

No./Courier AMC/2018

November 14, 2018

Sub:- Quotations for Courier Services

Dear Sir/Madam,

The Tata Institute of Social Sciences is a Deemed University U/3 of UGC Act, 1956. This Institute avails Courier services for the faculty and Staff. We are inviting quotations from various Companies/ Courier Organizations, and believe that you are one of them and registered for business. We therefore, request you to send your quotation/tender for the intracity, Domestic as well as International Courier services with price list, for the period of One year (**1 December 2018 to 30 November 2019**)

Your quotation should have supporting papers like the clientele list of satisfied Companies you are dealing at present, number of years of experience in courier service with them and contact person with their telephone numbers. Also attach a list of destination of service offered, collection centers etc.

The quotation should be sent in a sealed envelope on or before 15.00 p.m. On **29 November 2018**, addressed to the Registrar, Tata Institute of Social Sciences, Sion – Trombay Road, PO. Box No. 8313, Deonar, Mumbai 400 88, superscribing the envelope 'Quotation for courier service'. (Tender form is enclosed herewith)

Thanking You,

Yours faithfully,



R. K. Gamre
Section Officer (Allied Services)



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NOTICE INVITING TENDER

Sealed Quotations are invited from Mumbai based bonafide, competent and experienced courier agencies of good repute, credentials, and sound financial standing for providing courier service from **1 December 2018 to 30 November 2019** in Tata Institute of Social Sciences, Deonar Mumbai.

Technical Requirements

1. Only authorized agencies in the business of providing courier services with minimum experience of 10 years in the services are permitted.
2. Average annual turnover from similar works of last 3 years should be greater than or equal to Rs.10.00 lakhs.
3. **AN EMD of Rs.5000/- (Rupees Five Thousand only)** in the form of demand draft/pay order/banker's cheque in favour of Tata Institute of Social Sciences payable at Mumbai is to be submitted. Security Deposit: successful bidder will have to deposit a security deposit of Rs. 10,000/- in favour of Tata Institute of Social Sciences payable at Mumbai.

The Contractor should have to Submit the following documents duly attested along with quotation:

1. Income Tax returns for the last 3 years along with copy of PAN Card.
2. Audited Balance Sheet for the last three years.
3. A list of similar works executed during the last three years along-with their proof (e.g. Client Certificate) and contracts in hand.
4. Proof of legal entity.
5. **GST registration certificate.**

(i) Tender form and Tender documents describing the eligibility criteria, scope of work/services and terms & Condition' for the

contract are enclosed. Kindly enclose payment of a non-refundable fee of Rs. 500/- (Rupees Five Hundred Only) through DD/ Bankers Cheque Drawn in favor of Tata Institute of Social Sciences, payable at Mumbai along with Tender as application fee.

(ii) Duly signed/filled up tender form may be submitted latest by 15.00 hrs. in sealed cover on or before **29 November 2018.**

(iii) The tender will be opened at 16.00 hrs. on **29 November 2018.**

The Agency should also have competence, infrastructure and expertise to provide the said service. The Agency should have adequate financial and technical competence and should be able to carryout the work.

1. The submissions received after the Stipulated time and date shall not be entertained and will be rejected.
2. Tata Institute of Social Sciences takes no responsibility for delay, loss or non-receipt of the quotation document sent by post/courier.
3. The Tata Institute of Social Science reserves the right to reject any or all quotations without assigning any reason whatsoever.
4. The Tata Institute of Social Sciences also does not bind itself to accept the lowest rate.
5. Telex/Fax/E-mail offers will not be accepted.


Deputy Registrar
(Personnel and Administration)

Encl: Tender Form



Terms and Conditions:

1. Supply of POD (Proof of Delivery) or Tracking information.
2. Payment bill should be in proper format including individual **GST of each entry / Letter.**
3. Payment will be made within one month from the receipt of the bill.
4. Daily pick up between 4pm and 5 pm.
5. In case of emergency, arrangement should be made to pick up consignment whenever required.
6. Intracity delivery should be made within 24 hrs. Information must be given immediately if the delivery is not made by any reason, what so over.
7. In Domestic main cities delivery should be done very next day and in remote places within 48 hrs.
8. If services are not available in some of the region the document should be returned immediately without return charges.
9. International courier to be sent by DHL, Fedex or any other reliable agencies.
10. No direct deal with student / staff be done without our instruction or call.
11. In case of any dispute, the decision of Registrar, TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI will be final.

Date:

(Signature with Rubber Stamp of
the Courier Agency)

Place:

Sub: Tender Courier Service

Sr. No.	Area/Destination	Weight	Rate	Every additional weight of	Rate
1	Intracity-BMC (Including Kalyan, Dombivali, Thane Dist.)	0-250 gms.		250 gms.	
2	Domestic	0-250 gms.		250 gms.	
3	International	0-250 gms.		250 gms.	

Date:

(Signature with Rubber Stamp of
the Courier Agency)