



भारतीय प्रबंध संस्थान कोषिकोड
आई आई एम् कोषिकोड कैम्पस- पी ओ
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O, Kozhikode - 673 570, Kerala
NOTICE INVITING TENDER

Tender No. 06-21(01)/NIT/03/2026-IIMK.GA

Date: 29.06.2026

1.	Name of the work	NIT for “Empanelment of Firms for providing Domestic and International Courier services at IIM Kozhikode “.
2.	Cost of Bid Document	The bid form can be freely downloaded from IIMK Website https://iimk.ac.in/tender
3.	Earnest Money Deposit	EMD of ₹10,000/- (Rupees Ten Thousand only) shall be submitted in the form of Demand Draft/Bankers Cheque from any Nationalized bank drawn in favour of Indian Institute of Management Kozhikode, Payable at Kozhikode
4.	Period of downloading of Bid Document from IIMK Website	From 29.06.2026 to 20.07.2026 (Up to 14.00 hrs.)
5.	Last Date of Receipt of the Tender	20.07.2026 (Up to 15.00 hrs.)
6.	Date of Opening of Tender	20.07.2026 at 16.00 hrs
7.	Mode of submission	The tender document can be sent by Speed Post/ Registered Post/Courier or dropped in the box entitled ‘General Administration Section’ kept near Reception area in Administrative Block.
8.	Address to which the tender is to be sent	Chief Administrative Officer Indian Institute of Management Kozhikode IIMK Campus P.O., Kozhikode 673570
9.	Contact Person	Assistant Administrative Officer (GA) Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570, Tel: 0495 – 2809212

Amendments to the tender (if any) will be issued only through website www.iimk.ac.in.



भारतीय प्रबंध संस्थान कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
आईआईएमके परिसर डाकघर, कुन्नमंगलम/ IIMK Campus P O, Kunnamangalam
कोषिकोड/ Kozhikode - 673 570 (केरल/Kerala)

NOTICE INVITING TENDER

1. Indian Institute of Management Kozhikode invites sealed tenders from reputed courier agencies/ firms/companies with relevant experience in the field for rate contracts on all India basis for normal domestic courier, express courier (premium services) and international courier for their day to day transit of consignments /letters/other papers/parcels on a regular basis throughout India, which includes, pick-up and delivery of the items at doorsteps.
2. Tender Form can be downloaded from our website www.iimk.ac.in. Last date for submission/receipt of tender(s) is **20.07.2026** at **15:00 Hrs.** In case, any holiday on the last day of submission, the tenders will be accepted on the next working day at the same time as scheduled above. The tenders received after the above said scheduled date and time will not be considered.
3. The Institute reserves the right to accept any or reject any or all of the tenders without assigning any reasons.

Sd/-

A J Varghese
Chief Administrative Officer
Indian Institute of Management Kozhikode

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PART I: GENERAL INFORMATION AND INSTRUCTIONS FOR THE BIDDERS

A. INTRODUCTION

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE (IIMK) is one of the premier management institutes in the country set up by Ministry of Education, Govt. of India, offering widest range of academic programs in the field of management education. It is contributing to management education and developing human resources to meet requirements of India's economy and industries and is on a high growth trajectory today. Bids are invited from reputed courier agencies/ firms/companies with relevant experience in the field for **“Empanelment of Firms for providing Domestic and International Courier services at IIM Kozhikode”**.

