

ANNEXURE – III

Tender Notice For Courier Services

Sealed tenders are invited by the undersigned on behalf of Tamil Nadu Physical Education and Sports University,

Services on Contract Basis from other offices within Tamil Nadu & Outside Tamil Nadu.

All interested courier service provider / contractor / firms / agencies may approach Tamil Nadu Physical Education and Sports University, to collect the tender forms consisting of terms and conditions with schedule for offering of rates.

The tender forms duly completed along with Demand Draft in favor of The Registrar, Tamil Nadu Physical Education and Sports University, Chennai 127, Payable at Chennai for Earnest Money Deposit of Rs.20000.00 and non-refundable tender fee of Rs.300.00 i.e. Rs.20300.00 in a sealed envelope to be sent to:-

The Registrar, Tamil Nadu Physical Education and Sports University, Vandalur to Kelambakkam Road, Melakkottaiyur, Kandigai Post, Chennai 127,

The contractors are requested to put their signature on each and every page with stamp and date. Other relevant details are furnished as under:-

- A. Last Date of Receipt : 22.01.2018

- B. Date of opening of Tender : will be informed separately

- C. Earnest money Rs.20000 and Tender Fee Rs.300 total Rs.20300.00

Remitted by Bank Draft bearing No.....

Dated **of bank**.....

In favour of The Registrar, Tamil Nadu Physical Education and Sports
University, payable at Chennai-127.

All other details with terms and conditions are given in the tender itself.

Registrar.

Terms and conditions

The tender form along with Bank draft in a sealed envelop mentioning there in Name of work, Last date of submission of Tender on Top of envelop may be sent by post or dropped in Tender Box in The Registrar, Tamil Nadu Physical Education and Sports University, Chennai-127

1. The tender should be submitted along with earnest money Deposit of Rs. 20000/= and non-refundable tender fee RS.300/= by Bank Draft in favor of The Registrar, Tamil Nadu Physical Education and Sports University, Chennai-127 payable at Chennai only.
2. No Interest shall be payable on EMD lying in deposit with TNPESU.
3. The Earnest money of the contractor whose tender is accepted will be converted in to security deposit and will be kept in deposit with TNPESU for the contract period. The security deposit will become refundable on expiry or termination of contract subject to adjustment of all dues etc.
4. The earnest money deposit of un successful contractor / agencies will be refunded after getting approval of refund from competent authority.
5. The security deposit shall be forfeited by TNPESU in the event of failure to execute the contract when called upon to do so.

6. Courier service provider / contractor will have to provide courier service to Tamil Nadu Physical Education and Sports University, Chennai-127, as mentioned list in Annexure – 1 & 2 within & outside Tamil Nadu.
7. The tappals should be booked in the office itself before picking and the copy of the same may be handed over to the concerned department.
8. The Courier service provider should have their own website for tracking the documents.
9. The courier service provider / contractor will furnish name and addresses with telephone / mobile no. of their representative who could be called / contacted in case of any urgent work.
10. The Delivery of the document will be made on next day at Chennai
11. PODs will be submitted on each and every case. The PODs should invariably bear date of delivery and the seal of consignee. Payment of courier charges will be made on the basis of PODs submitted by the contractor / courier service provider.
12. Contractor / Courier service provider will depute the representative for collection and delivery of documents. The representative will have to be provided with a suitable letter of authority / identity card without which he shall not be authorized to collect the consignments.

13. If the consignment not delivered within stipulated time period as mentioned in para 10 above (except on occasions like imposition of curfew or due to occurrence of natural calamities like flood etc). of damaged in transit, the University shall impose penalty, Third party charges, if any shall also be borned by the contractor / courier service, which will be deducted from the payable amount to contractor / courier service.
14. The rates quoted shall include all taxes, duties, service taxes etc. and nothing extra shall be paid on any account.
15. Contractor / courier service provider will submit bills along with PODs on monthly basis.
16. In case of loss of documents, Contractor/Courier service provider will lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by the TNPESU.
17. In case the services of contractor / courier service provider is found unsatisfactory, the contract will be terminated before the period specified.
18. Initially the period of contract shall be for two years which may be extended for one year more subject to satisfactory services after taking

approval from the competent authority.

19. All the above terms and conditions are not exhaustive it is subject to change according to circumstances, by the corporation.
20. TNPESU reserves the right to accept any tender or to accept the tender in part or to reject any or all tender / s without assigning any reason thereof.

Terms & conditions accepted by us

Signature & Seal of the contractor

Tender FORMAT FOR COURIER SERVICES

Name of the work : Courier services:

Q 1. Whether having own website for tracking the documents? Yes / No

If Yes, Furnish the Name of the Website :

I / WE hereby enclose our offer rate with reference to the above tender for courier services to be provided to The Tamil Nadu Physical Education and Sports University, Chennai 127.

1. Rate / quote for local courier services within Chennai city

Specification	Rate in figures	Rate in words
Ordinary Tappal		
Weight maximum 200 gms		
Weight 201 gms to 1 KG		
Rate/kg above 1 kilogram		

2. Rate / Quote for courier service from Chennai to surrounding other places

Specification	Rate in figures	Rate in words
Ordinary Tappal		
Weight maximum 500 gms		
Weight 501 gms to 1 KG		
Rate/kg above 1 kilogram		

3. Proposed rate for courier services from Chennai to entire Tamil Nadu Pondicherry other than (1) & (2)

Specification	Rate in figures	Rate in words
Ordinary Tappal		
Weight Maximum 500 gms		
201 gms to 500 gms		
501 gm to 1 kg		
Rate/Kg above 1kg		

4. Proposed rate for courier service from Chennai to outside of Tamil Nadu

Specification	Rate in figures	Rate in words
Ordinary Tappal		
Weight Maximum 200 gms		
201 gms to 500 gms		
501 gm to 1 kg		
Rate/Kg above 1kg		

Signature of the courier with seal

Date :

Place :