



Ministry of Culture
Government of India



F.No.7/20(56)/SD-R&I
Date: 29.06.2026

इन्दिरा गांधी राष्ट्रीय कला केन्द्र
सूत्रधार

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Sutradhara

Janpath Building, Janpath (Near Western Court),
New Delhi-110 001
Tel.: +91 11 2344 6361
Website : www.ignca.gov.in
E-mail: directoradmin.ignca@gmail.com

Subject: Call for Tender- providing courier services for official and program related purposes.

Sir/Madam,

The Indira Gandhi National Centre for the Arts (IGNCA), New Delhi, sealed tenders are invited from reputed agencies for providing courier services for official and program related purposes at IGNCA, Janpath, New Delhi.

You are requested to submit your tender in accordance with the scope of work and terms & conditions enclosed as Annexures.

Scope of Work

The Contractor shall be responsible for providing courier services on timely basis for official purpose of IGNCA, Janpath, New Delhi.

Submission Details:

Your sealed tender along with the proposal and supporting documents should reach the following address on or before 06.07.2026.

To,
Laxmi Rawat
Service & Supply Section,
Indira Gandhi National Centre for the Arts (IGNCA),
Janpath Building, Janpath Road, New Delhi-110001

Important:

The Bidder must fulfill the eligibility criteria mentioned in Annexures

Incomplete quotation or those not adhering to the specified conditions will not be considered.

We look forward to your participation.

लक्ष्मी रावत / LAXMI RAWAT
सहायक वित्त सलाहकार एवं सेवा अधिकारी (सेवा एवं आपूर्ति)
Assistant Finance Advisor & Accounts Officer (S & S)
इन्दिरा गाँधी राष्ट्रीय कला केन्द्र
Indira Gandhi National Centre for the Arts
संस्कृति मंत्रालय, भारत सरकार / Ministry of Culture, Govt. of India
जनपथ बिल्डिंग, जनपथ (नज़दीक वेस्टर्न कोर्ट), नई दिल्ली-01
Janpath Building, Janpath (Near Western Court), New Delhi-01

Tender Document for Hiring of Courier Services for IGNCA

Sealed tenders are invited under the Two-Bid System (Technical Bid and Financial Bid separately) from reputed courier service providers/agencies/companies located in New Delhi/Delhi, for the regular hiring of courier services for the official use of IGNCA.

S. No.	Particulars	Details
1.	Closing Date & Time for receipt of Bid	One week from the date of publication of the advertisement up to 3:00 P.M. on 06.07.2026.
2.	Date and Time for Opening of Technical Bids	At 4:00 P.M. on the last date of submission of the tender document.

1. Note: In case the date specified for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received up to the scheduled time, i.e., 3:00 P.M., on the next working day of this office and will be opened on the same day at 4:00 P.M.

1.1. Two Bid System: The bid shall be submitted in a sealed cover in two parts as follows:

a. **Technical Bid:** The envelope should be superscribed “**Technical Bid for Providing Courier Services for the year 2026-27**” and should contain all technical details as per Clause 5 of the tender enquiry.

b. **Financial Bid:** The second cover should contain the rates, etc., as per Annexure-I and should be superscribed "**Financial Bid for Providing Courier Services**".

1.2. The Technical Bid and the Financial Bid shall be sealed by the bidder in separate covers, duly superscribed, and both these sealed covers shall be placed in one bigger cover, duly superscribed as "**Bid for Providing Courier Services**". The cover containing both bids should be addressed and submitted to the **Assistant Financial Advisor & Account Officer (S&S), IGNCA, Janpath Building, Janpath Road, New Delhi-110001.**

1.3. The Technical Bids shall be opened at 4:00 P.M. on the date indicated above in the presence of such bidders or their authorized representatives who may wish to be present.

1.4. Financial Bids of only those bidders whose bids are found technically acceptable after evaluation by the Technical Evaluation Committee.

1.5. Conditional, hypothetical, or incomplete bids shall not be entertained.

2. **Late Bids:** Bids received after the specified date and time, as indicated above for receipt of bids, shall not be considered.

3. **Earnest Money Deposit (EMD)**

3.1. EMD of Rs. 10,000/- (**Rupees Ten Thousand Only**) in the form of Demand Draft/Pay Order from any commercial bank, payable to "**IGNCA**", **New Delhi**, must accompany the bid. Bids without EMD or with EMD in any form other than the prescribed form shall not be considered.

3.2. The EMD shall remain valid for a period of **45 days** beyond the final tender validity period.

3.3. The EMD of the bidder shall be forfeited if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, the EMD shall be forfeited.

