

**TENDER NOTICE FOR EMPANELMENT  
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. 1.3.2025 to 28.02.2026. The tender form along with terms and conditions may be downloaded either from Departmental website [www.himachalpr.gov.in](http://www.himachalpr.gov.in) or it may be purchased on cash payment of Rs. 250/- from the office of Sr. Editor Giriraj Weekly, Shimla-171005.

In case tender form is downloaded from departmental website, tenderer is required to deposit Rs. 250 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 27<sup>th</sup> Febuary,2025 upto 1.00 P.M. and will be opened on same day 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

**Department of Information and Public Relations**

**Himachal Pradesh Shimla - 171002**

**Tender Form For Empanelment Of Courier Agency**

1. Tender Notice No and date of Publication.....
2. Name of Courier Agency and Address .....
- .....
3. Price of tender **Rs. 250/- per set.**
4. Pan No. ....
5. GST No.....
6. Bank Account.....  
Name of Bank.....  
IFSC Code.....

Sr. No.	Weight per Kg.	Shimla Local	Sub-Divisional Level and Distt. Level within H.P.	Outside H.P.
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:- GST will be charged extra.**

**Terms and Conditions:**

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 "Empanelment of Courier Agency for distribution of Giriraj Weekly."
2. Bundles of news paper 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.
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. Empanelment will remain effective w.e.f. 01.03.2025 to 28.02.2026 and further extendable for six months with mutual consent.
6. Tenderer is required to enclose Rs. 10000/- as earnest money in the 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.
7. 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.
8. DIPR reserves right to accept or reject tender without assigning any reason.

9. In case selected courier firm fails to execute awarded work to the satisfaction of Department, earnest money/security money will be forfeited to Director, Information & Public Relations, H.P. Shimla-171002.
10. I/We herewith enclose DD for sum of Rs 10000/-as Earnest/ security money and I/We agree to the above mentioned terms and conditions.

Read and accepted.

**Date**

Signature of Tenderer