



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road, Lucknow – 226013

NOTICE INVITING TENDER (NIT)

NIT No. – IIML/PUR/Courier Services /12/2024-25

Dated: 29/10/2024

NIT FOR “PROVIDING COURIER SERVICES ON ANNUAL RATE CONTRACT” TO IIM LUCKNOW.

Online bids are invited in a Two-Bid System (i.e., Technical Bid & Financial / Price Bid) for work/services mentioned below in E-mode (online) from Contractors (Indian Nationals/ Firms only) and free view of the Notice Inviting Tender (NIT) is available on Govt. E-Procure portal i.e., <https://eprocure.gov.in>. Interested agencies/bidders/Courier Service Provider Companies may participate by registering on [https://eprocure.gov.in/](https://eprocure.gov.in) with a valid DSC.

The tender documents comprise of the Technical bid and Financial/price bid. The Tender (NIT) may be downloaded on acceptance of the terms & conditions. The duly filled technical bid with the supporting documents and required information and price/financial bid shall be uploaded on the eProcure portal i.e., <https://eprocure.gov.in> using Digital Signature before the last date & time of submission as mentioned in the NIT.

BID INFORMATION:

Document Description	NIT for “PROVIDING COURIER SERVICES ON ANNUAL RATE CONTRACT” TO IIM LUCKNOW.
Last date & Time of Submission of Response to NIT Document	19/11/2024 at 11:00 AM
Estimated Bid Value	Rs.5,00,000/- (Rupees Five Lakh only)
Earnest Money Deposit (EMD)	Rs.10,000/- (Rupees Ten Thousand only)
Bid Opening (Venue, Date & Time)	Samadhan Building, IIM Lucknow, Prabandh Nagar, IIM Road, Lucknow – 226013 Bid Opening date: 20/11/2024 at 11:00 AM
Bid Validity	120 days from the date of opening of bids.

Chief Administrative Officer
Indian Institute of Management Lucknow

1. IMPORTANT INSTRUCTIONS FOR BIDDERS

- a) Indian Institute of Management Lucknow invites bids from reputed vendors/agencies/Companies providing Courier services or their agents for "PROVIDING COURIER SERVICES ON ANNUAL RATE CONTRACT TO IIM LUCKNOW".
- b) All filled bids are to be submitted online on the CPP portal before the last date /time for submission of bids (mentioned in NIT).
- c) The Director of the Institute reserves the right to reject any of the offers without assigning any reasons thereof.
- d) All correspondence or corrigendum will only be uploaded/updated on the e-procure portal of NIC. Bidders are requested to visit the portal for updates.
- e) If any of the document uploaded by the bidder/tenderer is found fake, even after the acceptance of tender, the contract will be terminated for which the concerned tenderer will itself be responsible and no compensation, etc., will be paid by the IIM, Lucknow. Further in such cases, Performance Security/EMD of the bidder may be forfeited.
- f) If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited (if any) and the firm may be black listed.
- g) The incomplete bids, conditional bids, bid-nonconforming to the terms and conditions to the terms & conditions and bids not submitted in the prescribed format are liable for rejection.
- h) The bidder shall carefully examine and understand the specifications/nature of work/conditions in this document and seek clarifications, if required, to ensure that they have understood all specifications/conditions of NIT. Such clarifications should be sought within 7 days from date of publication of the NIT.
- i) The Indian Institute of Management, Lucknow do not bind themselves to accept the lowest or any other tender and reserve the right to accept or reject any or all the tenders either in full or in part without assigning any reason.
- j) In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of IIM Lucknow shall prevail.
- k) The contractor shall not sublet, transfer or assign the contract or any part thereof. In the event of the contractor contravening this condition, in addition to forfeiture of Performance security, the firm can be blacklisted by IIM Lucknow.
- l) The tender shall be opened & evaluated by the tender committee and the successful tenderer shall be informed.
- m) If any discrepancy occurs between the various instructions conveyed to contractor or his authorized representative or if any misunderstanding arises between the contractor's staff and IIM's staff, the contractor shall report the matter immediately to the IIM. The decisions of IIM shall be final and binding. Moreover, no claims for losses due to discrepancies between instructions, doubts or misunderstandings shall be admissible.