3.4. EMD furnished by all unsuccessful bidders shall be returned to them without any interest whatsoever after finalization of the contract. EMD of the successful bidder shall be returned after receipt of the Performance Security from the bidder.

4. Performance Security

4.1. The successful bidder, irrespective of its registration status, shall furnish Performance Security of **Rs. 20,000/- (Rupees Twenty Thousand Only)** in the form of Fixed Deposit Receipt/Bank Guarantee from a commercial bank in an acceptable form in favour of **“IGNCA”, New Delhi**, within 10 days of award of contract.

4.2. Performance Security shall remain valid for a period of **60 days** beyond the date of completion of all contractual obligations of the contractor.

4.3. Performance Security shall be returned to the contractor without any interest whatsoever after successful completion of the contract in all respects.

4.4. Performance Security shall be forfeited if the firm fails to perform any of the terms and conditions of the contract. In such a case, the firm may also be blacklisted under applicable rules.

4.5. The bidder shall quote unconditional rates strictly as per **Annexure I**. Any cutting/overwriting, if any, shall not be accepted. Each page of the tender document shall be duly stamped and signed by the authorized signatory.

4.6. If any bidder is already providing courier services to any other Ministry/Department of the Central Government, details thereof should also be furnished along with the bid.

5. The Technical Bid should contain the following details:

5.1. The contractor should have at least **two years' experience** in providing courier services to Government/Semi-Government/PSU organizations. A satisfactory service certificate from the concerned organization/department must be furnished along with the Technical Bid; otherwise, the tender shall be treated as non-responsive.

5.2. PAN number, copy of Goods and Services Tax (GST) Registration Certificate, if applicable, and copies of Income Tax Returns for the last **two financial years, i.e., 2024-25 and 2025-26**, shall be furnished along with the Technical Bid.

5.3. A certificate from the bidder stating that all the terms and conditions of the tender are acceptable shall be submitted with the Technical Bid.

5.4. The bidder is advised to read the instructions above and the conditions mentioned herein carefully and submit confirmation of unconditional acceptance of the terms and conditions without deviation. In case there are any deviations from the tender terms and conditions, the same must be clearly indicated in the Technical Bid for consideration.

6. Other Terms and Conditions

6.1. Risk Clause: In case the contractor fails to provide the courier services, IGNCA reserves the right to hire courier services from another firm/agency at the risk and cost of the contractor. The difference in cost between the alternative

arrangement and the accepted tender value shall be recovered from the defaulting contractor.

6.2. If, after submission and due acceptance of the bid, i.e., after award of contract, the contractor fails to abide by the terms and conditions of the tender documents or fails to complete the contract period or repudiates the contract at any time, IGNCA shall have the right to forfeit the EMD or Performance Security deposited by the bidder.

6.3. The vehicles used for courier services transportation should have proper permission for movement within or outside Delhi/NCR and should not be older than **5 to 8 years**.

6.4. The contractor should be able to provide courier services at short notice, preferably within **30 minutes**.

6.5. IGNCA reserves the right to terminate the contract without assigning any reason by giving the contractor **one calendar month's notice** of its intention to do so.

6.6. Penalty Clause: In the event of the contractor failing to execute the work, i.e., courier services, promptly or on an urgent basis to the satisfaction of IGNCA, the Competent Authority reserves the right to cancel the contract or withhold the payment due to the contractor, in part or in full, and/or forfeit the Performance Security deposited.

6.7. The contract shall be valid for **one year** from the date of award of the contract and may be extended for a further period of **one year** by mutual consent of the parties. No request for revision of approved rates for courier services shall be entertained during the period of the contract for any reason whatsoever.

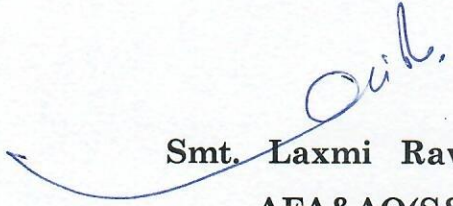
6.8. At times, IGNCA may require additional courier services on specific days in connection with conferences, meetings, programmes, or other special requirements where parcels or materials are to be sent to other locations. The contractor shall be responsible for providing such courier services at the contractual rates and conditions.

6.9. If on any occasion it is found that the courier agency has made wrong entries in courier slips/bills or has shown an incorrect Proof of Delivery (POD), the contractor shall be responsible for the same. IGNCA reserves the right to withhold full payment of the bill for the day in question.

6.10. This tender document may also be downloaded from the IGNCA website: www.ignca.gov.in under the icon "Tender".

6.11. The decision of the Competent Authority of IGNCA regarding acceptance or rejection of a tender shall be final and binding.

