



**BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR
HUMAN RESOURCE MANAGEMENT DEPARTMENT**

Annexure-II

PQR for Courier Service 2019-21		
Sl. No.	Documents/Description	Remarks/Page No.
1	Owner Name	
2	Name of Party	
3	Full Address with Pin Code	
4	Pan Card No. (Enclose a Copy)	
5	GST No. (Enclose a Copy)	
6	Agency Registration/Franchisee No. (Enclose a Copy)	
7	Acceptance of e-payment	Yes
8	Technical Bidder who wish to participate should have: Experience of having successfully 'Executed' Similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following (Enclose a Copy): 1. Three (03) similar works each costing not less than the basic amount equal to Rs. 42.00 Thousand OR 2. Two (02) similar works each costing not less than the basic amount equal to Rs. 53.00 Thousand. OR 3. One (01) similar work costing not less than basic amount equal to Rs. 85.00 Thousand.	Applicable
9	Bank Account Details	
	IFSC Code No.	
	Account No	
	Bank Name	
	Branch Name	
10	EMD Details	
11	Email Address	
12	Mobile No.	



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Annexure-I

SPECIAL TERMS AND CONDITIONS

1. The letters / packets are to be collected from BHEL CFP Rudrapur Office on every working day between 1.00 PM to 4.00 PM and shall be delivered within 24 hours in local Udham Singh Nagar Distt., within 48 hours in Delhi and its surrounding cities, in all metropolitan cities and 72 hours to all other places in India. In case of existing/ new BHEL sites/ offices the letters / packets will be delivered within 120 working hours (exclusive of Sundays and holidays). The signature acknowledgement (POD) with seal of the company for delivery at the correct address shall be submitted to concerned office of BHEL CFP Rudrapur as early as possible but positively within 10 days of dispatch of the consignment. Non- delivery should be immediately reported. The courier service personnel will ensure regular updating of the data pertaining to letters delivered, and hand it over to concerned official of BHEL.
2. In case the consignment is delivered to the destination after the fixed duration mentioned in point no. 1 above, but within 7 days after dispatch only Rs.5/- will be paid to the courier agency and beyond 7 days a penalty of Rs.50/- will be charged from the courier service. In case of non-delivery penalty may be levied at the sole discretion of BHEL which shall be maximum of Rs. 500.00 per case. The application of this clause shall not be applicable in cases pertaining to Force Majeure situation.
3. It shall be absolute responsibility of the courier agency to ensure that the contents of packet duly sealed / closed are not tampered with in any manner and are not stolen / misplaced/ lost/ mis-delivered. Suitable action including recovery of loss will be imposed for such defaults. The recovery of loss shall however, be limited to Rs. 500.00 per case.
4. The bills must be submitted on monthly basis duly supported by proof of delivery and then certified by BHEL authorized official.
5. Necessary transit insurance as needed should be arranged by courier service to cover the loss of any consignment in transit.

Special Terms & Conditions accepted.

Authorized Signatory of Party

Stamp



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BIDDER'S DETAILS

Format for Bidder's details for providing Courier Service 2019-21			
Sl. No.	Documents/Description	:	Remarks/Page No.
1	Owner Name	:	
2	Name of Party	:	
3	Full Address with Pin Code	:	
4	Pan Card No. (Enclose a Copy)	:	
Bank Account Details			
5	IFSC Code No.	:	
	Account No	:	
	Bank Name	:	
	Branch Name	:	
6	EMD Details	:	
7	Email Address	:	
8	Mobile No.	:	



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**BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR
HUMAN RESOURCE MANAGEMENT DEPARTMEN**

Annexure-III

PRICE BID

FORMAT FOR SUBMISSION OF PRICE BID FOR COURIER SERVICE

Sl. No.	Weight in Grammes	Anywhere in India
		Rates/Packet (Rs)
01	Upto 250 Grammes	
02	251-499 Grammes	
03	500 Grammes or more: - Rate per 500 Grammes (Excess weight, if any above the multiple of 500 Grammes will be neglected). For example, if the rate is quoted as Re.1, then charge of package of 500-999 Grammes will be Re.1, for 1000-1499 Grammes will be Rs.2, 1500-1999 Grammes will be Rs.3 and so on.	

Note:

1. For determining L1 party the consignments are assumed to be 5000 nos. (upto 250 grammes), 250 nos. (251-499 Grammes), 500 nos. (500-999 Grammes) and 250 nos. (1000-1499 Grammes). Total cost of these assumed consignments, as mentioned above will determine the L1 party. However, the payment will be made according to the actual consignments during the bill period and the rate quoted by the L1 party above.
2. There is estimated to be equal distribution for consignment for all regions of country and hence no discounted rates are being asked for any particular region. Hence, no discounted rates for particular region are offered. If such rates are offered those will not be considered for arriving at L-1 rates.

Notes:

1. Price quoted should be firm and excluding of all taxes.
2. The contract shall be provided on overall lowest basis for above given Quantity.
3. The rates shall be valid for Two Years from the date of award of Contract.

Terms & Conditions accepted.

Authorized Signatory of Party

Stamp