



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University, Government of India)
Established by an Act of the Parliament in 2008

Visakhapatnam Campus - Gandhigram - Visakhapatnam - 530005
Phone: 0891-2578360 Fax: 0891-2577754

IMUV/2024/15-16/Courier/015

28th March 2016

To

Sir,

Sub. : Providing courier services for Visakhapatnam Campus - reg.

You are requested to send your sealed quotation quoting your rate for courier services. The rate quoted shall be effective for **two years w.e.f. 16 May 2016**. On the basis of satisfactory performance for 1st year, contract for 2nd year will be renewed. The courier agency has to collect the consignments of letters / documents / parcels etc., from the Campus and to deliver the same at the receivers address within the stipulated time frame to various destinations within India and International. The quotation not submitted in the given proforma at **Enclosure-I** will be rejected. Incomplete quotations shall be summarily rejected. The quotations are to be made on the letter head of the firm / company duly signed and sealed and submitted so as to reach The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530005 on or before **18 April 2016**.

2. The selected agency has to enter into agreement with IMUV. During the validity of contract, no upward revision in the rates will be admissible and no request in this regard shall be considered. The agency should have online tracking facility. The courier agency has to sign an agreement on a Rs.100/- non-judicial stamp paper. A 5% shall be deducted on the monthly bills towards security deposit and the same shall be returned after 60 days of the agreement period without any interest. The courier agency undertakes to arrange through their accredited representative to take service delivery of the packets/packages/parcels containing documents / cartridges / papers / foils etc., for dispatch to the addressee / consignee on all working days (including Saturday) and any other day by 5PM (except for holidays intimated to the couriers in advance). The courier undertakes to acknowledge the receipt of the packets and issue receipt in both cases. In case of loss of any letter, packet, etc., the Director, IMUV will have the right to impose penalty. In case any urgent consignment / letter required to be delivered, the Campus will have the right to call the firm for the purpose, without any extra charges.

3. The Contractor should be registered for claiming VAT and Service Tax and have a valid TIN number. The Courier agent will submit the proof of deliveries (PoDs) from the addressee. If the addressee is not available at his address or refuse to accept the letter, the agency will return the letter to the Campus within a week time.

Head Quarters

**Indian Maritime University, East Coast Road, Uthandi, Chennai - 600119
Tamilnadu, India, Telephone: +91 (44) 24530343, Fax: +91 (44) 25430342**

4. The Courier agency should submit acknowledgement from the addressee as evidence of proof of delivery to IMUV i.e., Indian Maritime University, Visakhapatnam Campus once in a month along with payment claim for verification and for processing of payment. IMUV will pay the courier charges as per rates agreed in the agreement signed in between the IMUV and Courier Agency. All the bills shall carry 90% of domestic PoDs and for delivery of the rest, confirmation shall be provided in contractor's format to meet the requirements.

5. The courier agency, through their accredited representatives, undertakes to carry the said consignment of letters / documents / parcels etc., by surface transport in the order of priority having due regard to the expeditious dispatch and to deliver the same to the addressee, since time being essence of contract. If the Courier agency fails to deliver the consignments of letters / documents / parcels etc., within the stipulated period they would be under obligation to explain the reasons for the same to the satisfaction of IMUV. If the reasons for the delay are non-acceptable, IMUV will impose appropriate penalty on the Courier Agency. The deductions due to delay, caused in delivery for consignment of letters / documents / parcels etc., shall be as under :-

- a) A 10% cut in charges payable for the respective consignment for delay up to 1 day
- b) A 20% cut in charges payable for the respective consignment for delay up to 2 days
- c) A 25% cut in charges payable for the respective consignment for further delay
- d) Consecutive / repeated delay may cause termination of contract

The Courier agency has to undertake to indemnify the IMUV against any loss, damage, charges and expenses as the IMUV may be put to or incurred by IMUV due to delay, non-performance, mal-performance, non-delivery or damage to any letter / documents / parcels whatsoever.

6. It will be sole discretion of the IMUV to terminate the agreement without assigning any reason before expiry of one year, if the services are not found satisfactory. However, the IMUV reserves the right to renew the said arrangement, if the services of the courier are found satisfactory.

7. The Courier Agency has to observe absolute security, safety, secrecy and confidential nature of the letters / documents / parcels while giving its services and to ensure that the letters / documents / parcels are delivered in the same condition duly closed and sealed as given by the IMUV office. If due to security reasons, the courier has to open the same on the instruction of police / security people, such cases is considered as beyond their control. In that case, Courier has to re-pack and to seal again on such letters / documents / parcels etc., and to deliver it safely to the client.

8. IMUV is always at liberty to utilize the services provided by other Courier agencies or postal services provided by Government, in addition to or otherwise, of the services that may be availed by IMUV.

9. The Courier agency should have adequate facility to deliver the letters / documents / parcels at all Panchayats, Rural areas, Municipalities of Andhra Pradesh / Telangana and they should have their own facility / contractual agreement with other agencies to deliver the same apart from other Districts / States.

10. The Director, IMUV reserves the right to reject any or all quotations without assigning any reason there for.

For and on behalf of
Indian Maritime University

(V V Shiv Kumar)
Head (Pers. & Trg.)

Enclo. : as above

TARIFF FOR CONTRACT OF COURIER SERVICES		
		Rate Rs. Ps.
1	<u>Intra –City (within Visakhapatnam)</u>	
a)	Up to 500 Grams or part thereof	
b)	For Every Additional 500 grams or part thereof	
2	<u>National - Domestic</u>	
a)	Up to 500 grams or part thereof	
b)	For Every Additional 500 grams of part there of	
3	<u>International</u>	
a)	Up to 500 grams or part thereof	
b)	For Every Additional 500 grams or part thereof	
	Service Tax	
	Pick-up facilities	Every day in the evening
	<u>Delivery Schedule</u>	
a)	Intra-City	
b)	National – Domestic	
c)	International	

Signature
Name :
Designation :
Date :
Seal / Stamp of the firm