

IMUV/2024/2014-2015/Courier/001

03 April 2014

Sub: Quotation for Annual Contract for Courier Services for Indian
Maritime University, Visakhapatnam Campus.

Sealed Quotations are invited from reputed Courier Agencies for award of contract for Courier Services for a period of Two Years as per the terms and conditions attached herewith. The agency is required to submit their quote in the Rate Schedule enclosed to this letter

The Quotations shall be address to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam -530005and should reach on or before 25th April 2014. The quotation should be super scribed with reference on the top of the envelope.

Yours sincerely,
For Indian Maritime University
Visakhapatnam Campus

(Purchase Officer)

Encl.: A/a

Terms and Conditions

1. Sealed Quotations are invited from reputed Courier Agencies for award of contract for Courier Services for a period of Two Years as per the terms and conditions specified hereunder.
2. **Earnest Money Deposit (EMD)**

An amount of Rs.5000 shall be deposited along with the Quotation in the form of Demand Draft drawn on any Nationalised / Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus towards Earnest Money Deposit. The University will not consider the quotation in case of non-submission of required EMD. The EMD in respect of unsuccessful bidders shall be returned on placement of order on the successful bidder.
3. **Pick-up Facilities**

The courier agency shall pickup the documents in the evening at 1630 Hours at the University premises. In case of urgency, the Courier agency shall pickup the documents at the time intimated by the University.
4. **Delivery Schedule**

The Courier agency shall indicate schedule period of delivery of the documents for Intra-City (Within Visakhapatnam), National and International courier and should adhere to the schedule.
5. **Taxes**

The percentage of Service Tax applicable at the present shall be indicated in the rate schedule. In case of change in the rate of tax by the Government, the same shall be applicable from time to time.
6. **Payment Terms**

The payment in respect Courier Services shall be monthly on submission of Invoice/Bill along with proof of Delivery (POD) duly certified by the authorised person nominated by the University.
7. **Income Tax**

Income tax shall be at the rates prescribed by the Government from time to time shall be deducted at source from the payments made to the agency.
8. **Penalty**

A penalty of 2% on the monthly bill shall be imposed if there is a non pickup or delayed delivery.

9. Termination

By giving one month notice, either side can terminate the contract without assigning any reasons whatsoever.

RATE SCHEDULE

Sl. No	Category	Rate	Service Tax (in Percentage)
1	<u>Intra - City(Within Visakhapatnam)</u>		
a)	Up to 500 Grams or part thereof		
b)	For Every Additional 500 Grams or part there of		
2	<u>National - Domestic</u>		
a)	Up to 500 Grams or part thereof		
b)	For Every Additional 500 Grams or part there of		
3	<u>International</u>		
a)	Up to 500 Grams or part thereof		
b)	For Every Additional 500 Grams or part there of		
b)	For Every Additional 500 Grams or part there of		

Details of EMD : Name of Bank : _____
DD No : _____
Date : _____
Amount : _____

Pick-up Facilities :

Delivery Schedule

Intra-City :
(Within Visakhapatnam)

National – Domestic :

International :

Place:

Signature of the Authorised Person

Date :

With Seal