

# **Notice Inviting Tender**

**For**

**EMPANELMENT OF FIRMS FOR  
PROVIDING COURIER SERVICES  
AT ASSOCIATION OF INDIAN UNIVERSITIES**

**Tender Publishing Date: 15.09.2025  
Last Date of Submission: 06.10.2025 before 3 pm**

**Association of Indian Universities  
AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi -  
110002**

Association of Indian Universities (AIU) is an apex Inter-University Organization established to bring all higher educational institutions in India on a common platform to pursue and promote the interest of Indian Higher Education

AIU invites tenders in two-bid systems (Pre-qualification cum Technical Bid and Price Bid separately) from reputed firms/establishments in Delhi having adequate experience in the field of providing courier services on a contract basis.

AIU reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

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## REQUEST FOR PROPOSAL

AIU invites offers from established, reputed courier agencies for “Empanelment of Firm for providing Courier Services”.

Please visit our website [www.aiu.ac.in](http://www.aiu.ac.in) for details.

Tender Publishing Date and Time	15.09.2025	03:00 PM
Last Date & time for Submission of Bids	06.10.2025	03:00 PM
Bid opening date	06.10.2025	03:30 PM
Earnest Money Deposit (Bid Security)	Rs.20,000/- in the form of Demand Draft in favour of Association of Indian Universities, payable at Delhi.	

AIU reserves the right to change the dates, and timings mentioned above, which will be communicated by placing the same as corrigendum on the AIU's website. The bidders should check the same before submission of proposal for the corrigendum, if any.

### **ELIGIBILITY CRITERIA**

1. The Bidder/Tenderer should have an office at New Delhi. Attach a photocopy of proof.
2. The Bidder/Tenderer should have a proper established office premises having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient courier services. Tenders received from Firms/establishments operating from residential premises and not having proper established office premises having necessary infrastructure and manpower on its rolls shall be rejected.
3. The Bidder/Tenderer should have a minimum experience of five years in the field of providing courier services.
4. The Bidder/Tenderer should have a valid PAN Number issued by Income Tax Authority. Attach photo-copy of PAN Card.
5. The Tenderer/Bidder should be registered with Goods & Service Tax Authority and should have a valid GST Number issued by Statutory Authority and should be ready to issue GST Compliant Bills/Invoices for release of payment. Attach self-attested photo-copy of GST Registration with GST number.
6. The Bidder/Tenderer should have rendered satisfactory courier services to at least two Educational Institutions during the last three financial years. Attach Certificate of Experience and providing satisfactory Courier Services from concerned Institutions.
7. The Bidder/Tenderer should have a Online Developed Software available on its Official Website so as to enable to track the status, date and time of delivery of each consignment handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.

8. The Bidder/Tenderer should furnish a List of Clients to whom satisfactory courier services are given by them during the last three financial years. Attach Certificates from concerned Clients/Companies. Attach list of present and past clients as per **Annexure III**.
9. The Bidder/Tenderer should have minimum average annual turn-over of Rs. 20 Lacs and should have earned profit during the last three financial years. Attach Certificate from Chartered Accountant in this regard as per the format given in **Annexure IV**.
10. AIU will debar Bidders/Tenderers having relatives working in AIU from tendering in any capacity. A Non-relationship Certificate is required to be submitted as per **Annexure II** of the Tender Document.
11. The Bidder/Tenderer will have to submit "Acceptance Letter" on its Letter Head as per specimen given in **Annexure V**.
12. The Tenders from Individual / Firm / Organization including its Partners / Shareholders/ Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in **Annexure VI** is required to be submitted along with Technical Bid.
13. The tenders (directly or indirectly) from any firm/establishment whose services have not been found satisfactory by AIU earlier shall not be entertained.

