of letters/parcels received in the dispatch register of our office DAILY.**
- 3. The courier agency should ensure that letters/parcels are delivered next day and maximum within two to three days of receipts thereof**
- 4. The courier should take utmost care to deliver letters, parcel containing samples, equipment accessories, cheques etc to be delivered at destination and obtain P.O.D. thereof duly acknowledge by the addressee. In case of any complaint of non-receipt of required materials thereof, the cost of materials shall be deducted from the payment due to the courier.**
- 5. No payment in respect of which P.O.D. has not been submitted to our office shall be made to courier.**
- 6. The contract shall be entered into initially for the period of one year with the provision of termination of contract by giving one month's notice from either side.**
- 7. Before submitting the bills for reimbursement the courier agency will have to submit all the proof of delivery receipts (P.O.D.) duly acknowledged by the addressee. The courier will have to enter the P.O.D number, weight and rates charged against each letter, parcels in our dispatch register against each letter/parcel without which no payment will be released. The payment will be released on monthly basis and no part payments will be released.**

- 8. Bureau reserves the rights to cancel/rescind/revoke the order and earnest money will be forfeited if any malpractice is observed during the contract period.**
- 9. Any dispute, controversy or claim arises out of this contract shall be subject to the jurisdiction of the court in Ghaziabad.**