

COUNCIL OF ARCHITECTURE

TENDER NOTICE

Expression of interest and sealed bids are invited from reputed service providers dealing in Courier Service for dispatch of 25,000 copies of “**Hand Book of Professional Documents-2020**” to be dispatched, all over India, as per the following requirements: -

1. The Service provider must have at least five years of experience in courier service business.
2. It will be responsibility of the service provider to deliver the parcel/article at the destination within **3 days in case of Delhi & NCR and within 7 days for Rest of India.**
3. The service provider will also ensure for online tracking of the Packet/article.
4. Quoted rates shall include all taxes, fuel charges, freight & other charges except GST.
5. The parcel/articles shall be picked up by the Service Provider in lots as made available by the Printer, from the Printing Press located at Patparganj Area, New Delhi, at the cost of the Service Provider and no extra payment shall be made by the Council in this regard.
6. The service provider shall be responsible for pasting of address stickers on the packet/articles as provided by the Council, and no extra cost shall be paid for this.
7. GST shall be paid only if the copy of registration certificate is enclosed with the tender and service tax registration number should be mentioned on the bill (invoice).
8. Rates for courier delivery once finalized will not be changed in any circumstances and shall be valid till the work is over.
9. Tender should be signed by the tenderer himself otherwise same will be cancelled.
10. If signed terms and conditions not attached with the tender, the same will not be entertained.
11. If there is any loss in transit of any parcel/article it will be the responsibility of the service provider to bear the loss of value of parcel/article, if any to the Council.
12. Tender should reach to this office on or before 14.12.2020, the tender received within specified time shall be opened on 15.12.2020 at 16:00 Hrs. The tenderer may himself or through his authorized representative be present during the Tender opening.
13. The work will be allotted to the service provider quoting lowest rates for each destination.
14. Payments will be made after submission of Bills along-with proof of delivery (POD).
15. The payments will be made within one month after statutory deductions i.e. TDS etc. as applicable.
16. The Council of Architecture reserves the right to cancel any or all the tenders received without assigning any reason for it.

We have read the above terms and conditions and we agree with it and ready to work accordingly.

Signature of Service Provider with official Seal

Name of Authorized Signatory

Place : _____

Date : _____

Tel. No. : _____

Mobile No.: _____

Fax No.: _____

TENDER FOR COURIER SERVICE

1. Tender to be addressed to	Registrar, Council of Architecture	
2. Tender to be submitted to	Registrar, Council of Architecture India Habitat Centre, Core-6A, Ist Floor, Lodhi Road, New Delhi- 110 003	
3. Tender open for acceptance upto	14.12.2020	
4. Tender, date and place of opening of Tender	15.12.2020 at 4 P.M.	
5. Experience of Five Years in the field (attach proof)	Enclosed / Not enclosed	
6. GST No. (Pl. mention)		
7. PAN No. (Pl. mention)		
8. Duly signed terms and conditions of tender	Enclosed / Not enclosed	
9. Copy of GST Registration Certificate	Enclosed / Not enclosed	
10. Copy of Permanent Account Number (PAN)	Enclosed / Not enclosed	
11. Weight of the Parcel/article	<u>Rates</u> (inclusive of taxes, fuel charges, freight & other charges except Service Tax)	
	LOCAL/NCR Delhi / New Delhi, Noida, Greater Noida, Ghaziabad, Gurgaon, Faridabad	REST OF INDIA
Up to 1250 gms		
1250 to 1500 gms		
1500 to 2000 gms		

We have read the terms and conditions of the Tender and we agree to abide by them.

Signature of Tenderer _____

Name in the Block Letters _____
(Name of Firm/Company with Seal)

Date _____

Capacity in which signed _____

Full Address _____

Tel.Nos. _____