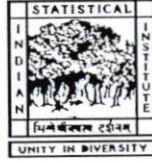


INDIAN STATISTICAL INSTITUTE
DELHI CENTRE

Phone : 91-11-41493980
Fax : 91-11-41493981
: 91-11-26961384
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7, S. J. S. SANSANWAL MARG
Opposite : Katwaria Sarai Bus Stop
(Near Qutab Hotel) New Delhi –
110 016 (India)

TENDER/QUOTATION NOTICE

Sealed quotations (as per the Proforma) are invited from the reputed and registered courier service provider for empanelment of Indian Statistical Institute, Delhi Centre for the period of one year starting from 01.04.2016 to 31.03.2017 for effecting despatch of consignments of letters/ documents/ parcels etc., to various destinations within India and Abroad (Domestic & International) by our institute. Please also quote rates for fast courier services and fuel charges.

Note : Quotation must be submitted in the given proforma, otherwise the same will be rejected. The quotations are to be made on the letter head of the firm/ company duly signed & sealed by the Competent Authority and submitted to: Officer-on-Special Duty (A&F), Indian Statistical Institute, Delhi Centre, 7 SJS Sansanwal Marg, Opp. Katwarai Sarai Bus Stop, New Delhi – 110016, India, Tel + 91 11 41493980-996. The Sealed Quotation/Tender must be submitted on or before 28 March, 2016 (15.00 Hrs.)

Terms and Conditions :

1. During the validity of contract, no upward revision in the rates will be admissible and no request in this regard shall be considered.
2. The agency should have on-line tracking facility.
3. In case of loss of any letter, packet, etc. our institute will have the right to impose penalty.
4. Firm or his authorized representative will collect the DAK from Despatch Section, Admn. Block all working days at 4.00 pm. In case any urgent letter required to be delivered, Incharge Diary & Despatch Section will have the right to call the firm for the purpose, without any extra charges.
5. The contractor should be registered for claiming VAT and Service Tax and have a valid TIN number.
6. The courier agent will submit the PODs from the addressee along with date.
7. If the addressee is not available at his address or refuse to accept the letter, the agency will return the letter to the institute within a week time.
8. As regards payments of bills, the relevant bills will be prepared once in a month and must be submitted to our office on or before 10th day of every every month alongwith POD details and rates.

Place : New Delhi
Dated : 17 March, 2016

Kamraj Adw
17/3/2016
(OSD, Delhi Centre)
Indian Statistical Institute

Proforma For Quotation

Services	WEIGHT & CHARGES							
	Rates for 0-250 Gms		Rates for 251-500 Gms		Rates for 501- 1000 gms		Rates for Additional 500 Gms	
	Normal Service	Fast courier Service	Normal Service	Fast courier Service	Normal Service	Fast courier Service	Normal Service	Fast courier Service
Local within Delh								
NCR- Noida, Gurgaon & Faridabad								
Outside Delhi (Within India)								
International								

Fuel Charge : -

Service Tax : -

* Rates for Courier Service to International Destinations should also be enclosed along with this proforma.