

BALMER LAWRIE & CO. LIMITED.
GREASES & LUBRICANTS
SURVEY NO. 201/1, SAYLI
SILVASSA – 396 230.
E-mail : srivastava.sk@balmerlawrie.com
Contact No. 9099084731/732 Extension 12/60

Tender Enquiry No.: GLS/TE19/008
Dated 22/04/19
Date : 02/05/19 till 6.00 PM

M/s _____

Dear Sirs,

Sub : Tender enquiry for Providing Courier Services

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 and bidder has to give the self-declaration on bidder's letter head along with their price offer.**

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 .

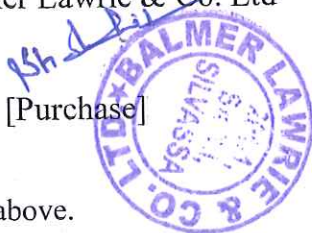
Interested bidders may send their most competitive rates in a sealed cover in the prescribed PRICE SCHEDULE format as per Annexure-III enclosed along with the terms and conditions duly signed, addressed to Manager (Purchase), Balmer Lawrie & Co. Ltd, Survey No. 201/1, Sayli, Silvassa -396 230 so as to reach on or before **2nd of May, 2019**. 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]

Encl : as above.



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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 and should have local office in Silvassa.
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 on totality basis.** Quoted Basic Rate should be inclusive of all expenses and no extra payment would be made for any service.
8. The payment with 30 days credit will be after 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 Enquiry No.: GLS/TE19/008
Dated 22/04/19

Date: 02/05/19 till 6.00 PM

Name and address of the courier agency:-

Phone No :

Fax No :

E-mail address :

Website address :

Service Tax registration No. if any :

Name and designation of contact person :

- Phone No :
- Mobile No. :

Date

Signature



CL/S/T/19/008
 dt 22/04/19
 Dec on 22/05/19



ANNEXURE - III

PRICE SCHEDULE

SI	DESCRIPTION	LOCAL [D & N.H.]			GUJARAT & MUMBAI			MAHARASHTRA [Except Mumbai]			REST OF INDIA		
		ESTIMATED ANNUAL QTY.	RATE/ CONSIGNMENT	AMOUNT	ESTIMATED ANNUAL QTY.	RATE/ CONSIGNMENT	AMOUNT	ESTIMATED ANNUAL QTY.	RATE/ CONSIGNMENT	AMOUNT	ESTIMATED ANNUAL QTY.	RATE/ CONSIGNMENT	AMOUNT
		1	2	3=1X2	4	5	6=4X5	7	8	9=7X8	10	11	12=10X11
A. PART : I - DOCUMENT													
1	Upto 250 gms.	1500			1000			700			1500		
2	251-500 gms	400			1500			100			200		
3	501 - 1000 gms.	100			200			50			100		
Sub Total [Part-I]													
Additional Charges per 250 gms and part thereof documents weighing more than 1 Kg.													
B. PART : II - SAMPLE/PARCLE													
1	Upto 500 gms.	10			20			15			20		
2	501-1000 gms	10			15			15			15		
3	1001 - 2001 gms.	5			10			10			10		
Sub Total [Part-II]													
Additional Charges per 500 gms and part thereof documents weighing more than 2Kg.													
GRAND TOTAL [PART I + II]													
TOTAL BID VALUE : FOR DOCUMENTS & SAMPLES/PARCELS OF ALL SECTORS													
NOTE : PLEASE QUOTE YOUR LUMP SUM RATE IN RS./CONGNMENT NO DOCKET CHARGES OR FUEL SURCHSE WILL BE PAID EXTRA, HOWEVER, 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 :													
AUTHORISED SIGNATOR WITH COMPANY SEAL													