## **TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDDERS**

1. The Tenders/Bids shall be valid for a period of at least two months from the date of opening of “Technical Bid” of the Bidders/Tenderers.
2. The Tenders are invited on “Two Bid System” i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
3. Both the sealed envelopes i.e. Envelope No. 1 “Technical Bid” and Envelope No. 2 “Financial Bid” should be kept in a big Envelope No. 3. This sealed envelope superscribed as **“TENDER FOR EMPANELMENT OF FIRMS FOR PROVIDING COURIER SERVICES”** and should be sent to the Under Secretary (General Administration) at below mentioned address on or before the last date of bid submission:

**Under Secretary (General Administration)  
Association of Indian Universities  
AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg)  
Opposite National Bal Bhawan, New Delhi - 110025**

4. The Tenderer/Bidder has to submit Earnest Money of Rs. 20,000/- through Demand Draft only (payment through cheque or any other mode is not acceptable) in favour of “Association of Indian Universities” payable at New Delhi along with the Technical Bid. Tenders without the Earnest Money Deposit will be deemed rejected.
5. No Interest shall be paid on Earnest Money Deposit (EMD).
6. Firms/Agencies producing valid documentary evidence issued by a Competent Government Authority granting exemption from submission of EMD may be considered for such exemption.
7. The Earnest Money shall be forfeited if the Tenderer withdraws his Tender during the period of Tender Validity. The Earnest Money will also be forfeited if, in the case of the successful Tenderer, the Tenderer fails to comply with all the terms and conditions of the Tender Document.
8. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, **Annexures I to VI** and other necessary documents are required to be attached with the “Technical Bid” to be eligible for opening of “Financial Bid” as these documents will help in evaluating the Technical Bid of the Tenderer.
9. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.
10. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The AIU will not accept any responsibility for the tenders lost in transit or delivered elsewhere and as such the tenders lost in transit or delivered elsewhere will not be considered and treated as rejected.
11. At first instance only “Technical Bid” will be opened by the committee. The Technical Bids will then be evaluated on the basis of documents/information furnished and eligibility criteria.

12. The Tenderer/Bidder who will qualify in the "Technical Bid" will only be eligible for opening of their "Financial Bid".
13. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
14. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.
15. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Law. Such action will result in the rejection of bid, in addition to other punitive measures.
16. Tenders/Bids must be received by/submitted to AIU by the date and time stipulated in the Notice Inviting Tender. The AIU may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the AIU and the Tenderer/Bidder will be the same. The information thereof will be available on the AIU Website only. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
17. The Contract with the Bidder/Tenderer can be cancelled by the AIU by giving one month's notice in writing without assigning any reason, whatsoever.
18. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months' notice in writing to the AIU, otherwise the Security Deposit / Performance Security lying with the AIU will be forfeited and not refunded.
19. The Bidder/Tenderer is required to sign an Agreement with AIU containing various terms and conditions.

## **SCOPE OF SERVICES AND PAYMENT TERMS AND CONDITIONS**

1. The Bidder/Tenderer is required to provide the courier services for initial period of one year. However, the contract for providing courier services can be renewed thereafter on year-on-year subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
2. The Bidder/Tenderer will arrange to collect courier letters/packages daily i.e. at 4.30 PM on every working day.
3. The Bidder/Tenderer is required to submit PODs of the letters as proof of delivery of letter/package within seven days from the date of collection of letter/package to the AIU for record/verification. In the event of non-submission of PODs for the courier/packages sent, no payment will be made to the Bidder/Tenderer.
4. That in case the Bidder/Tenderer: -
  - a. Manipulates the delivery particulars.
  - b. Damages the consignments.
  - c. Mis-handles the consignments, which result in loss in full or any part/item of the consignments.
  - d. Submits wrong bills.
  - e. Submits unreliable delivery status report or which is found to be incorrect.
  - f. Picks up a consignment and then returns it on the plea that the address is outside the area of operations of the First Party; then AIU shall impose a panel charge of Rs. 2000/- (Rupees Two Thousand Only) per consignment or the amount of consequential loss suffered by the Second Party, whichever is more.
5. The Bidder/Tenderer will submit monthly bills for the letters/packages received from them for courier along with PODs for verification and certification of amount payable as per approved rates. The bills duly verified, certified, stamped, and indicating the amount payable as per approved rates.
6. The payment of bills received shall be released within 30 working days from the date of receipt of bills.
7. The Bidder/Tenderer is required to deposit Goods and Services Tax and any other tax with the respective authorities and keep a record of the same.
8. The Bidder/Tenderer should have Online Developed Software available on its Official Website so as to enable the AIU to track status, date and time of delivery of each consignment handed over for delivery to the Bidder/Tenderer.
9. The Bidder/Tenderer on empanelment by AIU is/are required to keep a deposit of an amount of Rs. 20,000/- (Rupees Twenty Thousand Only) as Performance Security with AIU. This deposit will remain with the AIU during the contract and no interest shall be paid on this amount.
10. The Bidder/Tenderer is required to sign an Agreement containing detailed terms and condition, in case the Bidder/Tenderer fails to deliver the courier within the specified time.