2. SCOPE OF WORK

- a) The successful bidder / selected Courier Company or agency will be required to provide both domestic and international courier services.
- b) The successful bidder/ courier company/ agency will be required to **pack** all the items/materials, which is to be dispatched, from each and every section/ divisions/ department of the IIM Lucknow. Packing materials will be provided by the Institute/IIM Lucknow. However, no additional charges will be payable for packing.
- c) The courier agency will arrange to pick-up the letters/articles/envelopes/packets etc. from the premises of Indian Institute of Management, Lucknow at IIM Road, Prabandh Nagar, Lucknow on daily basis between 3.00 P.M. to 5.30 P.M. In addition to this, the courier may be asked arrange pick of letter / parcel on urgent basis without any additional charges.

- d) The courier company/ agency should have its own (in case of agency, the website will be of the parent courier company) website with courier / parcel tracking system (Enclose a screen short of the website, showing the tracking system)
- e) The Courier Agency will be responsible for providing monthly consolidated data of proof of delivery (PODs) by 10th of next month for the deliveries made during the previous month indicating the date of dispatch from IIM and date of receipt by the consignee along with the PODs.
- f) The courier company shall submit Computerized Bills for the services provided on monthly basis latest by 10th of next month for the purpose of processing the payment.
- g) The Courier Company/Agency has to submit 100% shipper copies on the same day.

3. ELIGIBILITY CRITERIA

- a) The bidder should a courier company / authorized agent of any well know courier company with a minimum experience of 3 years (Enclose work order / experience certificate showing similar services to any govt / reputed organization. Further, in case of agency, enclose copy of the valid agreement with the parent courier company).
- b) Should possess necessary statutory licenses for their existing businesses (Enclose GST Registration Certificate).
- c) The bidder shall have its main office or branch Office within a radius of 10 KMs of IIM Lucknow (Main Gate). – Bidder shall enclose valid address proof such a Electricity /Telephone Bill in name of the Bidder/ valid Lease or Rent Agreement or any other valid document acceptance to tender evaluation committee. This address may be verified by the Tender evaluation committee, if required.)
- d) The Bidder shall submit the proof of deposit of EMD or valid certificate for exemption from deposit of EMD.
- e) The bidder should have average minimum annual turnover of Rs. 3.00 lakh (Rupees Three Lakh Only) during the last three financial years for similar services (Enclosed CA Certificate or Balance Sheet duly audited by the Chartered Accountant or ITR of Proprietor for the FY2021-22; FY2022-23 and FY2023-24)
- f) Acceptance of the tender document i.e. Annexure-I shall be submitted stamp and singed
- g) The bidder should not be blacklisted or in any Government/PSU/Autonomous bodies. An undertaking duly signed & stamp in this regard should be attached with the bid documents. (Annexure-II)

4. GENERAL TERMS & CONDITIONS

1. **Disqualification:** The proposal is liable to be disqualified in the following cases
 - (i) Proposal not submitted in accordance with this document
 - (ii) During the validity of the period, or its extended period, if any, the bidder increases his quoted prices.
 - (iii) Proposal is received incomplete form.
 - (iv) Proposal is received after due date and time
 - (v) Proposal is not accompanied by all requisite documents.
 - (vi) Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the contract, including extension(s), if any, (no matter at what stage).
 - (vii) If bids are received without the 'EMD or valid certificate for exemption from deposit of EMD'
 - (viii) If the bidder has been blacklisted by any Government/PSU/ Autonomous organization.
 - (ix) The financial bid/rate quoted by the bidder is disclosed with the technical

bid. Such disclosure will result in the cancellation of the bid document. The financial bid given in the tender document is just for understanding of the format. Separate Financial bid/ BoQ in Excel format is available on the CPP portal. The same shall be used for uploading.

2. EVALUATION OF THE BID:

- (i) The bidders meeting the eligibility criteria will be declared as Technically qualified bidders.
- (ii) The financial/price Bid of only technically qualified bidders will be opened.
- (iii) The quoted rate (excluding GST) and including fuel surcharge, if any, will be multiplied by the "WEIGHTAGE" (mentioned in the Financial Bid). The resultant amount will be added. The bidder quoting the lowest total amount will be declared as the "L-1" bidder and will be recommended for award of contract, subject to reasonability of the quoted rates.
- (iv) Award of contract will be subject to approval of the Competent Authority, IIM Lucknow.

