

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110002

Phone:23230059, 23231097, 23232429, 23232435, 23233390

Website:www.aiu.ac.in Fax:011-23232131

Common to all

SUBJECT: TENDER TO CALL QUOTATION

Tender No.: Admn/2023-24

Dated:

1 Name of the Agency:.....

2 Address with telephone No:.....
.....

3 Earnest Money Deposit (EMD):

(to be deposited along with tender
Document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 TAN/ PAN No.:

5 GST No.:

6 Registration No., if any:

Seal & Signature of the tenderer

Date:

***Separate Demand Drafts are required for each of the 4 categories.**

IMPORTANT INFORMATION RELATED TO TENDER

| | | |
|----|--------------------------|--|
| 1. | Purpose of RFP | Courier Services |
| 2. | Date of Issue | 10 May, 2023 |
| 3. | Security Money Deposit | Rs.20,000/- |
| 4. | Last Date for submission | 24 May, 2023 |
| 5. | Bid validity | 90 days |
| 6. | Address for submission | The Joint Secretary (General Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002 |
| 7. | Date of opening of Bid | Shortlisted service provider shall be notified in writing or through mail/mobile |
| 8. | Contact for any queries | 011-23232305 Extn.233 E-mail:administration@aiu.ac.in |

SUBJECT: QUOTATIONS FOR ENGAGING COURIER AGENCY

Dear Sir/Madam,

The Association of Indian Universities (AIU), an apex body of Universities and Institutes of Higher Education in India, invites rates from courier agencies of Delhi Region for delivery of mail within India.

Terms & Conditions:

- i) Rates should be quoted in the prescribed performa enclosed, exclusive of taxes.
- ii) Taxes, other charges, if any, should be mentioned separately.
- iii) Contract shall be valid for a period one year with effect from the date of commencement.
- iv) Extension of contract at approved rates shall be granted with mutual consent.
- v) The Association reserves the right to accept/reject any or all quotations without assigning any reason.
- vi) 50% POD's or Delivery Run Report should be provided along with the Bills to AIU.
- vii) The supplier should also submit the audited accounts of Annual turn-over for the last three years. The annual turnover should be at least 50 Lacks.
- viii) The quotations in a sealed cover superscribed "**Quotation For providing Courier Services**" should be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, **latest by May 24, 2023 upto 5.00 p.m.**
- ix) A photocopy of the PAN/TIN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN/TIN Card of the firm shall be summarily rejected.**
- x) The Tenderer should not have been blacklisted by any Govt., Semi-Govt., Dept. or any other organization; and
- xi) Bids should be accompanied with a **Demand Draft/ Bankers Cheque** favouring "**Association of Indian Universities**" payable at New Delhi for ***Rs.20,000/- (Rupees Twenty Thousand only)** as **Earnest Money**, which will be retained by this Association till the contract remains in force. The Earnest Money of the unsuccessful bidders will be refunded within 15 days of selection of successful bidder.;


(Dr. Alok K. Mishra)
Joint Secretary (General Admn.)

*No interest will be paid in this earnest money.

Association of Indian Universities

Performa for quoting Courier Services rates.

| Weight of mail | Domestic Rates | | | |
|--------------------------------------|----------------|-----|-------------|---------------|
| | Delhi | NCR | North India | Rest of India |
| i) Up to 250 gm. | | | | |
| ii) Up to 500 gm. | | | | |
| iii) Up to 750 gm. | | | | |
| iv) Up to 1000 gm. | | | | |
| v) Above 1 Kg. extra charges per Kg. | | | | |

SELF DECLARATION
(Regarding Blacklisting)

To,

**THE JOINT SECRETARY (GENERAL ADMN.),
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,
(KOTLA MARG) NEW DELHI-110002**

Ref.: Tender for providing Courier Service in the AIU, New Delhi

Dear Sir,

Apropos to the Tender for Selection of providing Courier Service to the AIU, I/we hereby declare that presently our Company/ Firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature _____

Name _____

Seal of the Organization _____

Date:

Place: