



बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better
Future

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

(विश्वविद्यालय समतुल्य / Deemed University)

स्थ एवं परिवार कल्याण मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रण के अधीन स्वायत्त संगठन

An autonomous organization under administrative control of Ministry of Health & Family Welfare Govt. of India,

गोवंडी स्टेशन रोड / Govandi Station Road, देवनार/Deonar, मुंबई/Mumbai 400 088

टेलीफोन/Tel. 022 42372431 फैक्स/Fax: 022 25563257, ईमेल/Email: registraroffice@iips.net



No. IIPS/CS/ 87 /2021

September 3, 2021

Sir/Madam,

International Institute for Population Sciences (IIPS) is hereby invites sealed quotation in the enclosed format for courier services. All the vendors are requested to submit their quotation in the attached format. The sealed quotation should be Addressed to **Director & Sr. Professor, IIPS Deonar, Govandi Station Road, Govandi (E) Mumbai- 400 088**. The quotation should be reach on or before **September 30, 2021**. Submission of the late quotation will not be considered.

Thanking you.

Yours faithfully,

Manjiri Rane
31/9/21

(Manjiri Rane)

Assistant Registrar(Admn)

Encl.: As above.

[Handwritten signature]



International Institute for Population Sciences

An Autonomous Organization of Ministry of Health
& Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai – 400088.

QUOTATION FOR COURIER SERVICES

Sealed quotations are invited on behalf of the Director Sr. Professor IIPS, from the reputed agencies for Courier Services (National/International) at IIPS. For Quotations detail kindly visit Institute website: www.iipsindia.ac.in in Tender Section. Last date of receiving filled in quotation is 30.09.2021.

ASSISTANT REGISTRAR(ADMN)

QUOTATION FOR PROVIDING COURIER SERVICES AT IIPS (Financial Bids)

(RATES MUST BE QUOTED FOR ALL THE FOLLOWING GIVEN ITEMS IN THE TABLES)

SR.NO.	SERVICE AREA	RATE IN Rs.
1	Mumbai Local (within BMC limit)	
	Up to 100 gms	
	101 to 500 gms.	
	501 to 2 kgs.	
	2 kgs. To 5 kgs.	
2	Beyond BMC Limits	
	Up to Virar, Badlapur & Navi Mumbai	
	Up to 100 gms	
	101 to 500 gms.	
	501 to 2 kgs.	
3	Letters -National	
	Up to 100 gms	
	101 to 500 gms.	
	501 to 2 kgs.	
	2 kgs. To 5 kgs.	
4	Letters - National – (By Air)	
	Up to 100 gms	
	101 to 500 gms.	
	501 to 2 kgs.	
	2 kgs. To 5 kgs.	
5	National Parcel – (By Air)	
	Per Kg.	
6	National Parcel (By Surface)	
	Per Kg.	
7	Letters - International	
	Up to 100 gms	
	101 to 500 gms.	
	501 to 2 kgs.	
	2 kgs. To 5 kgs.	
8	Parcel - International (By Air)	
	Per Kg.	

Name:

Signature:

Address:

Contract Details with seal and Sig.

TERMS AND CONDITIONS FOR PROVIDING COURIER SERVICES AT IIPS-MUMBAI

1. The courier consignments are to be collected from the IIPS campus on daily basis at 5.30 PM on all working days and on at call basis on holidays. Receipts for the collected consignments have to be handed over immediately on spot.
2. The Contractor will supply "Rate List", Rated quoted will remain the same throughout the Contract period.
3. The Contractor is responsible for any loss being caused to the Institute on account of negligence of duties by the Contractor. Such loss that shall be established after a joint inquiry comprising or the representative of the Institute and the Contractor. The Contractor shall be responsible to make good such loss caused to the Institute.
4. If the Contractor fails to do the assigned jobs or parts to the satisfaction of the Director of the Institute or any officer nominated by him, he shall be penalized by imposing a penalty of Rs.400/- for each item. The penalty shall continue for successive days till the satisfaction of the authorities.
5. The duration of the contract shall be one year subject to quarterly appraisal and review by the Institute's authorities and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before one year, by giving notice of not less than one month to this effect. Also, the contract can terminate by giving a written notice of 30 days him.
6. The contract will be valid for a period of one year from the date of its signing and will be renewable on the recommendation of the Registrar and on the final approval of the Director and Sr. Professor for further term of one year each up to 3 more terms as per the need and subject to the satisfactory performance of the contractor.
7. Any legal disputes will be subject to jurisdiction of Mumbai Courts.
8. Freight Charges: The Freight quoted to be exclusive of present and future taxes levable .
9. GSTN : Will be provided as government rules.
10. Tax Deducted Source (TDS) under Goods Service Tax (GST) regime will be deducted on the base price as applicable rate from time to time.
11. All claims by invoice for services rendered will be admitted only on production of POD's.
12. **Liabilities**

Domestic: In case of Domestic documents/non-documents liability of Contractor will be Rs.10,000/- or cost of reconstructing the same whichever is higher. In case of SURFACE/APEX products the maximum liability of Contractor for loss, damage, shortage will be limited to Rs.10,000/- or actual Invoice Value whichever is higher.

International: For International Priority (Letter/Envelope) the liability of Contractor is USD 100.00 or Freight Charges whichever is higher.

- i. For International shipments (Packs/Boxes/Other Packaging) the maximum liability of Contractor is USD 100.00 or actual invoice value, whichever is higher.
 - ii. Freight refund and penalty as mention in col.3 will be levied for delays which are due to reasons under the control of courier.
12. Tax Deduction at Source: The contractor should produce the Exemption (Non Deduction) certificate under 194 C (4) of the Income Tax Act. Otherwise, TDS will be deducted from his payment.



Assistant Registrar (Admn)
IIPS Deonar, Mumbai