

September 24, 2013

QUOTATION FOR COURIER SERVICE

Sir,

The India Trade Promotion Organisation, a Govt. of India Enterprise, invites sealed quotations of rates for courier services (For International sector) for a period of two years. Besides light consignments, heavy consignments, viz, packets, documents and materials (about 100 kgs. or more) are also dispatched through courier abroad. Time bound excellent services around the world would be required from the empanelled agency.

The broad terms and conditions for courier service would be as under:

1. Clear tariff structures for International sectors as per zones arranged by ITPO are to be quoted for documents and parcels with average time of delivery in each sector including the rates for heavy parcels (Junior and Jumbo parcels) may also be quoted. As per Annexure – I attached.
2. Selected agency will be required to deposit a sum of Rs. 10,000/- (Rupees ten thousand only) towards interest free refundable security deposit.
3. Your representative(s) will pick up our mails/ parcels at 5 p.m. including Saturdays from our R&I Section. In case of urgent mails/parcels, you will send your representative (s) additionally also as per the instructions of ITPO.
4. Proper receipts will be given by you for each items of mail/parcel.
5. Proof of Delivery (POD) will also be submitted by you for every mail/ parcel with complete details.
6. R&I Section will be informed immediately in case of any delay in delivery of mail. Undelivered mails will be returned promptly with reasons without any charge.
7. No increase in rates will be acceptable during approved period of contract.
8. Full security and delivery in good condition of mails/ parcels is to be ensured failing which ITPO shall be at liberty to take claim damages/compensation.
9. Heavy consignments will be weighed properly and a Weighting Machine will be kept by you in R&I Section of ITPO. The machine will be returned after the expiry of contract period.

Contd..p..2/-

10. The mails/parcels shall be delivered within the agreed timeframe at the destinations. Late delivery of mails/parcels or loss thereof will attract penalty as per ITPO's decision. In respect of each case of loss or delay excluding Sundays and holiday, ITPO may, without prejudice to any other steps, which it may take in this behalf, impose penalty equal to 0.5% of the value of contracted package price per day subject to maximum of 5% of total contract value. The penalty may also additionally include the loss suffered by the Recipient or any claim made by such Recipient to ITPO. The courier agency shall be liable to pay such penalty within 30 days of the communication of such imposition failing which the same shall be recovered by ITPO against the settlement of bills payable to courier.
11. ITPO will have the right to reject any or all quotations(s) without assigning any reasons.
12. ITPO shall not be bound to accept the lowest rates offered.
13. An agreement (non-Judicial stamp paper of Rs. 100/-) will have to be executed before the commencement of work.
14. That In the case of any dispute, arising out of or in connection with this indenture the matter shall be referred CMD, ITPO, or his nominee to act as a sole Arbitrator in accordance with the Arbitration and Conciliation Act 1996. The award of Arbitrator shall be final and binding on the parties.
15. The agreement shall be within the exclusive jurisdiction of Courts at National Capital Territory of Delhi.
16. The initial contract will be for period to two years, which can be terminated earlier also, in case of unsatisfactory service.

The quotations is to be submitted in sealed envelope superscribed "**Quotations for courier services**" addressed to the undersigned along with refundable Earnest Money Deposit of Rs.10,000/- (Rs. Ten thousand only) through a bank draft favouring "India Trade Promotion Organisation, New Delhi" by 04.10.2013 (up to 3.00 p.m.). The quotations to be dropped in a specially earmarked box kept in Room no. 40, Pragati Bhawan, Pragati Maidan, New Delhi, will be opened at 4.00 p.m. on the same day. Quotations received after due date and time shall not be entertained.

EMD shall be refunded to the unsuccessful parties. The EMD of successful party will be converted into Security Deposit (Interest free) which will be refunded on completion of the contract period.

The ITPO will return the bank draft to unsuccessful tenderers.

You may, in case you so desire, depute your representative (s) at the time of opening of tenders.

Yours faithfully,

(Krishna Verma)
Dy. Manager (Admn.)

