

Government of India
Ministry of Health & Family Welfare
Department of AIDS Control
(National AIDS Control Organisation)
9th Floor, Chandralok Building, 36, Janpath, New Delhi

TENDER NOTICE

National AIDS Control Organisation (NACO), Ministry of Health & Family Welfare desires to engage the services of a reputed professional organisation to provide **Courier Services** in NACO for a period of one year. The contract may be extended beyond one year based on the performance of the Firm.

2. The firm should possess the following: -
 - (a) Experience in carrying out similar work in any Government Institution.
 - (b) Income Tax Clearance and PAN number
 - (c) Certificate of the registration of Company.
3. The details of the tender are as under:

Name of work:

Courier Service for NACO to deliver letters and bulk material to all over India & to international destinations

Duration: One year from the date of award of contract.

Terms & Conditions of work:

- (a) The firm shall pick the letters/bulk materials daily from NACO premises (address given above).
- (b) The firm shall submit POD receipts duly attached with the bill along with a summary report indicating the date of receipt of the letter from NACO and date of delivery of the same at the destination as per mutually agreed delivery terms.
- (c) The firm shall quote rate separately for urgent parcel and normal parcel along with the time frame of delivery of parcels/letters to Major cities and rest of India in the following format:

Delhi & NCR				
Parcel/Letter Weight	Rates for Normal Parcel	Delivery Time (In hours/days)	Rates for Urgent Parcel	Delivery Time (In hours/days)
Upto 100 gm				
101 to 250 gm				
251 to 500 gm				
Addl 250 gm				
Above 1 Kg				

Rest of India

Parcel/Letter Weight	Rates for Normal Parcel	Delivery Time (In hours/day)	Rates for Urgent Parcel	Delivery Time (In hours/day)
Upto 100 gm				
101 to 250 gm				
251 to 500 gm				
Addl 250 gm				
Above 1 Kg				

- (d) The firm shall also quote rate separately for International parcels for each country along with the time frame of delivery of parcels/letters to Major cities of the world.
- (e) The firm shall be solely responsible for any act of commission and/or omission on the part of staff deployed.
- (f) In case of theft or loss of property, the firm shall be liable to compensate for such losses in full.
- (g) The firm shall be responsible for complying with all statutory requirements and obligation at their own costs.
- (h) The firm shall be liable to pay penalty imposed by NACO, if any, for violation of the agreed terms and conditions

4. The sealed tender will be accepted till **1:30 PM on 13th August 2010**. The sealed quotations may be submitted to this office in person till **01:30 PM on 13th August, 2010** or before in the **Tender Box** kept at 9th Floor, Chandralok Building, 36-Janpath, New Delhi or by post ensuring receipt of quotation at NACO at specified date and time for receipt of tender.

5. The tenders for above services shall be opened on the same day at **3:30 PM** in the presence of bidders, who may wish to be present.

5. A security deposit of **Rs. 5000/-** through a Bank Draft (Refundable) in favour of “**Accounts Officer, Ministry of Health & Family Welfare**” payable at **New Delhi** should accompany the tender for each of the above services, failing which the tender shall be rejected.

6. NACO reserves the right to reject any one or all tenders without assigning any reason.

Under Secretary (Admn)