

TENDER 2026-27

FOR ANNUAL COURIER SERVICES

Name of Item/Service: ANNUAL COURIER SERVICE CHARGES FOR FY: 2026-27
.....

TO BE FILLED IN BY THE TENDERER
(IN BLOCK LETTERS)

GST NO:.....
PAN NO :.....

Applicant Name:..... Name of Company/Firm.....

Address:

.....Email ID:

Telephone No: Mobile No.: Fax No. :

Name of the Companies to whom you are **presently** supplying/providing material/services:
(Please attach/ bring copies of the valid contract)

1.
2.
3.
4.
5.

(To be signed by Authorized Signatory with Designation and with Company/Firm Seal)

Terms & Conditions:

1. Sealed Tenders must reach the Office before 5.00 p.m. on 04th Sep 2026, or scanned copy of your proposal can be sent on Email id tender@delhigolfclub.org.
2. Successful Suppliers/Service Providers will have to deposit security amount equivalent to 10% of annual supply or one month's supply, whichever is higher.
3. Rates quoted must be exclusive of taxes. GST if applicable should be shown separately.
4. Service Provider should attach a copy of PF/ ESI / Labour License Registration, wherever applicable.
5. There should be no overwriting and cutting, Price must be typed in words and figures.
6. In case tender fee payment is made through NEFT/Net banking, it will be mandatory to mention UTR No./Transaction Reference No. on the tender form. If, said details are not mentioned The Delhi Golf Club has right to reject the Tender Form.
7. The Delhi Golf Club reserves the right to select the vendors on the basis of Price, Quality Control, Hygiene, Reputation of vendor and onsite Inspection.
8. The Delhi Golf Club reserves the right to modify, add or remove any of the terms and conditions of the tender or cancel the tender at any stage without any prior notice.

For Accounts (To be filled in by Tenderer)

RFQ FOR: ANNUAL COURIER SERVICES – FY: 2026-27

Locations	Rate as per Gms.		
	Upto 0- 250 Gms	Upto 250 Gms -500 Gms	Upto 500 Gms – 1 KG
Delhi/NCR			
UP, HR, RJ, PB, UK			
Metro			
ROI (Rest of India)			
(Assam, AP, Manipur, Tripura, Kohima, NG) Diplomatic Destination			
Fuel Surcharges			
Label/ Printing Stationery and Labour Charges			
GST@18%			

Note: We process the sending of around 700 invoices per month by courier and 5500 pieces of green seen every quarter.

Terms & Condition:

1. We will be provided stationer along with Courier/ Packets to vendor and vendor will print the details of consignee and will seal the letter by them self
2. We will be given the complete details of Consignee detail in EXCEL forma via email to vendor.
3. The vendor will provide a dispatch/ delivery report in the next 2-3 days after handing over the packet as per the given excel format or details provided by DGC.
4. The payment will be process on monthly basis.