3. CONTRACT PERIOD AND AGREEMENT:

The successful bidder will be awarded the contract, initially for a period of one year, which may be extended for a period of additional two years (on yearly basis) Either party hereto may terminate the Contract without cause at any time, upon at least 3 months' written notice. If the contract is terminated due to poor performance or non-performance or reason of bidder's convenience the security money would be forfeited. If any loss of property occurs due to negligence of the party, the amount of loss of property decided by the competent authority would be deducted from the running bill.

4. PRICING

- a) Quote price for each of the components and also the total amount as per the tender document.
- b) The prices are to be quoted on individual item rather than the total package.
- c) If any bidder quotes **NIL** charges in price bid, the bid shall be treated as unresponsive and will not be considered.
- d) **Rate shall be quoted excluding GST (The GST will be paid over & above the quoted rate).**

5. Earnest Money Deposit (EMD) and Performance Security Deposit:

- a) **Earnest Deposit Money:** Bidders are required to deposit an amount of Rs.10,000/- (Rupees Ten Thousand only) towards Earnest Money Deposit (EMD) to the below-mentioned bank account of the Institute on or before the last date & time mentioned above. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at an appropriate place. NSIC /MSME registered firms are exempted from submission of EMD on uploading of valid MSME certificates.

Bank Account No.	07231450000294
Name of Bank & Type of Account	HDFC/Savings

IFSC Code	HDFC0000723
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EMD of all unsuccessful bidders will be returned after the finalization of the tender. EMD of the successful bidder will be returned only after receipt of the Security Deposit towards the Performance Security Deposit. In case, the bidders provide false or misleading information or make changes in the downloaded document or provide the forged document or hide facts relevant to the tender/bidder, the EMD of such bidder may be forfeited. Such action can be taken at any stage of the bidding process i.e., during or after the process.

- b) **Performance Security Deposit:** On the issue of the work order, the successful bidder shall **Deposit Security of an amount of Rs.25,000/- (Rupees Twenty-five thousand only)** in the form of DD/FD/BG from any scheduled bank in favour of 'Indian Institute of Management Lucknow' payable at Lucknow. The validity of FDR/ BG shall be equal to or more than the period of the contract, including the period for which the contract can be extended, plus 60 days. This Security Deposit may, at the option of the IIM Lucknow be forfeited in the event of the contractor's failure to fulfil any of the obligations under the contract/agreement. The security deposit shall be refunded by IIM Lucknow to the contractor after 60 days of the expiry or completion of the contract. The security deposit shall not carry any interest. It is distinctly understood that IIM Lucknow shall be entitled to appropriate all dues and/or expenses that will be due and payable by the contractor to IIM Lucknow under the items hereof, and/or the result of IIM Lucknow suffering or incurring any damages and/or extra expenses by employing any services to IIM Lucknow consequent to the failure of the contractor to discharge the said services and/or any part or parts thereof to the satisfaction of IIM Lucknow without prejudice to its right against the contractor for damages under the Law, and that shall be recovered from contractor's monthly bill and/or security deposits.

The Security Deposit of the tenderer may be **forfeited by IIML** without prejudice to any other rights or remedies under the following circumstances: -

- (i) If, after acceptance of the tender, the tenderer fails to take up the job
- (ii) If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
- (iii) If, after acceptance of this tenderer the successful tenderer fails to commence the work within the specified time.

6. **PAYMENT TERMS:** 100% payment on monthly basis after successful execution of courier services and on submission of monthly invoice with required enclosures duly verified by user department. There is no guarantee of any minimum business. The Institute of free to avail services of another vendor/ courier company / Indian Postal Department during the ARC.

7. **PENALTY CLAUSE:**

- a) In respect of delayed delivery of articles, a penalty of Rs. 100/- per day will be levied and no payment against such articles will be made

- b) For non-delivery & non-receipt of any courier, a token penalty of Rs. **500/-** per article will be imposed. All the undelivered consignments shall be returned within the assured time to the Institute by indicating reasons.
- c) **RISK PURCHASE:** In case of the tenderer's failure to provide satisfactory service toward the scope of work, IIM Lucknow reserves the right to go for Courier service from other sources by and in that event additional cost incurred by IIM Lucknow for actual final executing the, will be recovered from the tenderer and suitable penalty may also be imposed for such instances.