B. GENERAL INFORMATION

- a. Tenderers are requested to carefully go through the provisions of this tender Document (non-transferable).
- b. The Tenderers are advised to submit the tender strictly based on the terms and conditions contained in the tender document including amendments, if any, issued by IIMK prior to submission of tender. Only for amendment with financial implications, if any, issued by IIMK after submission of tender, the Tenderers shall be entitled to amend their prices.
- c. IIMK reserves the right to alter and revise the conditions and terms at any point of time. Modifications to Tender or extension of dates of submission of tender will be notified in IIMK website when required by a corrigendum. Tenderers are required to visit the specific tender notification on the website and keep themselves updated for such corrigendum(s).
- d. In the event of any doubt regarding the terms and conditions/formats, the persons concerned may seek clarification from the Assistant Administrative Officer (GA) of IIMK. In case of any tampering / unauthorized alteration is noticed in the tender document/form, the said tender shall be summarily rejected and IIMK shall have no liability, whatsoever on the matter. However, deviation if any, proposed by IIMK may be indicated separately for acceptance or otherwise of IIMK. Such proposed deviation will not be treated as tampering for the purpose of this clause.
- e. The rates have to be quoted in the prescribed form/schedule issued from the Institute. Tenderers should quote their rates for each item as mentioned in the schedule.
- f. Tenders not properly filled, mutilated, with incorrect calculations or generally not complying with the conditions will be rejected.
- g. Each page of the Tender should be serially numbered and signed. The covering letter should clearly specify the total number of pages in the Tender submitted by the Tenderer.
- h. Tender document is to be signed by the authorized signatory. Unsigned Tenders will summarily be rejected and no correspondence shall be

entertained. In case the tender is not signed by the National/Regional Head, a Letter of Authority with the seal of the company in favour of the person signing the tender may please be furnished.

- i. No alternations in Tender forms shall be made by the Tenderer and if any such alteration is made, the Tender is liable to be rejected. Certificate for tender documents downloaded from Indian Institute of Management Kozhikode Website should be attached as per format given in Annexures .
- j. The acceptance of Tender will rest with the Institute, which does not bind itself to accept the lowest Tender and reserve to itself the authority to reject any or all of the Tenders received, without assigning any reasons
- k. The Tenders submitted shall clearly indicate the name of the firm/person in whose favour the final work order is to be placed. Any request made after submitting the Tender for changing the name of the firm in whose favour the purchase order is to be placed shall not ordinarily be entertained.
- l. Tenderers are to abide by all the Terms and Conditions detailed in the tender. In case these terms and conditions are not acceptable to any Tenderer, he/she should clearly specify the deviations in his/her Tender. IIMK reserves the right to accept or to reject them.
- m. The Tenders along with all necessary documents in sealed envelopes should be sent to the following address, super scribing Tender number and name. The vendors can drop the Tender in the Box, entitled 'General Administration Section' kept near Reception area in Administrative Block.

Chief Administrative Officer
Indian Institute of Management Kozhikode
IIMK Campus P.O., Kozhikode 673570

C. EARNEST MONEY DEPOSIT

- a) Bidders are required to submit a sum of **₹10,000/- (Rupees Ten Thousand only)** as EMD shall be submitted in the form of Demand Draft/Bankers Cheque from any Nationalized bank drawn in favour of Indian Institute of Management Kozhikode, Payable at Kozhikode.
- b) EMD of the unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest, after the receipt of performance security. EMD is not required to be submitted by those Bidders who are registered with, National Small Industries Corporation (NSIC)/MSME Udyog Adhaar. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.
- c) The Earnest Money shall be forfeited if
 - (i) The tender is revoked during its validity period.
 - (ii) Prices are increased unilaterally by the Tenderer after the tender opening and during validity period of the tender.

- (iii) IIMK accepts the Tenderer's proposal and the Tenderer refuses to execute the work order after the offer of contract.

D. PERFORMANCE SECURITY

- a) Within 15 (fifteen) days of the receipt of notification of award/Letter of Intent, the successful bidder shall furnish a performance guarantee of an amount of **₹30,000/- (Rupees Thirty Thousand only)** in the form of Demand Draft / Bank Guarantee from any scheduled Bank. The Performance Guarantee shall be kept valid for a period of the contract period plus Three Months (to be re-validated for such equal periods for which the contract may be extended after the initial period of 2 years). The Performance Guarantee amount shall be payable without any condition what so ever and these guarantee shall be irrevocable. The Performance Guarantee is intended for securing the performance of the entire tenure of the agreement between IIMK and the Contractor. The Performance Guarantee/Security Deposit shall be released only on satisfactory performance of the terms of agreement between the vendor and IIMK for the entire period of the agreed time frame plus two months. The deposit will not bear any interest.
- b) The Performance Guarantee/Security Deposit is liable to be forfeited, if the party fails to execute the work as per the terms and conditions of the agreement and to the satisfaction of IIMK or on account of any breach of the agreement. Any damage to IIMK property would be recovered from the performance Guarantee.

