

April 27, 2018

**Soni P Philip**  
**Chief Administrative Officer**

Dear Sir

**Sub: Quotation for Courier Services on Annual Rate Contract Basis  
for the year 2018-19**

As you are aware, National Institute of Bank Management (NIBM) is an apex level Institute for Training, Consultancy and Research in the Banking Industry.

We wish to invite quotations for rendering Courier Services on Annual Rate Contract Basis at NIBM. Sealed quotations in the prescribed form along with the detailed information of the agency (form enclosed) addressed to The Director, National Institute of Bank Management, Kondhwe Khurd, NIBM Post Office, Pune 411 048 should be deposited in the tender box kept in Room No. 1109, First Floor, Block I at NIBM between 2.00 p.m. to 5.00 p.m. on any working day on or before May 10, 2018.

**Terms for tendering quotations are as follows:**

1. Only agencies having all India network services need apply.
2. The charges quoted should be inclusive of freight, octroi and any other taxes, levies etc. as applicable.
3. The charges quoted will be final and no change will be entertained for any reason whatsoever.
4. All quotations should be signed by the person authorised to do so and should be stamped with the seal of the Agency.
5. Payment will be released on monthly basis after consolidated receipt of all the confirmed deliveries. The agency should submit a bill every month along with a copy of proof of all the couriers delivered.
6. Quotations should be tendered in sealed envelopes superscribed "Sealed Quotation for Courier Services on Annual Rate Contract Basis"
7. NIBM reserves the right to reject any or all the quotations without assigning any reason thereof.

Thanking you

Yours faithfully

Soni P Philip  
Chief Administrative Officer

**NATIONAL INSTITUTE OF BANK MANAGEMENT**  
**Kondhwe Khurd, Pune 411 048**

**QUOTATION FORM FOR COURIER SERVICES**

1. Name of Agency :
2. Address :
3. Contact Person :
4. Contact Telephone No. :
5. Branches (in Pune) :
6. Number of staff :
7. Office Timings :
8. Pick-up : once / twice in a day
9. List of stations where services are provided, should be attached along with this form.

| Sr No | Sector         | Upto 250 gms<br>(Rs.) | 251-500 gms<br>(Rs.) | Addl. 500 gms<br>(Rs.) |
|-------|----------------|-----------------------|----------------------|------------------------|
| 1     | All Over India |                       |                      |                        |
| 2     | Maharashtra    |                       |                      |                        |
| 3     | Mumbai         |                       |                      |                        |
| 4     | Intracity      |                       |                      |                        |
| 5     | International  |                       |                      |                        |

Date:

Stamp of the Agency &  
Signature of Authorised Person