



संयुक्त विद्युत विनियामक आयोग
(गोवा राज्य और संघ राज्य क्षेत्र)
JOINT ELECTRICITY REGULATORY COMMISSION
(for State of Goa & Union Territories)

To

As per List

NOTICE INVITING QUOTATION

Sealed quotations are invited from bonafide, competent and experienced courier agencies for providing courier service in the JERC office.

Date of Receipt of Quotation: - 31/01/2017 Time: - 15:00 Hrs

Date of Opening Tender: - 31/01/2017 Time: - 15:30 Hrs

Technical Requirements

- 1) Only authorized agencies in the business of providing courier services, with a minimum experience of 3 years in the service need apply.
- 2) The Agency has to submit the following documents along with the quotation:
 - a) Service Tax registration No
 - b) Proof of legal entity.
 - c) PAN No.

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SCOPE OF WORK

1. The Authorized representative of the Courier agency will collect parcels/ letters and shall be required to furnish receipt of the parcels / letters collected.
2. The Courier agency shall arrange to deliver the parcels / letters without delay.
3. The Courier agency shall ensure that all the parcels / letters are delivered to the recipients for whom they are meant, and in no case delivered to anybody other than the recipient.
4. The Courier agency shall furnish proof of delivery of the parcels / letters every week after getting signature of the recipients, their name and telephone numbers.
5. The Courier agency shall return the undelivered parcels / letters within one week.
6. The agency should collect documents / parcels on all working days and on holidays if there are some urgent requirements.

Period of Contract

The Period of this Contract shall be for One year and thereafter may be extended or curtailed by mutual consent of both the parties

EMD

A demand Draft of Rs.5,000/- (Rupees Five Thousand only) shall be payable in favour of the Secretary, Joint Electricity Regulatory Commission, Gurgaon towards earnest money deposit which shall be returned to the unsuccessful bidders, after the finalization of the contract. The successful bidder shall have to furnish a performance guarantee of the prescribed amount and his EMD shall be returned only after he furnishes a performance guarantee.

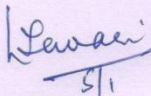
TERMS AND CONDITIONS

1. The agency shall have their representatives accessible either by person / by phone during office / after office hours and if called for to attend work concerning delivery of parcels/letters.
2. The agency shall ensure safe delivery and confidentiality of the document entrusted to it.
3. If the performance / service of the company is found unsatisfactory the contract will be terminated without giving any notice.
4. Letters which cannot be delivered due to non availability of the services of the agency can be sent to the addressee by registered post / Speed post at the agencies cost.
5. JERC reserves the right to reject any or all quotations without assigning any reason whatsoever.
6. If any of the terms and conditions provided herein or any direction issued is not complied with, or the agency is found to have committed any breach thereof, the security deposit / performance guarantee shall be forfeited without any further notice besides terminating the contract. The decision of JERC shall be final in this regard.

7. Telex/FAX/E-mail offers will not be accepted.
8. Interested Companies / Firms may submit their quotation / tender as per the details in Annexure-'A' latest by 31/01/2017 till 15:00 PM in the name of Secretary, JERC. The quotation / tender will be opened on the same day at 15:30 PM in the conference room of the Commission. Interested firms may attend or send their representative at the time of opening the quotation / tender

Payment Terms

1. The Courier service will raise bills on completion of each calendar month along with the details of delivery of the previous month and payments will be made within a reasonable time.


(Keerti Tewari)
Secretary

Sealed quotations are invited from domestic and foreign agencies for providing courier service in the JERC office.

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Contd

Annexure-A

Weight Slabs	Delhi / NCR	Rest of India
0 to 100 gm		
101 gm to 200 gm		
201 gm and above		
Fuel Surcharge		

Service Charges as per Govt. Rules

Signature by the Tenderer with Seal