8. **FORCE MAJEURE CLAUSE:** Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements.

The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days' notice.

9. **DISCLAIMER CLAUSE:** IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow.

10. **DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:** "All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.

By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English

TECHNICAL BID

PART-A

To BE FILLED BY THE BIDDER

The bidder is required to provide the following details in the prescribed format and also enclose self-attested copy in support of the information provided, wherever applicable:

NIT NO. _____

dated: _____

1.	Name of the Bidder (Firm)	
1a	Firm is Courier Company or Agency of any reputed Courier Company? If agency, mention the name of the Courier Company (Only well know companies are acceptable)- In case of agency, enclose the active contract/ agreement with the Courier Company.	Courier Company / Agency If agency, name of the courier Company: _____
2a	Address of the Bidder/ Firm	
2b.	Detailed Address of the Branch office, which is in radius of 10 KMs of IIM Lucknow (Main Gate). (Enclose Address proof)	
2c	Distance between Main Office and IIM Lucknow (main gate)	
2d	Distance between Branch Address and IIM Lucknow (main gate)	
3a	Contact Phone number(s) of the bidder:	
3b	Email ID of the bidder:	
4.	Year of Establishment and GST Number (Enclose copy of valid GST Registration)	Year: _____ GSTN: _____
5.	The bidder should have a minimum experience of 3 years as on the last date for submission of bids. (Enclose work order/ experience certificate)	
6.	The bidder should have an average minimum annual turnover of Rs. 3.00 lakh (Rupees Three Lakh Only) during the last three financial years for similar services (Enclosed CA Certificate or Balance Sheet duly audited by the Chartered Accountant or ITR of Proprietor for the FY2021-22; FY2022-23 and FY2023-24)	FY 2021-22 : Rs. _____ FY 2022-23: Rs. _____ FY 2023-24: Rs. _____

7.	Details of EMD or valid certificate claiming exemption from deposit of EMD	UTR No. _____ Date of transaction: _____ OR Cert No. _____
9.	Have you enclosed, filled, signed & stamped Annexure-I	Yes/No
10.	Self-Declaration for Non-Blacklisting of bidder by any organization and acceptance of tender conditions & other relevant conditions (Annexure-II)	Yes/No
11.	Signed & stamped copy of this NIT as token of acceptance of all terms & conditions mentioned in this NIT.	Yes/No

I, _____ hereby declare that I am authorised to submit this bid on behalf of the Firm (name mentioned above).

Further it is to certify that I have understood the terms & condition of the tender document /NIT and all the information provided above is true to the best of my knowledge and belief and the documents submitted in support of the information provided above or otherwise are genuine and complete.

Further I understand that providing false/incomplete information may lead rejection of bid and forfeiture of EMD.

Signature & stamp of the Bidder _____

Date: _____

FINANCIAL BID

(Not to be filled by the bidder. This is only for reference. The BoQ to be filled & uploaded on CPP by the bidder is available on the CPP portal).

DO NOT ENCLOSE FILLED FINANCIAL BID WITH THE TECHNICAL BID

NIT No. _____

dated _____

Financial Bid

(To be quoted by the bidder)

S. No.	PARTICULARS	WEIGHTAGE	QUOTED RATE (In Rs.) ** (GST Extra as Applicable)
1	Rates For Delivery within Lucknow (0-50 grams)	50	
2	Rates For Delivery within Lucknow (51-100 grams)	50	
3	Rates For Delivery within Lucknow (101-150 grams)	50	
4	Rates For Delivery within Lucknow (151-200 grams)	50	
5	Rates For Delivery within Lucknow (201-250 grams)	50	
6	Rates For Delivery within Lucknow (Every additional 250 grams and part thereof upto 5 KG)	50	
7	Rates For Delivery within Lucknow (Rate for initial 5 KG)	50	
8	Rates For Delivery within Lucknow (Rate for 1 kg additional (over & above 5 kg))	50	
9	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (0-50 grams)	50	
10	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (51-100 grams)	50	
11	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (101-150 grams)	50	
12	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (151-200 grams)	50	
13	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (201-250 grams)	50	
14	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (Every additional 250 grams and part thereof upto 5 KG)	50	

