

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
Powai, Mumbai -400 076

ADVERTISEMENT NO.F-39/10-11

Indian Institute of Technology Bombay is looking for a reputed courier Agency having its office in Mumbai to entrust the work of delivering Institute letters all over India and Abroad. Interested Agencies are requested to send their upto date profile giving details as per the terms and conditions on or before 28th October, 2010 in a sealed envelope quoting the Advertisement No. to the Registrar, Indian Institute of Technology Bombay, Powai, Mumbai- 400 076. For terms and conditions and other details please visit: www.iitb.ac.in/courier

Registrar

The Charges/rates for various categories may be quoted in format given below:

Weight (in grms)	Local (within Mumbai)	Major Cities (Chennai, Delhi, Kolkata, Bangalore, Hyderabad)	Rest of India	International			
				USA	Europe	Asia	Others
20-50							
50-100							
100-250							
250-500							
500-1000							
1kg and above							

Note: Rate for “other countries” may be provided as per the format given. If you wish to add more information and rate list, may be provided on separate sheet only.

Terms and conditions

- 1. IIT Bombay is inviting application to appoint the panel of courier firm for courier job.**
- 2. The contract will be for one year initially subject to renewal if services are found satisfactory.**
- 3. Your Rates should be inclusive of all insurance coverage, other taxes, if any.**
- 4. You will have to provide EMD in the form of Demand Draft of Rs. 5000/- along with the quotation.**
- 5. The EMD will be converted to the SECURITY DEPOSIT for the contract period. For unsuccessful firms, EMD will be returned once the contract is finalised.**
- 6. Kindly mention the delivery time in Mumbai and other places in India and Abroad. Delivery time will be one of the factor for selection of the firm.**
- 7. Routine pick up arrangements: For this you will have to appoint one dedicated employee for IIT Bombay to pickup all the letters in time.**
- 8. You may have to pick up the letters / parcels from various departments as well as from the residence of IITB community (paying individually)**
- 9. Tracking of documents over net: You should have the tracking system of document and your staff should train the staff of IITB about tracking of the letters / parcels.**
- 10. Proof of delivery details: As and when necessary, you will have to submit the proof of delivery to IIT Bombay in a day.**
- 11. List of all branches and franchises must be enclosed along with the quotation. Please mention all details of the office / branch working in powai along with the manpower working.**
- 12. Details of Insurance cover may be enclosed. If you do not settle the insurance of parcel in time, the same will be recovered from the monthly bills.**
- 13. It is also made clear that, any loss to IIT Bombay caused by the couries firm will be recovered from the monthly bills.**

- 14. Any other details / features / facilities provided by you.*
- 15. Payment will be made on monthly basis. You will have to raise the bill on monthly basis.*
- 16. In case, the service is not satisfied, the contract shall be terminated any time during contract period after giving one month's notice and vice versa .*
- 17. The courier services shall not be subletted to any other party.*
- 18. IIT Bombay reserves right to accept / reject any quotation or call any firm by invitation if not satisfied with the received quotations.*