

**DIRECTORATE OF INFORMATION & PUBLIC RELATIONS  
HIMACHAL PRADESH, SHIMLA-2**

**TENDER NOTICE FOR HIRING OF COURIER AGENCY FOR ONE YEAR**

Sealed tenders are invited from reputed Courier Agencies established in Shimla for the distribution of Giriraj Weekly within H.P. upto Sub Divisional level w.e.f. 09-06-2026 to 30-06-2026 The tender form along with terms and conditions may be downloaded either from Departmental website **<http://himachalpr.gov.in>** or it may be purchased on cash payment of Rs. 500/- from the office of Sr. Editor Giriraj Weekly, Shimla-171005.

In case, tender form is downloaded from departmental website, tenderers are required to deposit Rs. 500/- in shape of demand draft in the name of Director, Information & Public Relations alongwith tender, otherwise their tender will be rejected. Tender complete in all respect should reach in the office of Sr. Editor, Giriraj Weekly, Shimla-171005 on or before 30-06-2026 2026 upto 1.00 P.M. and will be opened on 02-07-2026 at 3.00 P.M. in the presence of tenderers or their authorized representatives whosoever will be present.

Director  
Information & Public Relations  
H.P. Shimla-171002

**Directorate of Information & Public Relations  
Himachal Pradesh, Shimla-2**

----

**Notice Inviting tender for hiring of Courier Agency for Department of  
information and Public Relation Department.**

Directorate of Information and Public Relation, Himachal Pradesh, invites Sealed Tenders from Courier Service Agencies for Transporting and delivering of its documents etc. to various places in PAN India.

Courier agencies are required to submit their bid as per schedule mentioned below.

<b>1. Tender fee</b>	₹ 500/-
<b>2. Sale of Bid document</b>	
<b>3. Last date &amp; time for submission of bid.</b>	
<b>4. Date of opening of bid.</b>	

*Note : Interested bidder may obtain tender documents from the Senior Editor, Giriraj Weekly Office, Ghora Chowki, Shimla-5 in any working day on or before the scheduled date and time.*

**• Special Terms & Conditions:-**

1	Name of the work	Hiring of courier service agency for the Giriraj Office of Directorate of Information and Public Relation, Himachal Pradesh.
2	Contract period	Initially for 03 Years and DIPR likely to be extended for more years upon satisfactory performance and as per mutually agreed terms and conditions at that time.
3	Earnest Money Deposit.	EMD shall required to deposited @ ₹ 10,000/- (Rupees ten thousand only) in the form of FDR/DD to DIPR, payable at Shimla. EMD shall be payable with the bid. EMD to remain valid for a period of 45 days beyond the final bid validity period. Micro small Enterprise (MSE)Organizations, Startups

		are exempted from EMD and tender fee. But bid securing declaration form need to be submitted.
4	Performance Security Deposit	Performance Security shall be @ 5% of total value of work awarded shall have to be deposited by the successful vendor after award of contract in the form of FDR duly pledged on the name of Director, Information and Public Relation, Himachal Pradesh.

• **Other Terms & Condition**

1. Tender must be enclosed in sealed cover to be submitted in the office of Sr. Editor Giriraj Weekly Office, Shimla-5 HP super subscribed as “Hiring of Courier Agency for distribution of Giriraj Weekly etc.”
2. Bundles of news paper etc. may be procured from the office premises of Sr. Editor on every Monday up to 5 PM, delivery of which should be ensured within 24 to 48 hours otherwise, empanelment may be rejected straight way and second courier agency who have quoted lower price will be awarded the work of distribution of Giriraj Weekly.
3. Further security money deposited with the department will be forfeited if the agency fail perform their duties as per terms of this office.
4. The Weighing machine for weighing newspaper bundles at office premises on every Monday will be the responsibility of the successful bidder. In case of delay in publication/gathering of newspaper due to technical or unforeseen reason, the delivery date will be intimated telephonically on Monday positively by the office of Sr. Editor Giriraj Weekly Shimla-5.
5. Tenderer is required to enclose Rs. 10000/- as Earnest Money Deposit in shape of DD duly pledged in the name of Director, Information & Public Relations, H.P. Shimla-171002 which will be refunded to the unsuccessful bidder and earnest money of successful bidder will be held as security

money till enforcement of empanelment. Tender without earnest money shall be liable for rejection.

6. The firm has to submit report of delivery of bundles at destination every week to the Giriraj office alongwith date and time failing which a penalty of Rs. 50/- per day shall be imposed on the firm.
7. The service provider shall be responsible for any loss due to theft/pilferage and/or damage to the Department property, when such damage is, in the opinion of the Bank, i.e. the said authorized officer, caused due to negligence, carelessness or any fault on the part of the service provider or his workmen/employees engaged for the services and the quantum of loss arrived at by the said authorized officer is final and binding on the vendor and such losses shall be recovered by the Department from the charges payable to the vendor and from Security Deposit.
8. The service provider shall ensure that the 'character and antecedents of the personnel engaged by him are duly verified before such engagement.
9. If during the currency of the Contract, any Statute, rules / Govt. notification prohibits employment of Contract Labour for the services envisaged under this Agreement or otherwise, the contract shall come to an end forthwith and no compensation shall be payable to the service provider or his workmen/employees.
10. Any indulgence, forbearance or waiver, granted or shown or made on the part of the Department will not prejudice its rights under the contract.
11. DIPR reserves right to accept or reject tender without assigning any reason.