6.12. In case any bidder does not agree with the bidding conditions or bidding process, the bidder may give reasons in writing. Bidders shall also have the right to seek reasons for rejection of their bids, if rejected, as per applicable rules.


Smt. Laxmi Rawat
AFA&AO(S&S)

लक्ष्मी रावत / LAXMI RAWAT
सहायक वित्त सलाहकार एवं सेवा अधिकारी (सेवा एवं आपूर्ति)
Assistant Finance Advisor & Accounts Officer (S & S)
इन्दिरा गान्धी राष्ट्रीय कला केन्द्र
Indira Gandhi National Centre for the Arts
संस्कृति मंत्रालय, भारत सरकार / Ministry of Culture, Govt. of India
जनपथ बिल्डिंग, जनपथ (नज़दीक वेस्टर्न कोर्ट), नई दिल्ली-01
Janpath Building, Janpath (Near Western Court), New Delhi-01

Submission Details

Your sealed quotation, along with the Technical Proposal and supporting documents, should reach the following address on or before the due date:

To

Smt. Laxmi Rawat

AFA&AO (S&S)

Indira Gandhi National Centre for the Arts

Janpath Building, Janpath Road, New Delhi-110001

Important: The bidder must fulfill the eligibility criteria and other terms and conditions mentioned in Annexure-A. Incomplete quotations or quotations not adhering to the specified conditions shall not be considered.

Annexure 1

APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR HIRING THE COURIER SERVICE FOR IGNSA

1.	Name of Organization	
2.	Correspondence Address	
3.	Contact Person	
4.	Contact Details Telephone No. Mobile No. Email No. Fax No.	
5.	Profile of Agency	
6.	Details of Couriers on payroll	
7.	Experience No. of Years as per clause 5.1	
8.	Number of vehicles (Ownership of vehicles)	
9.	A CA certificate certifying the turnover of the applicant bidder for the last 2 financial years including 2025-26. The turnover should be in the name of applicant organization only and not that of group/sister organization.	
10.	Self-attested photocopies of latest Income Tax Returns for the last 3 years.	
11.	Permanent Account No. (Self-certified copy)	
12.	Service Tax/Vat No. (Self-certified copy)	
13.	Tin No. (Self-certified copy)	
14.	Tan No. (Self-certified copy)	
15.	List of Clients	
16.	A Self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.	
17.	Details of Application Fee	Rs. DD. No. Date
18.	Earnest Money	Rs. DD. No. Date
19.	Copies of RC of all the vehicle registered in the name of the courier service company/firm	
20.	Other relevant details	
21.	List of Enclosures	

I/We hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have restored to unethical practices and no investigation/vigilance agencies/courts.

Signature

Name

Designation
with Company Seal

Date: ___/___/___

LAST DATE OF SUBMISSION OF TENDER 06.07.2026 AT 4:00P.M.

Annexure-I:-**Format for Submitting Financial Bid for providing Courier service Charges**

Weight Slab	Within City	Within State	Metro	Rest of India
Standard Documents				
Up to 250 gms				
Addl. 250 gms				
Standard - Non Documents				
Per kg				
By Air				
Up to 500 gms				
Per kg up to 25 kg				
Fast Track Documents				
Up to 500 gms				
Addl. 500 gms				
Fast Track - Non-Document				
Per kg				

Area Classification

Area	Coverage
Local	City only
State	Delhi/NCR
North India	Rajasthan, Haryana, UP, Punjab, Himachal Pradesh, Uttarakhand
Zone/Metro	Mumbai, Chennai, Bengaluru, Hyderabad, Kolkata, Ahmedabad
Rest of India	Goa, Gujarat, Madhya Pradesh, Kerala, Karnataka, Chhattisgarh, Andhra Pradesh, Tamil Nadu, Bihar, Jharkhand, Maharashtra, West Bengal, Odisha
Special Location	Assam, Mizoram, Arunachal Pradesh, Meghalaya, Nagaland, Tripura, Manipur, Sikkim, Jammu & Kashmir, Ladakh, Lakshadweep Island

For International Courier Charges

Weight	Foreign Countries
0.500 gms	
Addl. 500 gms	
Up to 10 kgs	

Certified that the terms and conditions of the tender document are acceptable to us.

Full name of the firm with complete office address and tel no.

Indira Gandhi National Centre For The Arts (IGNCA)

Ministry of Culture, Government of India

Sealed Tenders are invited in two bid system (Technical and Financial Bid) from reputed Courier Services Agencies/Companies located in New Delhi/Delhi, for providing courier services on regular basis for official use in IGNCA.

The detailed scope of work may be seen at IGNCA website: www.ignca.gov.in under Announcement and Tender section.

(Advertisement is released on 29.06.2026)