

**CENTRAL INFORMATION COMMISSION**  
Fifth Floor, Block IV, Old JNU Campus  
New Delhi 110067

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Fax Nos. 26717352 and 267154

Central Information Commission invites bids from suppliers of the Courier services to the Commission, which has to send its documents to various parts of the country including Delhi for the period ending 31<sup>st</sup> March, 2007. The detail terms and condition are as follows:-

1. All the details of the documents to be couriered will have to be recorded in a prescribed form for the record of the Commission.
2. Confirmation of the documents delivered shall be maintained in a prescribed form.
3. Separate rates may be quoted for Delhi and rest of the country as well as for other countries.
4. A definite time frame for delivery of the documents at different destinations may be indicated. The bidder shall take due care to deliver the documents within the time frame and will be responsible for any delay and no payment will be made for such delayed delivery.
5. In case the bidder fails to provide the Commission service to any destination agreed to, the Commission will be free to use any other Courier Service provider and any excess payment shall be recovered from the bidder in all possible manners.
6. The bidder shall provide the Commission indemnity (civil and Criminal) to the Commission against all the acts (civil/Criminal) of its employees and shall reimburse any loss caused to the Commission on account of any act of its employees.
7. The Commission reserves the right to modify the above conditions to meet its requirements without giving any notice.
8. The bidders are requested to submit their bids by stating clearly that the above conditions are acceptable to them and they shall abide by these terms and conditions. However they may improve upon the condition of service that will be factored in to decision making. Agreement containing the above may be drawn to remove any doubts in this regard.
9. In the event of dispute, the Chief Information Commissioner of the Central Information Commission or his nominee shall be the sole arbitrator. All disputes arising shall be resolved before the competent court having jurisdiction /area where the Commission is located.
10. Last date for submission of bids is February 28, 2006.

Joint Secretary  
Central Information Commission

Contact phone No.: 26167932 / 26717351