

Association of Indian Universities

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

No.Admn/Courier/17-18
February 27, 2018

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 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) 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 12 March, 2018 upto 5.00 p.m.
- vii) 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.**
- viii) 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.

Yours faithfully,



(Saripson David)
Joint Secretary-(Administration)
Tele. No. 23230059

* No interest will be paid on 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.				
i) Up to 500 gm.				
i) Up to 750 gm.				
i) Up to 1000 gm.				
i) Above 1 Kg. extra charges per Kg.				

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Phone:23230059, 23231097, 23232429, 23232435, 23233390

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

Common to all

Cost of the Tender Document:
Rs.100/- (Rupees One Hundred Only)

SUBJECT: TENDER TO CALL QUOTATION

Tender No.: Admn/2018-19

Dated:01.03.2018

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 Cost of 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 Draft is required for each of the eight categories.