SUBMISSION, PREPARATION AND EVALUATION OF TENDERS

1. Guidelines for Submitting Tenders:

- 1.1. Vendors are required to submit the Tender(s) in Annexure 1.
- 1.2. Annexure 1 consists of two parts:
Part A: Profile of Vendor
Part B: Price Bid
- 1.3. Please provide complete details as asked for. In case the required documents/proof is not enclosed, the Tender may be rejected and no clarification/enquiry in this regard will be entertained.
- 1.4. **Part A:** Profile of Vendor: - Please provide details of proof of meeting the laid down qualifying criteria. Details as asked for in this part may please be provided.
- 1.5. **Part B:** Price Bid:-
Price bid shall contain the Price Schedule duly filled in as per the Price Schedule Format enclosed at Annexure-I properly super scribing the content.
- 1.6. IIMK will not take responsibility if the Tender is not received within due date and time. The Tenders received after the due date and time stipulated for receipt of Tenders shall be rejected. No request for extension of time for submission of Tender shall be considered on the plea of delay by Post/Courier, etc.

E. Time and date for opening of Bids: The tenders will be opened at 4.00 PM on 20.07.2026 at IIMK Campus in the presence of representatives of IIMK and the bidders or their representatives they choose to be present.

F. Forwarding of Bids: Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.

G. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the IIMK may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

H. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional bids will be rejected.

I. Validity of Bids: The Bids should remain valid for 120 days from the last date of submission of bid.

PART II: TERMS & CONDITIONS OF THE CONTRACT

ELIGIBILITY CRITERIA

- 1) The Bidder/Tenderer should be based in Kozhikode and nearby places having office at Kunnamangalam or within a radius of 8 km from Kunnamangalam. (Proof to be submitted)
- 2) The Bidder/Tenderer should have a proper established office premises having necessary infrastructure and sufficient manpower on its rolls so as to provide immediate, satisfactory and efficient courier services. (Proof to be submitted)
- 3) The Bidder/Tenderer should have a valid PAN Number issued by Income Tax Authority and GST Registration Certificate (Proof to be submitted)
- 4) The Courier Agency should have minimum of 5 years' experience as on 31.03.2026. (Proof to be submitted)
- 5) The Bidder/Tenderer should have carried out similar annual contract at least at two Central or State Government Undertaking / Autonomous Institute/ Public Sector Undertakings/Banks/reputed Private firms during the last Two financial years. Attach Certificate of Experience and providing satisfactory Courier Services from concerned Establishments/Companies.
- 6) The Bidder/Tenderer should have an Online Developed Software available on its Official Website so as to enable to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.
- 7) The Institute will debar Bidders/Tenderers having relatives working in IIMK from tendering in any capacity. A Non-relationship Certificate is required to be submitted as per Annexure 5 of the Tender Document.

- 8) The Tenders from Individual / Firm / Organization including its Partners / Shareholders/ Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in Annexure 2 is required to be submitted along with Technical Bid.
- 9) The tenders (directly or indirectly) from any firm/establishment whose services have not been found satisfactory by IIMK earlier shall not be entertained.
- 10) The average annual turnover of the firms should be at least Rs 3 lakhs in the last three accounting years ending 31.03.2026. Proof of which shall be submitted by way of IT returns, Audited Balance Sheet or Auditor's Certificate.
- 11) The Agency should have the required conveyance facility for pick-up and delivery of the consignments.