15	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (Rate for initial 5 KG)	50	
16	Rates For delivery in U.P/Delhi/Punjab/Haryana/Uttaranchal (Northern Region) (Rate for 1 kg additional (over & above 5 kg))	50	
17	Rates For delivery in rest in India (0-50 grams)	50	
18	Rates For delivery in rest in India (51-100 grams)	50	
19	Rates For delivery in rest in India (101-150 grams)	50	
20	Rates For delivery in rest in India (151-200 grams)	50	
21	Rates For delivery in rest in India (201-250 grams)	50	
22	Rates For delivery in rest in India (Every additional 250 grams and part thereof upto 5 KG)	50	
23	Rates For delivery in rest in India (Rate for initial 5 KG)	50	
24	Rates For delivery in rest in India (Rate for 1 kg additional (over & above 5 kg))	50	
25	PARCEL FOR MORE THAN 5KG Rates for Local delivery (500-1000) in single lot of (0-100 grams)	25	
26	PARCEL FOR MORE THAN 5KG Rates for Local delivery (500-1000) in single lot of (0-250 grams)	25	
27	PARCEL FOR MORE THAN 5KG Rates for Local delivery (500-1000) in single lot of (Additional 500 grams)	25	
28	PARCEL FOR MORE THAN 5KG Rates for delivery in UP/Delhi/Haryana/Punjab/Uttaranchal (500-1000) in single lot of (0-100 grams)	25	
29	PARCEL FOR MORE THAN 5KG Rates for delivery in UP/Delhi/Haryana/Punjab/Uttaranchal (500-1000) in single lot of (0-250 grams)	25	
30	PARCEL FOR MORE THAN 5KG Rates for delivery in UP/Delhi/Haryana/Punjab/Uttaranchal (500-1000) in single lot of (Additional 500 grams)	25	
31	PARCEL FOR MORE THAN 5KG Rates for delivery in rest of India (500-1000) in single lot of (0-100 grams)	25	
32	PARCEL FOR MORE THAN 5KG Rates for delivery in rest of India (500-1000) in single lot (0-250 grams)	25	
33	PARCEL FOR MORE THAN 5KG Rates for delivery in rest of India (500-1000) in single lot of (Additional 500 grams)	25	

34	Rates for delivery of Dox (500grams) in Zone A	25	
35	Rates for delivery of Sample/ Parcel (500 grams) in Zone A	25	
36	Rates for delivery of Add. (500 grams) in Zone A	25	
37	Rates for delivery for parcel of 10 KG in Zone A	25	
38	Rates for delivery for additional 1 kg over 10 kg in Zone A	25	
39	Rates for delivery of Dox (500grams) in Zone B	25	
40	Rates for delivery of Sample/ Parcel (500 grams) in Zone B	25	
41	Rates for delivery of Add. (500 grams) in Zone B	25	
42	Rates for delivery for parcel of 10 KG in Zone B	25	
43	Rates for delivery for additional 1 kg over 10 kg in Zone B	25	
44	Rates for delivery of Dox (500grams) in Zone C	25	
45	Rates for delivery of Sample/ Parcel (500 grams) in Zone C	25	
46	Rates for delivery of Add. (500 grams) in Zone C	25	
47	Rates for delivery for parcel of 10 KG in Zone C	25	
48	Rates for delivery for additional 1 kg over 10 kg in Zone C	25	
49	Rates for delivery of Dox (500grams) in Zone D	25	
50	Rates for delivery of Sample/ Parcel (500 grams) in Zone D	25	
51	Rates for delivery of Add. (500 grams) in Zone D	25	
52	Rates for delivery for parcel of 10 KG in Zone D	25	
53	Rates for delivery for additional 1 kg over 10 kg in Zone D	25	
54	Rates for delivery of Dox (500grams) in Zone E	25	
55	Rates for delivery of Sample/ Parcel (500 grams) in Zone E	25	
56	Rates for delivery of Add. (500 grams) in Zone E	25	
57	Rates for delivery for parcel of 10 KG in Zone E	25	
58	Rates for delivery for additional 1 kg over 10 kg in Zone E	25	
59	Rates for delivery of Dox (500grams) in Zone F	25	
60	Rates for delivery of Sample/ Parcel (500 grams) in Zone F	25	
61	Rates for delivery of Add. (500 grams) in Zone F	25	

