



**JOINT ELECTRICITY REGULATORY COMMISSION**

*(For the state of Goa and Union territories)*

2<sup>nd</sup> Floor, HSIIDC Office Complex, Vaniija Nikunj Complex,

Udyog Vihar, Phase V, Gurgaon (Haryana)

Ph: 0124-2342851, 2342852 Fax: 0124-2342853

Email:

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 for two years.

**Date of Receipt of Quotation: -** 24/09/2014 Time: - 15:00 Hrs

**Date of Opening Tender: -** 24/09/2014 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 are permitted
- 2) The Agency has to submit the following documents along with quotation:
  - a) Service Tax registration No
  - b) Proof of legal entity.
  - c) PAN No.

Contd.....

## SCOPE OF WORK

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

## TERMS AND CONDITIONS

1. The agency shall have their representatives accessible either by person or by phone during office or after office hours and if called for to attend work concerning delivery of Dak
2. The agency shall ensure safe delivery and confidentiality of the document entrusted to it.
3. 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.
4. A Penalty of Rs. 500/- will be imposed for any omission / negligence / delay in delivery for national letters. If the performance / service of the company is found unsatisfactory the contract will be terminated without giving any notice.
5. Letters which cannot be delivered due to non availability of services of the agency can be sent to the addressee by registered post / Speed post at the agencies cost.
6. JERC reserves the right to reject any or all quotations without assigning any reason whatsoever
7. Telex/FAX/E-mail offers will not be accepted

## Payment Terms

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

Yours faithfully

  
(Keerti Tewari)  
Secretary