PART III: STANDARD CONDITIONS OF CONTRACT

1. SCOPE OF SERVICES AND PAYMENT TERMS AND CONDITIONS

- 1) The Bidder/Tenderer is required to provide the courier services for an initial period of two years. However, the contract for providing courier services can be renewed after the period matured with mutual consent.
- 2) The Bidder/Tenderer will arrange to collect courier letters/packages twice daily i.e. At 11.00 AM and 4.30 PM on every working day from IIMK Campus.
- 3) The Bidder/Tenderer is required to submit PODs (wherever applicable) of the letters/packages collected from the various departments as proof of delivery of letter/package within ten days from the date of collection of letter/package to the respective departments of the IIMK for record/verification. In the event of non-submission of PODs for the courier/packages sent, no payment will be made to the Bidder/Tenderer.
- 4) That in case the Bidder/Tenderer or its franchises/agents :-
 - Manipulates the delivery particulars
 - Damages the consignments
 - Mishandles the consignments, which results in a loss in full or any part/item of the consignments
 - Submits wrong bills
 - Submits unreliable delivery status reports or which is found to be incorrect.
 - Picks up a consignment and then returns it on the plea that the address is outside the area of operations of the First Party.

Then IIMK shall impose a penal charge on above at Rs. 1000/- (Rupees One Thousand Only) per consignment or the amount of consequential loss suffered by the Second Party, whichever is more. Such a penalty will be deducted from the bills due to the courier agency.

- 5) The Bidder/Tenderer will submit monthly bills to each department for the letters/packages received from them for courier along with PODs for verification and certification of the amount payable as per approved rates.

- 6) The payment of bills shall be released within 30 working days from the date of receipt of bills.
 - 7) The Bidder/Tenderer is required to deposit Goods and Services Tax and any other tax with the respective authorities and keep a record of the same.
 - 8) The Bidder/Tenderer should have Online Developed Software available on its Official Website so as to enable the sender to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.
 - 9) Within four weeks from the date of acceptance of the order by the selected Bidder, the Bidder shall execute an Agreement on non-judicial stamp paper of appropriate value (Rs 200/-) with IIMK at Kozhikode in a format to be mutually agreed between IIMK and the selected Bidder. The successful bidder shall commence operation within three weeks from the date of award of the Contract or the firm date as specified by IIMK.
2. **FORCE MAJEURE:** Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavors to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete the performance of their respective obligations as described in these terms and conditions.
 3. **Law:** The contract agreement shall be considered and made in accordance with the laws of the Republic of India and shall be governed by and interpreted in accordance with the laws of the Republic of India.
 4. **Effective date of the contract order:** Normally the contract shall come into effect on the date of its acknowledgment by the bidder (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The services shall commence from the effective date of the contract Order.
 5. **Dispute resolution:** All disputes or differences arising out of or in connection with the courier service shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the service, which cannot be settled amicably, shall be referred to the Director, IIMK whose decision shall be final and binding on both parties. The Agreement shall be governed by laws of India and court at Kozhikode shall have exclusive Jurisdiction.
 6. **Penalty for use of undue influence:** The bidder shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of IIMK or otherwise in procuring the contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present contract or any other contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the bidder) or the commission of any offers by the bidder or anyone employed by him or acting on his behalf, as defined in

Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle IIMK to cancel the contract and all or any other contracts with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of IIMK or the nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of IIMK or to any other person in a position to influence any officer/employee of the IIMK for showing any favor in relation to this or any other contract, shall render the Bidder to such liability/ penalty as IIMK may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by IIMK.