62	Rates for delivery for parcel of 10 KG in Zone F	25	
63	Rates for delivery for additional 1 kg over 10 kg in Zone F	25	
64	Rates for delivery of Dox (500grams) in Zone G	25	
65	Rates for delivery of Sample/ Parcel (500 grams) in Zone G	25	
66	Rates for delivery of Add. (500 grams) in Zone G	25	
67	Rates for delivery for parcel of 10 KG in Zone G	25	
68	Rates for delivery for additional 1 kg over 10 kg in Zone G	25	
69	Rates for delivery of Dox (500grams) in Zone H	25	
70	Rates for delivery of Sample/ Parcel (500 grams) in Zone H	25	
71	Rates for delivery of Add. (500 grams) in Zone H	25	
72	Rates for delivery for parcel of 10 KG in Zone H	25	
73	Rates for delivery for additional 1 kg over 10 kg in Zone H	25	

**For International Courier Services: The quoted rate shall include the Fuel Surcharge (present rate of the parent company). Any increase in the fuel surcharge should be payable over and above the quoted rate on submission of valid proof of increase (screenshot from parent/partner courier company).*

Zone A: Bhutan, Bangladesh, Maldives, Nepal, Sri Lanka, UAE.

Zone B: Bahrain, Hong Kong, Iran Jordon, Kuwait, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Singapore, Syria.

Zone C: Australia, Brunei, Indonesia, Malaysia, Myanmar Cambodia, China, South Korea, Laos, Macau, Mongolia, New Zealand, Philippines, Taiwan, Thailand, Vietnam.

Zone D: Belgium, Denmark, France, Germany, Italy, Luxembourg, Netherlands, Switzerland, U.K,

Zone E: Canada, Mexico, USA

Zone F: Japan

Zone G: Austria, Andorra, Belarus, Bulgaria, Canary Island, Czech Republic, Cyprus, Faroe Island, Finlands, Gibraltar, Guernsey, Greece, Ireland, Israel, Jersey, Malta, Norway, Poland, Portugal, Romania, Spain, South Africa, Sweeden, Turkey, Yugoslavia

Zone H: Rest of World

DECLARATION BY BIDDER

(On bidder's letterhead - In case, the bid is submitted by other than the owner of the firm, the declaration shall be submitted by the authorized signatory)

With respect my/our bid submitted against NIT No. _____
dated _____, I/we.....
..... declare and confirm that the information furnished and the attachment
submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my /
our application for empanelment.

I/we shall be bound by the acts of the duly authorized signatory who has signed this
application and of any other person, who in future, may be appointed by us in his place
whether or not an intimation of such changes has been given.

I/we undertake to communicate promptly to IIM Lucknow any changes in the conditions or
working of the firm.

No employee or direct relation of any employee of IIM Lucknow is in a way connected as
Partner / Shareholder / Director /Advisor/ Consultant/ Employee etc. with the vendor/
firm.

I/We also declare that I/we/ our firm have/has never been blacklisted by any Government
/PSU/ Autonomous organization.

I/we have read and understood the terms and conditions of the tender document (NIT No.
_____) and agree to abide by the same in all
respects.

Signature

Place:.....

Name:
(In Capital Letter)

Designation:

Date:.....

(Seal of Bidder)

(ON LETTER HEAD OF THE BIDDER)

UNDERTAKING

With respect my/our bid submitted against NIT No. _____ dated _____, I / We _____ Partner / Sole Proprietor/Authorized Signatory (Strike out which is not applicable) of (Name & Address of Firm) _____do hereby declare and solemnly affirm:-

- a) That the undersigned is duly authorized to submit this declaration and Bid against the above referred NIT.
- b) That the firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or any Autonomous Institute.
- d) That the Firm/Agency will provide services mentioned in the Scope of services/work on the quoted rates.
- e) That the Firm/Agency will providing packing services i.e. the parcels will be received in loose condition and the firm/agency will pack these parcels before picking these for dispatch.
- f) That no partner or shareholder, directly or indirectly is connected/related to any employee working in the IIM Lucknow.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us found to be false/ incomplete at any stage, our bid / empanelment will be liable to be cancelled / terminated and attract appropriate action.

Date: _____
Place: _____

STAMP & SIGNATURE OF THE BIDDER