

**Sub:- Inviting Quotations for Courier Services for Outward Mail - reg.**

Dear Sir,

1. The Central Institute of Road Transport (CIRT) is a premier Institute in the field of engineering research, development and testing of auto components, research, consultancy and management development in transport management planning, etc. It is proposed to appoint a courier service provider agency for the job on annual contract basis for a period from **1<sup>st</sup> May 2019 to 30<sup>th</sup> April 2020**.

2. In this connection, **sealed and superscribed** quotation for the services mentioned above is invited by The Director, Central Institute of Road Transport, Pune, so as to reach latest by 1100 hrs on **15<sup>th</sup> April 2019**. The quotation should be superscribed as '**Courier Services for Outward Mail**' and addressed to **The Director, Central Institute of Road Transport, P.B. No.1897, Bhosari, Pune - 411 026**. The quotations will be opened at **1500 hrs.** on the same day. Your representative may be detailed to be present at the time of opening.

3. Quotation must be submitted as per **Annexure A** clearly mentioning the rates, taxes etc. Incomplete Quotations (not as per the format) and partially filled will be rejected. The Director reserves the right to reject or partially accept any or all the quotations received without assigning any reason.

Thanking you,

Yours faithfully,

Head- ASD

**Encl:- Annexure 'A'**

**Annexure A**

**Format for quoting the Courier Rates for different consignments**

<b>Sr. No.</b>	<b>Description of Services required</b>	<b>Destinations</b>	<b>Rate Quoted</b>
1	Despatch of <b>“Indian Journal of Transport Management”</b> to various destinations within India and abroad. Approximate weight of each journal will be 300 - 400 gms and there will be 700 - 800 copies to be despatched once in three months. You may quote uniform rate for single journal and also for parcel containing more than one journal to some destination (weight basis)	Maharashtra	Rs.
		All Over India	Rs.
2	Despatch of regular day-to-day mail such as documents, parcels etc. to various destinations within India and abroad on weight basis. Minimum quantity for day-to-day mail cannot be committed. (Weight upto 249 gms)	PMC & PCMC (Local area)	Rs.
		Out of Local Pune	Rs.
		Mumbai	Rs.
		Maharashtra (all)	Rs.
		All Over India	Rs.
	Weight From 250 gms to 499 gms	PMC & PCMC (Local area)	Rs.
		Out of Local Pune	Rs.
		Mumbai	Rs.
		Maharashtra (all)	Rs.
		All Over India	Rs.
	Weight From 500 gms to 999 gms	PMC & PCMC (Local area)	Rs.
		Out of Local Pune	Rs.
		Mumbai	Rs.
		Maharashtra (all)	Rs.
All Over India		Rs.	
3	Parcel Rate (Surface per Kg.)	PMC & PCMC (Local area)	Rs.
		Out of PMC & PCMC area in Pune district	Rs.
		Mumbai	Rs.
		Maharashtra (all)	Rs.
		All Over India	Rs.
4	Parcel Rate (Air Mail) per Kg.	All Over India	Rs.

**Note: Please quote only slab-wise rate for Sl. No. 2**

5	Service Tax	As applicable
	Payment terms	
	Other conditions, if any	

**Other terms and conditions are as below:-**

- i) Documents/Parcels for despatch shall be collected by you from our office during working hours i.e. from 1630 to 1730 hrs.
- ii) In the POD form, delivery date, time, stamp of the addressee, etc., should be clearly mentioned.
- iii) Payment will not be made in advance. Monthly payment would be made within 8 to 10 working days on submission of bill with supporting documents, i.e. minimum 80% PODs.
- iv) The following documents/proof should be attached with the quotation :
  - (a) A list of your 'Service Destination Points' - National and International – and the time taken for delivery, city-wise.
  - (b) A list of your branch offices (city-wise).
  - (c) Clientele in and around Pune along with years of operation.
  - (d) Copy of registration of your agency.
- v) Quotation is invited only for enlisting your organization as preferred courier service without any commitment for quantum of business.
- vi) Non-delivery of any document due to incomplete address, non-availability of addressee or any other reason should be informed to us through telephone or your representative immediately.
- vii) In case the document(s) is/are not delivered /damaged in handling /lost without suitable justification from your side, resulting in loss of business to CIRT, penalty as decided by the Director, CIRT will be imposed.
- viii) The acceptance or otherwise of your offer rests with the Director, CIRT, who reserves the right to himself to reject any quotation without assigning any reason.
- ix) During the period of contract, if your services are found not up to our satisfaction, the Director, CIRT reserves the right to cancel the contract at any time without assigning any reason.
- x) All disputes of any nature would be subject to Pune jurisdiction only.

**Head-ASD**