7. **Access to books of accounts:** In case it is found to the satisfaction of IIMK that the bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the bidder, on a specific request of IIMK, shall provide necessary information/ inspection of the relevant financial documents/information.
8. **Non-disclosure of contract documents:** Except with the written consent of the IIMK/Bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
9. **Termination of contract:** The IIMK shall have the right to terminate this contract in any of the following cases without payment of compensation: -
 - a) The successful Bidder is declared bankrupt or becomes insolvent.
 - b) The IIMK has noticed that the successful bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - c) For non-performance/default in compliance of the terms and conditions of the contract.
10. IIMK may terminate this contract at any time with the notice of 30 days in advance.
11. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
12. **Transfer and sub-letting:** The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
13. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Contract, which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the IIMK. Failure to do so may result in rejection of the Bid submitted by the Bidder (Annexure 3).

PART IV: PREPARATION OF BID DOCUMENT

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.
2. All pages of the Bid Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Bid
3. Complete bid documents can be downloaded from the Website of IIMK (www.iimk.ac.in). Information on issuance of corrigendum, if any, related to this bid will also be available on the website of the Institute.
4. Bidders should furnish the required details in their own letter-heads. In case desired documents/proof is not enclosed, the Bid may be rejected and no clarification/ enquiry in this regard will be entertained.
5. Bid Documents: The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bid Documents.
6. Financial Bid
 - The vendor has to submit the price bid as given in the format in **Annexure-I (Part B)**. The bidder needs to fill up the rates in the designated cell.
 - The prices shall be inclusive of all Taxes. However, basic unit price and all other components of the price need to be individually quoted as per price schedule given in Price Bid.
 - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - "DISCOUNT, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount, free service, etc. into account".
7. Period of Validity
 - a) The Bid shall remain valid for a period not less than 120 days after the deadline date specified for submission.
 - b) In exceptional circumstances, IIMK may request the consent of the bidder for an extension to the period of bid validity. The request and the

response thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.

8. Opening of bids: The valid Bids received before the deadline will be open at **16:00 hours on 20.07.2026** by representatives of IIMK and the bidders or their representatives they choose. In the event of the specified date of bid opening being declared a holiday for IIMK, the bids shall be opened at the appointed time and location on the next working day.
9. Right to accept /reject the bid: IIMK does not pledge itself to accept the Bid and reserves to itself the right of accepting the whole or any part or portion of the Bid or cancel the Bid without assigning any reason whatsoever. IIMK will examine the materiality/significance of the deviation/variation, if any, and shall take its own decision to accept or reject the Bid. IIMK's decision on acceptance/rejection shall be final without assigning any reason thereof. Bid once submitted will not be allowed for revision without the approval of IIMK. Any withdrawal of Bid after submission of offer will result in debarring/blacklisting of the party.
10. **Evaluation of bids:** The duly constituted Bid evaluation Committee (BEC) shall evaluate the bids and is empowered to take appropriate decisions on minor deviations. In the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether the documents have been properly signed and whether the bids are in order.

The decision of the BEC on Techno –Commercial evaluation(s) shall be final and binding on all the bidders.

11. **Award of Contract:** The contract shall be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.

The Institute reserves the right to issue work order for International and Domestic Courier services separately for same\different agencies. Director, IIMK can keep more than two to three agencies for empanelment.

Even though a vendor is empanelled, the Institute does not guarantee any minimum quantity or value of business. The Institute reserves the right to allocate courier services/work among various agencies at its sole discretion, based on requirements, performance, rates, and other relevant factors.

12. **Acknowledgement/acceptance of the Order:** The vendor shall give an acknowledgement of the order within 10 days of the date of the same. In case, the supplier fails to acknowledge the order within the stipulated time, the Institute is at liberty to cancel the order.

For clarifications, if any, please contact AAO (GA) between 9:30 am and 5:00 pm on working days.

