

Our Ref: NRO/ADMN/1:77

10 July 2006

Subject: **Quotation Document for appointment of Agency
for providing courier services**

As per list enclosed

Dear Sir/Madam,

Sealed quotations are invited for appointment of Agency for providing services of courier.

Quotation document is enclosed, indicating all necessary terms and conditions. This may carefully be read before submitting the quotation. You are requested to kindly quote your lowest rates in the enclosed Annexure.

Last date for submission of the sealed quotation is **31 July 2006 by 1600 hrs.**

Thanking you,

Yours faithfully,

(Sukhdev Singh)
Section Officer

Encl: as above.

**BUREAU OF INDIAN STANDARDS
NORTHERN REGIONAL OFFICE, CHANDIGARH
ADMINISTRATION DEPARTMENT**

Quotations are invited in sealed cover 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 Area, Phase VII, Mohali for a period upto 30 Sept 2007 for transmitting documents/bulky documents/parcels/samples etc at the destinations listed in enclosed Annexure. You are requested to kindly quote your lowest rates for the same.

TERMS AND CONDITIONS

The Courier shall ensure that

- documents are lifted from NRO, Chandigarh and NROL, Mohali and delivered at their destinations,
- samples/parcels are lifted from NRO, Chandigarh and NROL, Mohali; and Factories at Himachal/Haryana/Punjab/Chandigarha and delivered by fast means at BIS laboratories/BIS approved laboratories (list of BIS approved laboratories can be obtained from BIS),
- samples are safely handled and promptly delivered alongwith the accompanying documentation,
- proof of delivery (POD) of the samples alongwith the accompanying documentation shall be submitted to this office within 3 working days of the lifting of samples.

It shall be responsibility of the Courier to promptly respond to BIS calls, non-tampering of samples and documentation and also submission of POD duly signed by the receiving person(s) and/or rubber stamp got affixed on the same.

Penalty shall be levied for non-delivery of samples, delivery of samples beyond expiry period, delayed delivery of samples, delivery of samples in damaged conditions to the laboratories, delayed or non-acceptance of samples which shall depend on the seriousness of the lapse. The extent of penalty shall be decided by BIS which shall be binding upon the empanelled courier.

100% payment will be processed and made after the submission of bill alongwith the copy of POD, in duplicate at the end of each month.

List of departments, to whom courier services are being provided, shall be furnished alongwith quotation document.

The Courier agency, empanelled for awarding the 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.

LAST DATE OF SUBMISSION

The last date for submission of quotation is **31 July 2006 by 1600 hrs.** The quotation may be sent at the following address superscribing the envelope with "Quotation for Courier Services" to along with

1. Copy of Service Tax Registration Certificate; and
2. List of Serviceable Centres.

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

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.	Nalagarh			
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/Lucknow/Nalagarh			
3.	Mumbai/Chennai/Bangalore/Kolkata			
4.	Rest of India			
RATES FOR AIR CARGO (per kg)				
1.	Mumbai/Chennai/Bangalore/Kolkata			
2.	Rest of India			