### **TECHNICAL BID**

The Bidder is requested to furnish the following information.

S.No	Description	Particulars
1.	Name of the Firm / Establishment.	
2.	Registered Address of the Firm / Establishment.	
3.	Year of Establishment	
4.	Whether the Firm / Establishment is proprietorship / partnership / Pvt. Ltd. Or Public Limited Company. Attach self attested copy of document with Registration No.	
5.	(A) Name of the authorized contact person. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	
6.	PAN Number of the Firm / Establishment. Attach Self-attested photocopy of the PAN Card.	
7.	Goods and Service Tax Number of the Firm / Establishment. Attach Self attested photo-copy of the GST Registration Number.	
8.	Office Website Address of the Bidder/Tenderer where On-Line Tracking of Status of delivery, delivery time and date can be checked.	
9.	Experience in the field of providing courier service on Contract Basis. Attach Certificate of Experience and Satisfactory Completion of work awarded from Govt. Establishments / PSU / Companies.	
10.	Bank Account Details of the Firm a) Bank Account No. b) Bank Name and Address c) IFSC Code d) MICR Code e) Attach photo-copy of cancelled cheque.	
11.	List of existing Clients along with proof which should include at least two Govt. Establishments / PSU / Companies during the last three financial years. Attach Certificate from clients / organizations.	
12.	The Tenderer should have minimum average annual turnover of Rs. 20 Lacs for the last three financial years. Attach Certificate from Chartered Accountant in this regard.	

13.	Enclose Demand Draft only of Rs. 20,000/- as "Earnest Money Deposit".	DD No.: Date of DD: DD Amount: Bank Name
<p>SIGNATURE WITH STAMP: NAME OF FIRM: NAME OF AUTHORISED PERSON: CONTACT NUMBER: E-mail ID: DATE:</p>		

**CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID**

S.No	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1.	Earnest Money Deposit (E.M.D.) of Rs. 20,000/- (Rupees Twenty thousand Only) in the form of Demand Draft only in favour of "Association of Indian Universities" payable at New Delhi.		
2.	Proof of the Tenderer/Bidder being based in New Delhi. Attach self-attested copy of proof.		
3.	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
4.	Tenderer/Bidder self-attested copy of Goods and Service Tax Registration along with Goods and Service Tax Registration Number.		
5.	Copies of Experience Certificate of minimum 05 (five) years in the field providing courier services issued by clients / organizations. Attach photo-copy of proof.		
6.	The Tenderer should have rendered similar satisfactory services to at least two Institutions during the last three years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Educational Institutions.		
7.	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure II.		
8.	List of existing Clients along with proof which should include Government / Public Sector Undertaking during the last three financial years. Attach Certificate from clients /		
9.	The Tenderer/Bidder should have minimum average annual turn-over of Rs. 20 Lacs for the last three financial years. Attach Certificate from Chartered Accountant as per Annexure IV.		
10.	Tenderer/Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		
11.	Acceptance Letter duly signed and stamped by authorized official of Bidder / Tenderer as per format enclosed as Annexure V.		
12.	Undertaking regarding Non-Blacklisting of Firm of Bidder/Tenderer as per format enclosed as Annexure VI.		

SIGNATURE WITH STAMP : \_\_\_\_\_

NAME OF FIRM : \_\_\_\_\_

NAME OF AUTHORISED PERSON : \_\_\_\_\_

CONTACT NUMBER : E-mail ID :

DATE

**FORMAT OF NON-RELATIONSHIP CERTIFICATE**

I / We / Our organization..... including our Partners / Share-holders / Directors hereby certify that none of my / our relative(s) is /are employed in Association of Indian Universities.