Sd/-
A J Varghese
Chief Administrative Officer
Indian Institute of Management Kozhikode

Date: 29.06.2026

PART A**ORGANIZATIONAL PROFILE**

Name of the Bidder:

1. Name of Firm :
2. Type :
3. Name of Owner/Proprietor :
4. Year of establishment :
5. Brief Description (May add as a separate enclosure) :
6. Contact Number and Mobile Number:
7. Email Id :
8. Address :
9. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

10. Eligibility Criteria for Selection

SI No	Criteria	Remark
1	The Bidder/Tenderer should be based in Kozhikode and nearby places having office at Kunnamangalam or within a radius of 8 km from Kunnamangalam.	Proof to be enclosed
2	The Bidder/Tenderer should have a proper established office premises having necessary infrastructure and sufficient manpower on its rolls so as to provide immediate, satisfactory and efficient courier services.	Proof to be enclosed
3	The Bidder/Tenderer should have a valid PAN Number and GST Registration Certificate	Proof to be enclosed
4	The Courier Agency should have minimum of 5 years' experience as on 31.03.2026	Proof to be enclosed
5	The Bidder/Tenderer should have carried out similar annual contract at least at two Central or State Government Undertaking / Autonomous Institute/ Public Sector Undertakings/Banks/reputed Private firms during the last Two financial years.	Proof to be enclosed
6	The Bidder/Tenderer should have an Online Developed Software available on its Official Website so as to enable to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer.	Proof to be enclosed
7	The Institute will debar Bidders/Tenderers having relatives working in IIMK from tendering in any capacity. (Annexure 5)	Proof to be enclosed
8	Non-Blacklisting Declaration (Annexure 2)	Proof to be enclosed

9	The average annual turnover of the firms should be at least Rs 3 lakhs in the last three accounting years ending 31.03.2026.	Proof to be enclosed
10	The Agency should have the required conveyance facility for pick-up and delivery of the consignments	Proof to be enclosed
11	Duly signed and stamped of the entire tender document (all pages) by authorized signatory along with its addendum/corrigendum, if any.	To be submitted

Declaration

I/we..... (Name of the Authorized Representative of Bidder) of..... (Name of the bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Stamp & Signature of the Bidder)

Date:

TENDERER BANK DETAILS

1	Name and Full address of the Tenderer & E-Mail address	
2	Account No.	
3	IFSC Code	
4	Name of the Bank and Branch	
5	Branch full address with Telephone No	
6	Telephone/Mobile/Fax No. of the Tenderer	
7	PAN (Permanent Account Number)	
8	GST No. (attach GST registration certificate)	

(Stamp & Signature of the Bidder)

PART B

FINANCIAL BID

I/ We, Ms. ----- quote our rates for providing
Courier Services to IIM Kozhikode as under:-

For Domestic Couriers

Sl. No	Area/ Zone	Slab	Letter/ Document (Rs.)	Surface Parcel (Rs.)	Air Document (Rs)	Air Parcel (Rs.)	Premium Service (Rs.)
1	Kerala	Up to 50 gm					
		51 gm up to 250 gm					
		501 gm up to 1 kg					
		Each 250 gm above 1 kg up to 2.5kg					
		Each 500 gm above 2.5 kg					
2	TN/ Karnataka	Up to 50 gm					
		51 gm up to 250 gm					
		501 gm up to 1 kg					
		Each 250 gm above 1 kg up to 2.5kg					
		Each 500 gm above 2.5 kg					
3	Maharashtra/ AP/ Telangana	Up to 50 gm					
		51 gm up to 250 gm					

		501 gm up to 1 kg					
		Each 250 gm above 1 kg up to 2.5kg					
		Each 500 gm above 2.5 kg					
4	North India	Up to 50 gm					
		51 gm up to 250 gm					
		501 gm up to 1 kg					
		Each 250 gm above 1 kg up to 2.5kg					
		Each 500 gm above 2.5 kg					
5	North East	Up to 50 gm					
		51 gm up to 250 gm					
		501 gm up to 1 kg					
		Each 250 gm above 1 kg up to 2.5kg					
		Each 500 gm above 2.5 kg					

