

NO.HP SACS/Store/Courier/22-23/3975
H.P. STATE AIDS CONTROL SOCIETY SHIMLA-171002
(Hari Villa, Near Forest Rest House, Khalini)

QUOTATION DOCUMENT FOR HIRING THE COURIER SERVICES

Dated Shimla-171002 the 14/9/2022.

Subject:- Invitation of quotations for the Courier Services.

D/Sir,

- I. Sealed quotations are hereby invited from the Proprietors / Individuals / Firms for the Courier Services as per the description and specifications given in the **Annexure-"A"**. The quotations should reach this office on 26-09-2022 upto 11.30 AM will be opened on same day at 3:00PM.
- II. The quotations shall have to furnish the offer in single envelope the words "Quotation for Courier Services " shall be mentioned on the right side of the envelope.
- III. The rates should be quoted against each item on the form attached at **Annexure "A"** with the quotation document. The rates must be quoted in figures as well as in words and should be **inclusive of all taxes and levies in Indian Currency.**
- IV. **Original quotation form duly signed and stamped every page by the authorised signatory in token of acceptance of the terms and conditions of the quotation letter.**
- VI. **TERMS AND CONDITIONS: -**

1. The rates should be quoted on the prescribed format i.e. **Annexure "A"** enclosed with the quotation document duly signed by the supplier or quoters.
2. The quotations having cutting/poor writing / deficient of required documents / information will not be entertained.
3. **Quotations received on a form and format, other than prescribed and annexed to this tender documents, are liable to be rejected.**
4. The rates will be valid upto two year from the date of issue of order and can be extended year to year further keeping in view urgency / performance. No request for the increase of rates will be entertained during the period of contract.
5. Rates should be inclusive of GST, Loading and Packing Charges.
6. The Project Director reserves the right to cancel the tender without assigning any reason.
7. The quotation will be evaluated for each item separately.
8. The purchaser will assign the contract to the bidder whose bid has been determined to be substantially responsive and who offered the lowest evaluated price.
9. Any dispute is subject to the jurisdiction of Shimla only. In event of dispute, the same shall be referred for arbitration to the Project Director HP State AIDS Control Society, "Hari Villa" Near Forest Rest House, Khalini, Shimla-2 or any person appointed by him/her. The award of the Arbitrator shall be final and binding on both parties.

10. In case of holiday on the date of opening of the quotations, the quotations will be opened on the next working day.
11. Quotation of only those parties will be considered who quote their rates as per our terms and conditions.
12. The firm shall have PAN and GST number . A copy of GST & PAN shall be attached with quotation document.
13. The firms shall have to submit an EMD of Rs.5000/- along with quotation in the shape of Demand Draft in the name of Project Director, HP State AIDS Control Society. The EMD will be returned in original to unsuccessful bidders.
14. Quotation found not in the proper Quotation form or deficient of required information/documents shall be considered as non-responsive and shall not be considered for award of the contract for supply of this quotation.
15. The qualifying firm shall have to deposit performance Security of Rs.15000/- in the shape of FDR duly pledge in the name of Project Director and have to enter in an agreement with HP State AIDS Control Society at the time issue of award letter.
16. The material Shall be lifted either from HPSACS, Khalini Office or HPSACS Store at Block No.38 SDA Complex, Kasumpti Shimla-9, IGMCS Shimla.
17. The material supplied through courier shall be delivered with 2 to 4 days with in HP .
18. Material should be properly packed by the firm and ensure the safe and timely delivery.
19. The firm will depute the authorized representative to pick up courier daily/ on call basis from the HPSACS Office/ Store on working days.
20. In case of material is delivered less quantity or not in good condition then 50 % payment will deducted as penalty from the concerned courier bill.
21. In case the parcel is lost by the firm or material supplied is rot/defective the firm shall have to pay the actual cost of the parcel to HPSACS or the cost of same shall be deducted from the courier bills of firm.
22. The payment shall be made on monthly basis on submitting bills along POD / Delivery report.
23. The firm shall have to lift the material on the quoted rates from HPSACS field unit with in Shimla City i.e. ARTC & ICTC IGMCS .

**DHS-cum-Project Director,
HPSACS, Shimla-2.**

Endst No. As Above

Dated the Shimla

Copy to:-

- The Office Notice Board for wide Publicity.
- The MEIO, HPSACS for uploading the quotation format on HPSACS website for wide publicity.

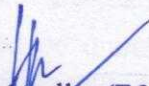
**DHS-cum-Project Director
HPSACS, Shimla-2.**

**Dy. Controller (F&A)
HPSACS, Shimla - 2**

Annexure –A
Rates for Courier Services

| Sr. No. | Description | In Figures | In words |
|---------|---|------------|----------|
| 1. | With in Himachal Pradesh - Parcel upto 1 KG | | |
| | - Parcel above 1KG to 25 KG | | |
| | - Parcel above 25 Kg upto 50 Kg | | |
| 3. | Punjab, Chandigarh, Uttrakhand, Haryana, Delhi, Jammu By. Surface - Parcel Per Kg | | |
| 3. | Rest of India (Through AIR Courier) - Parcel per KG | | |

Note:- Rates are inclusive of Taxes , Loading and Packing Charges.


Dy. Controller (F&A)
HPSACS, Shimla - 2

(Signature of Supplier)
With Seal and date