In case at any stage, if it is found that the information given by me / us is false / incorrect, The AIU shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Signature of the Tenderer with Seal.....

Name of the Tenderer .....

Date.....

**LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS**

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations. This information provided will facilitate evaluation of Technical Bid).

S.No	Name of the Organization with complete postal address mentioning Pvt. Sector/ Govt. Body / PSU / Public Limited Company.	Name and Designation of the Contact Person with Telephone No. / Mobile No. / E-mail ID.	Period for Which contract for courier service was awarded.	Nature of Work	Annual Turnover

SIGNATURE WITH STAMP : \_\_\_\_\_

NAME OF FIRM : \_\_\_\_\_

NAME OF AUTHORISED PERSON : \_\_\_\_\_

CONTACT NUMBER : E-mail ID : \_\_\_\_\_

DATE \_\_\_\_\_

**CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING  
THE LAST THREE FINANCIAL YEARS**

I / We, M/s \_\_\_\_\_, the tenderer/bidder for providing courier services on a Contract Basis, hereby confirm that the average total turnover of the firm/company and profit during the last three financial years - wise break-up is given below.

S.No	Last three Financial Year	Annual Turnover	Profit Earned
1			
2			
3			

SIGNATURE & SEAL OF THE TENDERER

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants,

certify that the figures regarding Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. \_\_\_\_\_ are correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

**ACCEPTANCE LETTER**

To,  
Under Secretary  
General Administration  
Association of Indian Universities  
New Delhi - 110002

Dear Sir,

Re: Acceptance of AIU's Tender Conditions.

The tender document for empanelment of firms for providing Courier Services floated by AIU have been downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions and scope of services of the tender document of AIU, New Delhi and I / We shall abide by the conditions/clauses contained in the tender document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and AIU shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money absolutely deposited by me / us along with the tender document. I / We hereby unconditionally accept all the terms and conditions of the Tender Document for Empanelment of Firm for providing Courier Services in its entirety.

The required Earnest Money is enclosed herewith in the form of Demand Draft of Rs.20,000/- in favour of "Association of Indian Universities" payable at New Delhi.

Thanking you, Yours faithfully,

SIGNATURE OF BIDDER/TENDERER WITH DATE AND RUBBER STAMP

**ANNEXURE VI**

**SPECIMEN OF UNDERTAKING REGARDING NON-BACKLISTING/PROSECUTION OF THE FIRM**

**(To be submitted on the Letter Head of the Bidder/Tenderer)**

**TO WHOMSOEVER IT MAY CONCERN**

I / We / Our organization, M/s \_\_\_\_\_ hereby

undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body (ies) / Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER/TENDERER WITH  
DATE AND RUBBER STAMP

## **INSTRUCTIONS AND TERMS AND CONDITIONS FOR SUBMITTING FINANCIAL BID**

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The rates quoted by the Tenderers/Bidders should be valid for a period of one year from the date of empanelment of the firm for providing courier services. No revision will be allowed during the Rate Contract Period of one year.
6. The Bidder/Tenderer is required to provide the courier services for a initial period of one years. However, the contract for providing courier services can be renewed thereafter on year on year basis by increasing the existing rates/rates quoted by the tenderer/bidder by 10% subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
7. The Tenderers/Bidders are advised to refer to Scope of Services and Terms and Conditions of the Tender Document so as to cover all expenses to be borne by him/them for providing courier services before quoting rates in the Financial Bid.
8. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess etc., if applicable will be deducted from the amount payable as per rules.
9. Goods and Service Tax and Cess thereon, if any, will be paid in addition to amount quoted by the Bidder/Tenderer.

## **FINANCIAL BID**

I / We, M/s \_\_\_\_\_ quote our rates  
for providing Courier Services to AIU, New Delhi as under:-

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.				

SIGNATURE WITH STAMP: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

NAME OF AUTHORISED PERSON: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

DATE: