

PRASAR BHARATI
INDIA's PUBLIC SERVICE BROADCASTER
DOORDARSHAN KENDRA: CHENNAI-5

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No.MS/TV/A1/Misc/2013

Dated : 09.02.2015

Sub: Quotation for engaging courier service – for all over India.

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Sir,

This Kendra is interested to engage Courier Service to despatch VIDEO TAPES/ DOCUMENTS/ FILMS/ LETTERS to all over India and in Chennai city. Hence, you are requested to send your sealed quotations for the same as per the details/ conditions available in Annexure-II.

The quotations should be sent by Registered Post in sealed covers addressed to the undersigned by name so as to reach on or before 11 AM on 27/02/2015. The cover should be superscribed with the following details:-

- a) Quotation for Courier Service.
- b) Reference to the letter of enquiry.
- c) Due date of opening of quotation.

The quotation will be opened in the office of the undersigned at 3 PM on 27/02/2015 in the presence of such tenderers or their agents as may choose to attend on 27/02/2015.

The Director, Doordarshan Kendra, Chennai reserves the right to reject or accept any quotation without assigning any reason. The decision of the said authority shall be final and binding.

However, the Director, Doordarshan Kendra, Chennai reserves the right to extend/terminate the contract at any time without assigning any reason whatsoever in which the event the Agency shall not have any claim on account of the same.

Those firms who are not willing to undertake the service on credit basis need not respond to this enquiry.

Yours faithfully,

(A.KOTESWARA RAO)
SENIOR ADMINISTRATIVE OFFICER
FOR DEPUTY DIRECTOR GENERAL(E)

Encl: Annexure-I

Annexure-II

QUOTATION FOR COURIER SERVICE

Last Date for receipt of Quotation: 11.00. A.M on _27/02/2015.

Date and time of opening Quotation: 03.00 P.M. hours on 27/02/2015.

Sl. No	Area for which rates to be quoted	RATES				Addl. 100g & part thereof
		Upto 100g	101-500g	501-750g	751-1000g	
1	Local (Within Chennai City)					
2	Tamil Nadu Including Puducherry					
3	South India (Other than Tamilnadu Puducherry)					
4	Western India					
5	Northern India					
6	Eastern India					
7	North Eastern India					

Signature with Date

Address of the Firm with Seal

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TERMS AND CONDITIONS FOR COURIER SERVICE:

1. Scope of work: The scope of work under the contract for picking up VIDEO TAPES/ DOCUMENTS/ FILMS/ LETTERS etc from Doordarshan Kendra, Swamy Sivananda Salai, Chennai – 5 to any location in India including local deliveries.
2. Response time:The agency shall contact the Officer-in-charge of Administration section of his authorized representative of Doordarshan Kendra, on all working days between 06.00 PM to 07.00 PM as per the directions of Officer-in-charge from time to time. The agency shall also respond immediately on receipt of telephone call to meet emergency requirement.
3. The agency shall ensure that the dak/parcel etc. handed over to the addressee safely without any damage. The schedule of delivery is as follows:-

Within Tamil Nadu State	:24 hours
Outside Tamil Nadu State	:48 hours
Local (within Chennai)	:12 hours

4. Penalty:In respect of each case of delay beyond 72 hours (excluding Sundays, holidays and on account of imposition of curfew at the destination), Doordarshan Kendra, Chennai may without prejudice to any other steps that may be taken in this regard, impose penalty as under:-

A)Delay of one day – 50% cut in the charges payable on delayed Consignments.

B)Delay of more that one day – 100% cut in the charges payable on delayed Consignments.

The penalty shall be recovered by this office against the settlement of Bill of the agency.

- 5). Period of contract: The contract period shall be one year from the date of acceptance of quotation and no request for enhancement of the rates shall be entertained under any circumstances whatsoever. However, the Director, Doordarshan Kendra, Chennai reserves the right to extend the contract at any time without assigning any reason whatsoever. The agency shall not have any claim on account of the same. However, if the Agency wants to discontinue their courier service for any reasons they shall give 45 days prior notice in writing to the Director, Doordarshan Kendra, Chennai
- 6). Payments terms: Payment shall be made once in a month for the service rendered as per the approved quotation rates. Income Tax shall be deducted as per Income Tax rules made thereunder.
- 7). Other conditions: The agency shall ensure absolute security, safety, secrecy and confidential nature of the documents while rendering their services and shall so arrange that the packets are delivered in the same condition as has been given to them by Doordarshan Chennai. The proof of such acknowledgement in token of their receipt by the addressee, as and when required by the Officer-in-charge, should be submitted within 24 hours.

(A.KOTESWARA RAO)
SENIOR ADMINISTRATIVE OFFICER
FOR DEPUTY DIRECTOR GENERAL(E)

