

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

Sealed quotations are invited from reputed Courier agencies for awarding contract by this office to provide Courier Service to our Northern Regional Office (NRO) at 335-336, Sector 34-A, Chandigarh and Northern Regional Office Laboratory (NROL), B-69, Industrial Area, Phase VII, Mohali, initially for a period of one year which can be further extended based on the satisfactory performance 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 on the following terms and conditions: -

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 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 the responsibility of the Courier Agency 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 on your part. 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.

LAST DATE OF SUBMISSION

The last date for submission of quotation is **03 Oct 2011 by 1600 hrs**. The quotation may be sent at the following address superscribing on the envelope with "Quotation for Courier Services" along with

1. Copy of Service Tax Registration Certificate; and
2. List of parties where you are providing courier services.

**"Sc'E' & Incharge (Administration),
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	Above 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) for Samples/Bulky items					
1.	Delhi/Punjab/Mariana/Himachal Pradesh				
2.	Sahibabad/Kanpur/Lucknow				
3.	Mumbai/Chennai/Bangalore/Kolkata				
4.	Rest of India				
RATES FOR AIR CARGO (per kg) for Samples/Bulky items					
1.	Mumbai/Chennai/Bangalore/Kolkata				
2.	Rest of India				