For International Courier

Sl. No.	Area/ Country	Slab	Letter (Rs.)	Air Documents (Rs.)	Air Parcel (Rs.)	Premium Service (Rs.)
1	European Union	Up to 50 gm				
		51 gm up to 250 gm				
		501 gm up to 1 kg				
		Each 250 gm above 1 kg up to 2.5kg				
		Each 500 gm above 2.5 kg				
2	UK	Up to 50 gm				
		51 gm up to 250 gm				
		501 gm up to 1 kg				
		Each 250 gm above 1 kg up to 2.5kg				
		Each 500 gm above 2.5 kg				
3	US & Canada	Up to 50 gm				
		51 gm up to 250 gm				
		501 gm up to 1 kg				
		Each 250 gm above 1 kg up to 2.5kg				
		Each 500 gm above 2.5 kg				
4	Singapore	Up to 50 gm				
		51 gm up to 250 gm				
		501 gm up to 1 kg				

		Each 250 gm above 1 kg up to 2.5kg				
		Each 500 gm above 2.5 kg				
5	G C C	Up to 50 gm				
		51 gm up to 250 gm				
		501 gm up to 1 kg				
		Each 250 gm above 1 kg up to 2.5kg				
		Each 500 gm above 2.5 kg				

Note: Bidders are hereby informed that the lowest rates received amongst all the eligible bidders for each slab mentioned in the Financial Bid will be offered to all eligible bidders for their consideration and acceptance.

(Stamp & Signature of the Bidder)

**SPECIMEN OF UNDERTAKING REGARDING NON-
BACKLISTING/PROSECUTION OF THE FIRM**
(To be submitted on the Letter Head of the Bidder/Tenderer)

TO WHOMSOEVER IT MAY CONCERN

Tender Reference No: -----

Name of Tender/Work: Tenders for providing courier service at IIM Kozhikode

I / We / Our organization, M/s _____
hereby undertake and declare that neither me nor our Organization including our
Partners / Shareholders / Directors were ever blacklisted / prosecuted by any
government department /statutory body (ies) / Public Sector Undertakings in any
State or by any Court of Law.

SIGNATURE OF BIDDER/TENDERER
WITH DATE AND RUBBER STAMP

ACCEPTANCE LETTER

To,
The Chief Administrative Officer,
IIM Kozhikode
IIMK Campus PO
Kozhikode 673570

Dear Sir,

Re: Acceptance of IIM Kozhikode's Tender Conditions.

The tender document for empanelment of firms for providing Courier Services floated by IIM Kozhikode have been downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions and scope of services of the tender document of IIM Kozhikode and I / We shall abide by the conditions/clauses contained in the tender document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and IIMK shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money absolutely deposited by me / us along with the tender document.

I / We hereby unconditionally accept all the terms and conditions of the Tender Document for Empanelment of Firm for providing Courier Services in its entirety.
The required Earnest Money is deposited.

Thanking you,

Yours faithfully,

SIGNATURE OF BIDDER/TENDERER WITH DATE AND RUBBER STAMP

LIST OF PRESENT AND PAST CLIENTS DURING THE LAST FIVE YEARS

(Please give complete details as per the following format along with the experience certificate issued by clients/ organizations. This information provided will facilitate evaluation of the Technical Bid).

Sl. No.	Name of the Organization with complete postal address (mention Pvt. Sector/Govt Body/PSU/Autonomous, Banks etc)	Name and Designation of the contact person with Telephone No./ E-mail ID	Period for which contract for courier service was awarded	Nature of work	Annual Turnover

SIGNATURE WITH SEAL

FORMAT OF NON-RELATIONSHIP CERTIFICATE

I / We / Our organization, _____
including our Partners / Share-holders / Directors hereby certify that none of my / our
relative(s) is /are employed in the Indian Institute of Management Kozhikode (IIMK).

In case at any stage, if it is found that the information given by me / us is false
incorrect, IIMK shall have the absolute right to take any action as deemed fit without
any prior intimation to me / us.

Signature of the Tenderer with Seal _____

Name of the Tenderer _____

Date _____