



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

**No.F.1-1/2011(R&I)**

**NOTICE INVITING TENDER**

**Quotation for hiring a Courier Agency in the UGC Head office  
and its two branch offices.**

1. Sealed tenders are invited from the reputed firms located at Delhi and NCR area for the dispatching of letters Parcels etc. through courier agency in the office of University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002 and its branch office located at Delhi (i) UGC Branch Office at 35-Feroze Shah Road, New Delhi -110 001(ii) UGC NET Bureau at South Campus of Delhi University, Benito Jhuarez marg, New Delhi.
2. The rates should be quoted clearly written in format (Annexure-A). Overwriting must be avoided, otherwise quotation is liable to be rejected.
3. A Demand Draft of Rs. 20,000/- (Rupees twenty thousand only) in favour of the Secretary, UGC, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered.
4. The Earnest Money will be refunded to the unsuccessful tenderers without any interest. However, the Earnest Money deposited by the successful tenderer will be adjusted against Security Deposit. The same will be refunded without any interest after successful completion of the contract.
5. Non-compliance of the terms and conditions will result in the forfeiture of the Security deposit. Similarly, non-acceptance of the contract by the successful tenderer will result in the forfeiture of the Earnest Money.
6. The Permanent Account Number may be indicated. The firms who do not have Permanent Account Number and Service Tax Number will not be considered.
7. The Payment will be made on monthly basis No advance payment will be made in any case.
8. The letters parcels speed post should be delivered in stipulated time. If the letters, parcels is not delivered within the time period, the contract will be cancelled without any notice.

9. Any attempt of negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
10. The Rates shall be valid initially for a period of one year extendable for a further period of one year at the discretion of the Secretary, UGC.
11. **The Secretary, University Grants Commission reserves the right to reject any or all quotations without assigning any reason.**
12. For any queries or more information, the undersigned may be contacted **between 11 AM to 5 PM on all working days.**
13. The selected Courier Agency will be required to deposit a interest free security deposit of Rs.50,000/- in the form of a Demand Draft in favour of **Secretary, University Grants Commission, New Delhi or Fixed Deposit Receipt from a Commercial Bank Guarantee from a Commercial Bank** with the UGC office as a security which can be forfeited in the event of termination of contract on account of violation of any of the terms and conditions indicated separately.
14. Sealed tenders along with a demand draft of **Rs. 20,000/-** as earnest money in favour of Secretary, UGC, New Delhi may be dropped in the tender Box available at reception counter of the this office at Bahadur Shah Zafar Marg, New Delhi latest by **28.07.2011 (upto 2.00 PM)**. Tender by post must reach by **1.00 PM on 28.07.2011**. Sealed quotation properly superscribed as "Quotation for hiring a Courier Agency " with Complete address of the firm on the sealed envelope.
15. **Tenders** will be opened at **2.30 PM on 28.07.2011** in presence of authorized representatives of the firms in the UGC office by the Committee constituted for the purpose.

**(R.C. Kandra)**  
**Deputy Secretary(Admn)**  
**Ph. No. 23231109**

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**Annexure 'A'**

<b>Weight</b>	<b>Domestic rates in Rs.</b>			<b>International rates in Rs.</b>		
	<b>North Eastern Region</b>	<b>Delhi NCR</b>	<b>Rest of India</b>	<b>USA</b>	<b>UK</b>	<b>Other Countries</b>
<b>i) 0-250 gm</b>						
<b>ii) 251-500 gm</b>						
<b>iii) 501-750 gm</b>						
<b>iv) 751-1000 gm</b>						
<b>v) Above 1 kg</b>						
<b>Extra Charges as per above rates</b>						