



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Ltd.**

सम्पदा कार्यालय, सेक्टर- 17, नोएडा, उत्तर प्रदेश, भारत

BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA

फोन (कार्यालय): 2515635, Tel (Office): 2515635

**Tender Document**

NIT NO. 28: AA: NOI: ADMN.: Courier Service:112:2016-17 Dated: 03.11.2016

Last date of submission of sealed bid at our office: 09.11.2016 at 15:00 hrs.

Time of opening of sealed bid: 09.11.2016 at 15:30 hrs.

To,  
M/s. S. S. Enterprises,  
25/106, G. T. Road,  
Dadri, Gautam Budh Nagar.

**Sub.: Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices, LIC Offices, Post Offices, Insurance Offices & different banks etc.**

Dear Sir,

We are pleased to invite the most competitive offer for Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices, LIC Offices, Post Offices, Insurance Offices & different banks etc as detailed below:

**Price Format**

Sl. No.	DESCRIPTION	Charges per month inclusive of all but excluding taxes. (in Rs)	Taxes, if any (Rs with %)	Amount payable per month inclusive of all including taxes etc.
1	Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices at Delhi (i.e. Corporate Office at Sirifort, Office at Lodhi Road and 5 Sansad Marg), Noida (PSNR- Sec 16A, Kribhco Bhawan – Sec 1), Noida Extension (i.e. ADVANT Navis Business Tower at Sec-142), LIC Offices, Post Offices, Insurance Offices, different banks, Noida Authority and Distt. Administrative Offices on daily basis on all working days.			
<b>Total amount for one year (i.e. 12 months) (₹)</b>				

Amount Payable per month (in words) \_\_\_\_\_

**Terms & Conditions:**

1. The quoted rates shall be inclusive of all taxes, cartage etc. complete
2. The validity of above quoted rates shall be of 30 days.



*Omender Singh*  
**ओमेन्डर सिंह**  
अभियंता (मां. सं.-टीएफएस)  
**Omender Singh**  
Engineer (HR-TAX)

भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा  
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida

3. Tender document should be submitted in sealed envelope super-scribing NIT No., date & due date.
4. The staff deployed for providing point to point courier services will obey all reasonable orders given by the officer authorized by the company. Bidder will be liable to change the staff, if desired by BHEL representative.
5. The contract period shall be for **one year** only.
6. The bidder shall be responsible for the conduct & behavior of the staff providing courier services. In case of any untoward incident, the bidder shall be intimated in writing of the same and corrective action shall be taken by him at the earliest.
7. The contract can be terminated by giving one month's notice from either side.
8. Mobile phone is essential for staff providing point to point courier service to Estate office.
9. Contractor shall have full and exclusive liability for the wages, VDA, allowances, PF, ESI and Bonus etc. for the staff deployed.
10. **Payment:** No advance payment would be made by BHEL. Payment would be made on monthly basis through NEFT within 15 days of submission of in discrepant bills to our office. You shall provide the Bank details along with cancelled cheque for the same.
11. You are requested to submit this duly filled tender document in Estate Office, BHEL Township, Sector-17, Noida within the stipulated time.

Thanking you,

For & on behalf of BHEL

  
(Omender Singh)  
Engineer (HR-TAX)  
  
अभिन्दर सिंह  
Omender Singh  
Engineer (HR-TAX)  
भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा  
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