



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

Address:SCO 335-336,
Sector 34-A,
Chandigarh-160022
Phones : 0172-2664750, 2604552
0172-2606083
E-Mail: ddgn@bis.org.in
web : <http://www.bis.org.in>

Sealed quotations are invited for awarding contract to provide Courier Service to our Northern Regional Office at 335-336, Sector 34A, Chandigarh and Northern Regional Office Laboratory, B-69, Industrial Focal Point, Phase VII, Mohali for a period of one year for transmitting documents/bulky documents/parcels/samples etc at the major destinations listed in enclosed Annexure and rest of states in India. You are requested to kindly quote your rates for the same.

TERMS AND CONDITIONS

The Courier Agency shall ensure that

- documents are lifted from NRO, Chandigarh and NROL, Mohali and delivered at their destinations,
- samples are safely handled and promptly delivered alongwith the accompanying documents,
- proof of delivery (POD) of the samples alongwith the accompanying documents shall be submitted to this office within seven working days of the lifting of samples.

It shall be the responsibility of the Courier Agency to promptly respond to BIS calls for :

- i) Receiving of Samples and Dak;
- ii) Tampering of samples and documents; and
- iii) Submission of POD immediately duly signed by the receiving person alongwith date with a rubber stamp affixed on.

Penalty shall be levied for :

- I) non-delivery of samples,
- II) delivery of samples beyond expiry period,
- III) delivery of samples in damaged conditions to the laboratories,
- IV) delayed or non- acceptance of samples by Courier Agency

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The extent of penalty shall be decided by BIS which shall be binding upon the empanelled courier agency.

The Bill alongwith copy of POD (with signature, date and rubber stamp of receiver), in duplicate shall be submitted by 7th of succeeding month positively and payment will be processed thereafter.

The Courier agency, empanelled for award of contract, shall be required to deposit security of Rs. 30,000.00 (refundable) in the shape of Demand Draft favouring **“Bureau of Indian Standards payable at Chandigarh”**, at the time of signing the agreement.

Bureau reserves the rights to accept or reject any or all the quotations without assigning any reason whatsoever.

LAST DATE OF SUBMISSION

The last date for submission of quotation is **17 Dec 2007 by 1600 hrs.** The quotation may be sent at the following address superscribing the envelope with “Quotation for Courier Services” under sealed cover to :

**“Deputy Director General,
Bureau of Indian Standards
Northern Regional Office,
SCO 335-336, Sector 34 A, Chandigarh”**

The envelope must accompany the followings:

1. Copy of Service Tax Registration Certificate;
2. List of Serviceable Centres;
3. List of departments, to whom courier services are being provided; and
4. PAN Number

ANNEXURE

Sl. no.	Destinations	RATE		
		Upto 250 gms	251 - 500 gms	501 gm to 1 kg
1.	Delhi			
2.	Sahibabad			
3.	Kanpur			
4.	Lucknow			
5.	Faridabad			
6.	Parwanoo			
7.	Chandigarh			
8.	Mohali			
9.	Panchkula			
10.	Mumbai			
11.	Chennai			
12.	Kolkata			
13.	Ahmedabad			
14.	Bangalore			
15.	Other parts of Punjab			
16.	Other parts of Haryana			
17.	Other parts of Himachal			
18.	Other parts of U.P.			
19.	Rest of India			
RATES FOR CARGO SERVICE (per kg)				
1.	Delhi/Punjab/Haryana			
2.	Sahibabad/Kanpur/Parwanoo/Faridabad			
3.	Mumbai/Chennai/Bangalore/Kolkata			
4.	Rest of India			
RATES FOR AIR CARGO (per kg)				
1.	Mumbai/Chennai/Bangalore/Kolkata			
2.	Rest of India			