**Director  
Information & Public Relations  
Himachal Pradesh, Shimla-2**

**Annexure1****Technical Bid  
Details of Inputs/Information to be provided by the Bidder**

<b>Sr. No.</b>	<b>Input</b>	<b>Information/ Inputs to be filled by the Bidder (if required, separate sheets may be enclosed)</b>
1	Name and address of the agency, telephone number, fax, mobile number, email address, contact person(proof of office in Shimla to be submitted)	
2	Type of organization (Whether proprietorship, partnership, private limited, limited company etc.)	
3	Necessary licenses for establishment of the Agency (attach copy of licenses if any)	
5	Year of experience in courier agency	
6	Details of registration/membership/trade license	
	Registering authority	
	Registration No. & Date	
7	GST No (attach copy of GST registration certificate)	
	PAN Number (Attach copy of PAN)	
	Total number of employees of the firm	
8	Web tracking facility for tracing Consignments	Yes/ No
9	Income tax return for the last three financial years	
10	Minimum turnover of Rs.4.00 lacs per annum	Yes/ No
11	in the last Three years (Necessary proof such as Audited Balance Sheet, C.A. Certificate etc. to be attached)	

12	Service tax number / certificate / DVAT etc. (Attach a copy of the Registration Certificate/ letter)	
13	Whether agency debarred/black-listed by any Govt./ Semi-Govt./Public Sector organization (Declaration on letterhead to be attached)	Yes/ No
14	Dispute, if any	
15	Service provider has operational offices/ Network in Himachal Pradesh/Shimla (Attach necessary proof)	
16	Bank Account Details (attach copy of Cancelled cheque)	Name of Account: Account Number: IFSC Code: Bank & Branch Name:

**All copies of documents should be attested by authorized signatory.**

**DECLARATION**

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to DIPR to verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that; I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature o the authorized signatory of the agency.

Official seal/stamp Date:

Date:

Place:

**Financial Bid  
(in Ruppes)**

<b>Sr. No.</b>	<b>Weight per Kg.</b>	<b>Within MC area of Shimla.</b>	<b>Within Himachal Pradesh (outside area of MC Shimla)</b>	<b>Outside H.P.</b>
1.	First 100 gms to 1,000 gms.			
2.	Above 1000 gms. to 3 Kg.			
3.	Above 3 Kg. to 8 Kg.			
4.	Above 8 Kg. to 10 Kg.			
5.	Above 10 Kg.			

**Note:-**

- **Price should inclusive of GST and other taxes.**
- **Price should indicate against each in figures and words both.**

Name &amp; Designation:

Official seal/ stamp

Date:

Business Address:

**Declaration & Acceptance of Terms and Conditions**

To

The Director,  
Information & Public Relation,  
Himachal Pradesh.

**Sub: TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY**

Sir

This is with reference to your tender no: \_\_\_\_\_ due on \_\_\_\_\_ . We are interested in participating in the tender for appointment of courier service agency.

We have read and understood the details as given in the tender information regarding the Scope of Work and Terms and Conditions for the selection and the same are acceptable to us.

We have given all the information required by the Giriraj Office of Director, Information and Public Relation, Himachal Pradesh, Shimla-171002. We have submitted the required Documents as per the format. We certify that we are eligible as per the said Terms. The duly signed copies of all the tender pages are attached herewith.

(Signature of authorized signatory of the agency)

Name & Designation:

Official seal/ stamp

Date:

Business Address:

**ANNEXURE -IV**

**AGREEMENT FOR APPOINTMENT OF COURIER SERVICE AGENCY FOR DELIVERY OF LETTERS / MAILED / PACKETS/ PARCELS ETC. OF THE GIRIRAJ OFFICE OF DIRECTOR, INFORMATION AND PUBLIC RELATION, HIMACHAL PRADESH, SHIMLA-171002.**

**(SPECIMEN COPY)**

This agreement is made at \_\_\_\_\_ on this \_\_\_\_\_ Day of \_\_\_\_\_ 2026 between- the Giriraj Office of Director, Information and Public Relation, Himachal Pradesh, Shimla-171002, which expression shall, unless repugnant to the context hereinafter contained, include its successors and assigns of the one part and \_\_\_\_\_ carrying on business at \_\_\_\_\_ under the name of \_\_\_\_\_ (hereinafter called the Agency which expression shall be deemed to include his/their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assignees) on the other part for the purpose of performing the courier related services at the rates and under the terms and conditions specified in the tender form and **its annexure I.**

Whereas the Agency has agreed with Giriraj Office of Director, Information and Public Relation, Himachal Pradesh, Shimla-171002, to perform all the operations set forth in the tender documents including its annexure, which shall be treated as an integral part of this agreement, upon the terms and conditions governing contract annexed.

In consideration of the payment to be made by Giriraj Office of Director, Information and Public Relation, Himachal Pradesh, Shimla-171002, the Agency shall duly perform the said operations as mentioned in the tender document and its annexures and shall execute the same with great promptness, care and diligence to the satisfaction of Giriraj Office of Director, Information and Public Relation, Himachal Pradesh, Shimla-171002 and will carry out the work in accordance with the terms and conditions of contract with effect from the award of contract for the period of three years, which may be extended on year to year

basis, on mutual consent of both the parties and will observe, fulfill and honour all the conditions mentioned in the tender document.

The Giriraj Office of Director, Information and Public Relation, Himachal Pradesh, Shimla-171002, hereby agrees that if the Agency observe and honour the said terms and conditions of the contract, they will pay or cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed. The cost of stamp duty on this account shall be borne by Agency.

In witness whereof the said parties have hereunto set their hands the day and year first above written.

\_\_\_\_\_ AGENCY/FRANCHISEE

\_\_\_\_\_ FOR AND ON BEHALF OF, Giriraj Office of Director,  
Information and Public Relation, Himachal Pradesh, Shimla-171002.

WITNESS

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS

1.

2.