  **LOGISTICS SERVICES**,

Since 1867 (A Government of India Enterprises) Ascot centre , Unit No. 101 – 103

 D.P. Road, Andheri East, Mumbai -400 099 Tel- 28266707,8249, Fax-91-22-28364311

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Tender Enquiry no. BL/LOG/MUM/018/20-21 Date : 09.12.2020

Due:21th December 2020

M/s

Dear Sirs,

Sub : Tender for Courier Services at our office at Ascot Centre Andheri(East)

We are a Government of India Enterprise under the Administrative control of Ministry of Petroleum & Natural Gas

We require quotation from vendors offering courier services for sending Important documents and packages within Mumbai , and various location in India.

The period of contract is for one year ie from 1st January 2021 to 31st December 2022 (which can be extended upon mutual consent) Estimated value Rs.2.0 lakhs

You are requested to provide your best rates as per the below format.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Zone  | Rate for 1st 500 gms  | Rate for additional 500 gms  |
| A | Major Metros |  |  |
| B | Tier I & II cities |  |  |
| C | Remote Locations |  |  |
| D | Fuel surcharge  |  |  |
| E | CAF  |  |  |
| F | IDC charged on freight FS CAF  |  |  |
| G | ESS (Emergency Situation Surcharge)  |  |  |

The offer of those bidders who are not having services all over India will not be considered for evaluation.

The terms and conditions for providing the courier service is enclosed as Annexure –I the vendors are required to submit details of their company in enclosed Annexure-II

Interested bidder may send their most competitive rates in a sealed cover in the prescribed format addressed to the Chief Branch Manager Balmer Lawrie & Co Ltd - Logistics services. 101 -103 Ascot center D.P. Road Andheri East, Mumbai 400099 . The quotation should be submitted in sealed cover superscribing tender for providing courier services ref BL/LOG/MUM/018/20-21 dt. 09.12.2020 at the above address. Due date for submission of sealed quotation is 21.12.2020 AT 17.00 HRS

In case of any clarification, please contact the undersigned.

For Balmer Lawrie & Co Ltd

D B Sonawane

Chief Branch Manager

Tender Enquiry no. BL/LOG/MUM/018/20-21 Date :09.12.20

Terms and Conditions

The agency shall arrange to pickup documents/Consignment Parcels from our office at Andheri East between 5.30 Pm and 6.30 Pm on all the working days.

The documents /consignment /parcels are to be delivered at the destination within 24 hrs from the time of pickup

The agency shall provide the receipts for the documents /parcel collected from the location.

The courier agency shall intimate the company within 24 hrs the delivery date and time of certain consignment/documents if sought by the company.

 The courier agency shall have tracking systems of documents taken for delivery and should provide their own website address.

The courier agency shall be held responsible for delay/loss/damage of envelope letters, documents article etc sent through the courier by Balmer Lawrie & Co Ltd .

The courier agency shall pay compensation to Balmer Lawrie & Co Ltd in case of delay/loss/damage of envelope, letter documents being handled by the courier agency.

The contract shall be awarded to party whose overall rate is lowest bases on the volume indicated.

The successful tenderer has to submit security deposit of Rs. 5000.00

The payment will be made within 15 days of submission of bills supported by PODs

If the above terms are agreeable , Kindly sign the terms and conditions and attach along with the offer.

Place Signature with company seal

Date

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Tender Enquiry no. BL/LOG/MUM/018/20-21 Date : 09.12.2020

Annexure -II

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1 | Name and address of the courier agency  |  |
| 2 | Phone No.  |  |
| 3 | Email Address  |  |
| 4 | Website address |  |
| 5 | GST Registration  |  |
| 6 | Named and designation of contact person  |  |
| 7 | Phone No |  |
| 8 | Mobile No. |  |
|  | Date :-  | Sign and seal  |