



# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोची - 682016  
Coir House, M.G. Road, Kochi - 682016  
तार/ Gram : COIR BOARD  
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788  
फैक्स / Fax : 0484-2370034, 2354397  
ई-मेल/ E-mail : coir@md2.vsnl.net.in  
वेब/ Web : www.coirboard.nic.in, www.coirboard.gov.in

No: I-21020/18/2016-PUBLICITY

20.12.2016

## TENDER NOTICE

### **SUB:- QUOTATION FOR COURIER SERVICES – DISPATCHING CALENDARS & ORGANIZERS -2017.**

Sealed quotations are invited from reputed and experienced courier agencies for dispatching Board's Calendar and Organizer for the year 2017 to all over India as per the terms and conditions attached. Interested parties may submit their bids to the undersigned at the above address **on or before 3.00 pm on 22.12.2016.**

Sealed Cover containing the quotation should be placed in a cover superscripted "Tender for Courier Services".

The undersigned reserves the right to accept/reject any or all the bids without assigning any reason whatsoever.

For further details, please visit our website [www.coirboard.gov.in](http://www.coirboard.gov.in)

Sd/-  
Secretary

### **General Terms & Conditions:**

1. The period of contract of under the scope of work shall be valid for 3 months which may be extended by one years, if the services are found to be satisfactory on the same terms and conditions and at the discretion of Authority of Coir Board.
2. It shall be the responsibility of the courier agency to promptly respond to Coir Board calls, Non-tampering of parcels and documentation and ensure safe delivery of the documents/Packages to the destination without any damage.
3. Challans of consignment should specify with minimum details as follows :
  - a. Consignment No. & date
  - b. Nature of packing & Weight.
  - c. Consignor and Consignee with stamp & Signature.
  - d. Mode of Dispatch
  - e. Any other details.
4. Proof of Delivery (POD) of the documents/parcels should be given to Coir Board. POD should invariably contain the consignee stamp & signature. Please mention whether any other proof of delivery other than POD is available (with supporting document). Two copies POD/Booking to be enclosed with the bill.
5. Facilities to track the courier through website should be available.
6. Obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time of State or local Govt. as applicable to him or to this contract without any liability and responsibility to Coir Board whatsoever it may be.
7. To bear all taxes, rates charges, levies or claims, whatsoever, as may be imposed by the State. Central Government or any local body or authority. To furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by the Coir Board from time to time.
8. Responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by Courier Agency for the purpose at premises of Coir Board or for any accident caused to them and the Coir Board shall not be liable to bear any expense in this regard.
9. In case of any changes of constitution of the Agency, the rights of Coir Board should not suffer.
10. A local representative of Agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract.
11. The personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Govt. of India/ any State/or any Union Territory.
12. Good standard of services shall be maintained as indicated.
13. The Coir Board shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable except as under the contract.
14. Before submission of the bill, the Agency shall ensure that the materials are properly delivered in good conditions and POD enclosed.
15. No request for making advance payment on any ground shall be entertained.
16. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
17. The Income tax as applicable shall be deducted from the bill unless exempted by the Income tax Department
18. During the course of the contract period, the Agency shall deposit service tax at prevailing rates as per GOI norms.
19. The decision of Coir Board in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
20. An agreement shall be signed with the successful agency as per specimen enclosed.
21. The Coir Board shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.

22. **Penalty:** In case of loss/damage/non delivery of items dispatched the Coir Board reserve the right to impose penalty up-to maximum 200 % of the total value of the material dispatched.
23. **Termination:** The contract may be terminated by Coir Board giving one month notice, in case the agency
  - a. Assigns or sub-contract of this service.
  - b. Violation/ contravention of any of the terms and conditions mentioned herein.
  - c. Does not improve the performance of the services in spite of instructions.
  - d. Any violation of instructions/agreement of suppression of facts.  
On termination of the contract, it shall be the responsibility of the agency to discontinue the services.
24. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Kochi.

## Tender for Courier Services

### 1. FOR DOCUMENTS/ NON-OCUMENTS DELIVERY.

**In Rs.**

S. No.	Place	Upto 250 gm	Upto 500gm	Upto 1 Kg
1	Kerala			
2	Metropolitan Cities e.g. Kolkata Mumbai, Delhi, Chennai			
3	For Southern States e.g. Andhra Pradesh, Telengana, Tamilnadu, Karnataka, Goa, Orissa, Pondicherry			
4	For North-eastern States			
5	UT of Andaman & Nicobar Islands and UT of Lakshadweep			
6	Rest of all States & UTs in India			

### 2. FOR PARCEL CHARGES

**In Rs.**

S. No.	Place	By Surface		By Air	
		Per Kg	Additional Kg	Per Kg	Additional Kg
1	Kerala				
2	Metropolitan Cities e.g. Kolkata Mumbai, Delhi, Chennai				
3	For Southern States e.g. Andhra Pradesh, Telengana, Tamilnadu, Karnataka, Goa, Orissa, Pondicherry				
4	For North-eastern States				
5	UT of Andaman & Nicobar Islands and UT of Lakshadweep				
6	Rest of all States & UTs in India				

**Note: Rate should be all inclusive except Service Tax.**

**Date:**

**Signature:**

**Name:**

**Seal:**

## **DRAFT AGREEMENT**

THIS AGREEMENT is made on ----- day of ----- Two thousand Sixteen between Coir Board, M.G.Road, Ernakulam, Kochi -16 has one part hereinafter called Coir Board and M/s. -----, having its registered office at ----- hereinafter called the "Agency" for courier service on the other part.

WHEREAS the Coir Board is desirous to engage the Agency for courier service on the terms and conditions stated below:-

1. The Agency shall be solely responsible for compliance to provisions of various laws and all statutory/ obligations. Coir Board shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/Health related liability/ compensation. Coir Board shall have no liability in this regard.
3. Penalty: In case of non-compliance with the contract, the Coir Board reserves its right to: -
  - a) Cancel/ revoke the Contract; and/or
  - b) To impose penalty up to maximum 200 % of the total value of material dispatched.
4. Termination: The Contract can be terminated by giving one month's notice, in case the Agency:
  - a) Assigns or sub-contracts any of this service.
  - b) Violation/Contravention of any other terms and conditions mentioned herein.
  - c) Does not improve the performance of the services in spite of instruction.
  - d) Any violation of instructions/agreement or suppression of facts.
5. There would be no increase in rates payable to the agency during the contract period.
6. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
7. Jurisdiction: In case of any dispute or differences between the Agency and Coir Board , Coir Board shall have the right to decide. However all matters of jurisdiction shall be at the local Courts located at Kochi.
8. Decision of Coir Board in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

THIS AGREEMENT will take effect from ----- day of ----- Two thousand Sixteen and shall be valid for 3 moths which may be extended by one year, if the services are found to be satisfactory on the same terms and conditions and at the discretion of Authority of the Coir Board.

IN WITNESS WHERE OF both the parties have set and subscribed their respective hands with their Seal in the presence of the witness: -

AGENCY

Signature:

Agency:

Name of Representative:

Designation:

Date:

Seal

Witness:

1.

2.

COIR BOARD

Signature:

Coir Board

Name:

Designation:

Date:

Seal

Witness

1.

2.