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, Staff and Students. 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.

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 envelop on or before 15.00 p.m. on 23/06/2014, addressed to the Registrar, Tata Institute of Social Sciences, Sion-Trombay Road, P.B. No.8313, Deonar, Mumbai 400088, superscribing the envelop 'Quotation for courier service'. (Tender form is enclosed herewith)

Thanking you,

Yours faithfully,

Dy. Registrar (P&A)
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 in Tata Institute of Social Sciences, Deonar, office.

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.2500/- 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.

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) VAT registration certificate
4) A list of similar works executed during the last three years alongwith their proof (e.g. Client certificate) and contracts in hand.
5) Service Tax registration No.____ and date of registration.
6) Proof of legal entity.
7) (i) Tender form and Tender documents describing the eligibility criteria, scope of work/services and terms & conditions for the contract are enclosed. Kindly enclose payment of a non-refundable fee of Rs. 250/- being cost of Tender Form through DD/Bankers Cheque drawn in favour of Tata Institute of Social Sciences, payable at Mumbai when submitting the Tender Quotation..

(ii) Duly signed/filled up tender form may be submitted latest by 15.00 hrs in sealed cover on or before June 23, 2014.

(iii) The tender will be opened at 15.30 hrs on June 23, 2014.

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 carry out the work.

1. Quotations can be submitted to the office of the undersigned in Sealed Cover up to 15.00 hrs on or before 23-06-2014.
2. The submissions received after the stipulated time and date shall not be entertained.

3. Tata Institute of Social sciences takes no responsibility for delay, loss or non-receipt of the quotation document sent by post/courier.

4. The Tata Institute of Socials Sciences reserves the right to reject any or all quotations without assigning any reason whatsoever.

5. The Tata Institute of Socials Sciences also does not bind itself to accept the lowest rate.

6. Telex/Fax/E-mail offers will not be accepted.

Deputy Registrar (P& A)
Tata Institute of Social Sciences
Deonar, Mumbai  400088

En: Tender Form
# FINANCIAL OFFER

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<th>Sr. No</th>
<th>Area</th>
<th>Weight Slab</th>
<th>Rate</th>
<th>Tentative Quantities of letters (per year)</th>
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<td>Every Additional Weight of 250 gms</td>
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<td>Every Additional Weight of 250 gms</td>
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<td></td>
<td>Total</td>
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<table>
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<th>Gujarat</th>
<th>Rest of India</th>
<th>Fast Track</th>
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<td>Upto 250 Grms</td>
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<td>Addl 250 gms</td>
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<td>By Air Parcels</td>
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</tbody>
</table>
No.Des//2/2014

June,13 2014

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