

BALMER LAWRIE & CO. LIMITED.
GREASES & LUBRICANTS
SURVEY NO. 201/1, SAYLI
SILVASSA - 396 230.
E-mail : srivastava.sk@balmerlawrie.com

Tender Enquiry No.: GLS/TE17/172
Date : 21/03/18

Due on 30/03/18

M/s _____

Dear Sirs,

Sub : Tender enquiry for Providing Courier Services on Annual Contract Basis

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


Sealed quotations [fax & e-mail offers are not acceptable] are invited from Competent Vendors for providing Courier service to Balmer Lawrie & Co. Ltd for sending letters/documents/samples and parcels etc for various locations in India. The offers of those bidders who are not having services all over India will not be considered for evaluation.

The contract will be for the period of one year. 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 bidders may send their most competitive rates in a sealed cover in the prescribed PRICE SCHEDULE format as per Annexure-III enclosed along with the terms and conditions duly signed, addressed to AM (HR), Balmer Lawrie & Co. Ltd, Survey No. 201/1, Sayli, Silvassa -396 230 so as to reach on or before **30/03/18** Please mark the envelope for the above mentioned subject. Also mention the tender Enquiry Number and the last date of submission on the envelop.

Thanking you,

Yours faithfully,
For Balmer Lawrie & Co. Ltd


Manager [Purchase]
Contact No. 0260-6993940

Encl : as above.

TENDER ENQ REF :: GLS/TE17/172

DATED : 21/03/18

ANNEXURE-I

TERMS AND CONDITIONS

1. The agency shall arrange to pick up documents/consignments/parcels from our factory at Silvassa between 4:30 pm and 5:30 pm on all the working days.
2. The documents/consignments/parcels are to be delivered at the destinations follows :

D & N.H., & Mumbai city - within 24 hours from the time of pick-up
Gujarat & Maharashtra States - within 24 hours leaving the day of pick-up,
Rest of India - within 48 hours leaving day of pick-up
3. The agency shall provide the receipts for the documents/parcel collected from the locations.
4. The courier agency shall intimate the company within 24 hours the delivery, date and time of certain consignments/documents if sought by the company.
5. The courier agency should have tracking system of documents taken for delivery and should provide their own website address.
6. The courier agency shall be held responsible for delay/loss/damage of envelope, letters, documents, articles, 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, letters documents being handled by the courier agency
7. The contract shall be awarded to party **whose overall rate is lowest based on the volume indicated.**
8. The payment will be made within 14 days of submission of bills supported by PODs.
9. The quantities mentioned are indicative only and it could be changed or interchanged also as per our requirement.

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

Place

Date

Signature (with company seal)



ANNEXURE – II

TENDER ENQ REF : GLS/TE17/172
DATED : 21.03.18

Name and address of the courier agency :-

Phone No :

Fax No :

E-mail address :

Website address :

GST registration No.

SAC No./HSN No. of Service

Name and designation of contact person :

- Phone No :
- Mobile No. :

Date

Signature



PRICE SCHEDULE												ANNEXURE - III			
GUJARAT & MUMBAI												MAHARASHTRA (Except Mumbai)		REST OF INDIA	
SIN.	DESCRIPTION	ESTIMATED ANNUAL QTY.	LOCAL RATE/CONSIGNMENT	AMOUNT	ESTIMATED ANNUAL QTY.	RATE/CONSIGNMENT	AMOUNT	ESTIMATED ANNUAL QTY.	RATE/CONSIGNMENT	AMOUNT	ESTIMATED ANNUAL QTY.	RATE/CONSIGNMENT	AMOUNT		
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
PART-I - DOCUMENT															
1	Up to 250 gms.	2000		1000		850				1200					
2	251-500 gms.	400		1750		100				200					
3	501-1000 gms.	100		250		50				100					
Sub Total [Part-I]															
Note: Additional Charges per gram for documents weighing more than 1 kg (will be paid proportionately per gram as per slab 501-1000 gm)															
PART-II - SAMPLE/PARCEL															
1	Up to 500 gms.	10		20		15				20					
2	501-1000 gms.	10		15		15				15					
3	1001-2000 gms.	5		10		10				10					
Sub Total [Part-II]															
Note: Additional Charges per gram for sample/parcel weighing more than 2 kg (will be paid proportionately per gram as per slab 1001-2000 gm)															
PART-III - Premium Service															
1	Up to 250 gms.	20		10		10				10					
2	251-500 gms.	10		10		10				10					
3	501-1000 gms.	5		5		5				5					
Sub Total [Part-III]															
Note: Additional Charges per gram for documents weighing more than 1 kg (will be paid proportionately per gram as per slab 501-1000 gm)															
GRAND TOTAL [PART-I + II + PART-III]															
TOTAL BID VALUE : FOR DOCUMENTS & SAMPLES/PARCELS OF ALL SECTORS/ PREMIUM SERVICE															
NOTE : PLEASE QUOTE YOUR LUMP SUM RATE IN RS./CONSIGNMENT NO DOCKET CHARGES OR FUEL SURCHARGE WILL BE PAID EXTRA, HOWEVER, SALES TAX (GST), WILL BE PAID EXTRA AS APPLICABLE AT THAT TIME. THE RATES QUOTED BY YOU SHALL REMAIN FIRM DURING THE CONTRACTUAL PERIOD.															
NAME OF THE COMPANY															
DATE															
Note - Provision will be kept for 20% tolerance in the estimated qty.															
AUTHORISED SIGNATOR WITH COMPANY SEAL															