International

(i) Documents

Weight Slab

(Zone wise Rated – Zones to be quoted)

- (a) 0-250 gms
- (b) 251-500 gms
- (c) For Addl 500 gms

(ii) Non –Documents /Parcel

- (a) 0-500 gms
- (b) For Addl 500 gms
- (c) 5.1 – 10 Kgs
(Rate per Kg)
- (d) More than 100 Kgs
(Rate per Kg)

For international mails / parcels, difference counties may be grouped in a particular zone as per the practices followed by you or internationally.

Signature-----

Name-----

Designation-----

Company Stamp / Seal-----

INTERNATIONAL ZONES – COUNTRY WISE

ZONE – 1 Bangladesh, Nepal, Srilanka (Colombo)

ZONE – 2 Bhutan, Singapore, United Arab Emirates,

ZONE – 3 Bahrian , Belgium, France, Germany, Hong Kong, Indonesia, Ireland, Italy, Kuwait, Malaysia, Netherlands, Oman, Philippines, Qatar, Spain, South Korea, Taiwan, Thailand, United Kingdom, United States of America, China, New Zealand, Myanmar & Vietnam.

ZONE – 4 Austria, Australia, Canada, Denmark, Egypt, Finland, Gibraltar, Greece, Japan ,Jordan, Luxembourg, New Zealand, Norway, Pakistan, Portugal, Saudi Arabia, Sweden, Switzerland, Turkey.

ZONE – 5 Brunei, Cambodia (Kampuchea), Cyprus, Fiji Island, Iran, Laos, Lebanon, Macau, Maldives, Micronesia, Mongolia, Myanmar, North Korea, Guinea, Syria, Tahti, Tonga, Tuvalu, Vanuatu, Vietnam, Yemen, Mexico.

ZONE – 6 Argentina, Bahamas, Brazil, Chile, Kenya, Malta, Mexico , Morocco, Nigeria, Sudan.

ZONE – 7 Armenia, Bosnia, Bulgaria, Croatia,Czech Republic, Estonia, Hungary, Iceland, Lithuania, Mauritius, Moldova Republic, Poland, Romania, Russia, Serbia, Slovakia, Slovenia South Africa, Tanzania, Uganda, Ukraine, Yugoslavia, Zambia, Zimbabwe, Israel & Belarus .

ZONE – 8 Albania, Algeria, American Samoa, Andorra, Angola, Anguolla, Antigua ,Aruba, Azerbaijan, Barbados , Belize, Bermuda, Bolivia, Bonaire, Botswana, Burkina, Faso, Burundi, Cameroon, Capa Verde, Cayman Islands, Central African Republic, Chad, Columbia, Comoros, Islands, Congo, Cook Island, Costa Rica, Cuba, Curacao, Djibouti, Dominican-Republic, Dominica,

Ecuador, EL Salvador, Ethiopia, Equatorial-Gujnea, Farce Island, French Guyana, Gabon, Gambia, Ghana, Grenada, Guadloupq, Guam, Guatemala, Guinea, Bissau, Guinea Republic, Guyana, Haiti, Honduras, Israel, Ivory , Coast, Jamaica, Kazakhstan, Kiribati, Kyrgyzstan, Latvia, Lesotho, Liberia, Libya,Liechtenstein, Madagascar, Malawi, Mali. Martinique, Mauritania, Micronesia, Islands, Manaco, Monsterrat, Mozambique, Namibia, Nauru, New, Caledonia, Nicaragua, Niger, Panama, Paraguay, Peru, Puertorico, Reunion , Island, Rwanda, Saipan, Sao Tome, Senegal, Seychelies, Sierra Leone, Solomon Islands, SOMALIA, St. Barthelemy, St. Croix, St, Kitts, st, Lucia, st. Maarten, st. Thomas, St. Vincent, Surinam, Swaziland, Tajikistan, Tobago, Togo, Trinidad, Tunsia, Turkmenistan, Uruguay, Uzbekistan, Venezuela ., Western Samoa and Zaire.

ZONES ZONE 1 ZONE 2 ZONE 3 ZONE 4 ZONE 5 ZONE 6 ZONE 7 ZONE 8 Delivery
Schedule

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