

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON

27.08.2025

Rate Quotation for engagement of Courier Services Agency

Management Development Institute Gurgaon invites the Rate quotations from reputed and experienced agencies for engagement of "COURIER SERVICE PROVIDERS" to provide courier services for the Management Development Institute Gurgaon, for a period of three years. The eligible, reputed and interested agencies are required to submit their rate quotation in physical form in a Sealed Cover superscribed "**Rate Quotation for Courier Services at MDI Gurgaon**" & as to reach at the address **Chief Administrative Officer (IS), Management Development Institute, Mehrauli Road Sukhrali Gurgaon- 122007 by 10th September, 2025 upto 3:00 p.m. through Speed Post/Courier By-hand only.** Rate Quotations received after the due date and time will not be considered.

FORMAT FOR QUOTATION

Details of the Company

Name & Address of the Organization/Agency with phone number, e-mail and name & telephone /Mobile number of contract person.	
Set-up of your Organization a) Is the establishment registered with the government? Please give details with document/evidence. b) Please attach a brief profile of your company	
GST Registration (Please attach copy)	
Please submit an undertaking that no case is pending with the police/Court against the proprietor/Firm/Partner or the company. (Company letter head)	
Details of your association with other branded leading courier service agencies in India	

Format for experience with other organization

Name of Organization with complete address & Telephone Number with complete address to whom service has been provided.	From	To	Contract Value (Rs)	Reason for Termination if any

Rates Quote for the Courier Services

1) Rates (Rs.) for Domestic Services

SL No.	Local/NCR		Rest of India	
Particular	Upto 500 gm	addl500 gm (Each)	Upto 500 gm	addl 500 gm (each)
By Surface				
By Air				

2) Rates (Rs.) for Domestic Bulk Services

S.No.	Local/NCR			Rest of India		
Particular	Upto 2kg	Upto 5kg	Above 5kg	Upto 2 kg	Upto 5 kg	Above 5 kg
By Surface						
By Air						

3) Rates (Rs.) for International Services

Particular.	Weight Slab (in Grams)	Zone-1	Zone-2	Zone-3	Zone-4	Zone-5	Zone-6	Zone-7	Zone-8
By Air	(0-500 gm)								
	Upto 1kg								
	addl500 gm								

General Terms and Conditions:

- The rates shall be all-inclusive except statutory taxes.
- Whenever required, the vendor shall attend to the courier services before/ after normal working hours & even on holidays without any extra payment.
- Payment shall be released within 30 days on receipt of the final bills verified by the department.
- TDS or any other statutory levy applicable during the contract shall be deducted at source, as per rules.
- Period of notice for termination of contract shall be one month on either side or as the case may be.
- The Institute reserves the rights to empanel one or more vendor to do the courier services in the institute at its sole discretion.
- The Courier Service Provider Agency (Vendor) shall have an all-India network and have not blacklisted by any organization. (Submit necessary certificate/ documents on the letter head failing which the bids will be rejected).
- The vendor shall have Online tracking facility to track the courier status and delivery report.
- The Courier Agency (Vendor) has to observe absolute security, safety, secrecy and confidential nature of the documents/parcels while giving its services and to ensure that the packets/packages are delivered in the same condition duly closed and sealed as given by the office. If due to security reason, the courier has to open the packet on the instruction of police. security people, such cases is considered as beyond their control. In that case, the agency should inform MDI Gurgaon and same has to re- pack and to seal again on such packets and to deliver it safely to the client, while maintaining the confidentiality as above.
- The Institute reserves the right to cancel the Quotation at the sole discretion without assigning any reasons.
- MDI Gurgaon reserves the right to either accept or reject any or all of the rate quotations without assigning any reason whatsoever and decision of Director, MDI Gurgaon shall be final and binding.

Date:

**Signature of Authorized Signatory
along with Company seal**

- Note:** 1. Relevant self-attested documents to be submitted in support of above points.
2. Absence of any such document (s) may disqualify the quotes.