



Burn Standard Co. Ltd.
(A Govt. of India Undertaking)
Ministry of Railways
22 B, RAJA SANTOSH ROAD, KOLKATA-700 027.
PH: 033 2448 8851/2448 8849/Fax: 033 2448 8846
Website: www.burnstandard.com
E-Mail -burnstandard@yahoo.co.in

Ref: MM/HO/Courier/17-18/89

Dt.09.03.2018

To,
M/s

Dear Sir (s),

SUB: TENDER DOCUMENT for Contract for dispatching of company's Dak to the various destination..

REF: TENDER NO. MM/HO/Courier/17-18/89 dt.09.03.2018
LAST DATE FOR SUBMISSION OF TENDER 22.03.2018 by 2.30 PM
DATE OF OPENING OF TENDER: 22.03.2018 at 3.00 PM

Sealed tenders are invited from the reputed Courier Services for dispatching of Company's Official documents to various destinations.

Rate must be quoted separately for various destinations in the format enclosed herewith
Other terms & conditions of the contract shall be as under:-

1. Contractor has to handle all type of consignments(destination wise)
2. Contractor has to handover the consignments to the addresses in the quickest possible time and the proof of receipt of the consignment must be produced at our office within 24 hours after delivery of the consignment.
3. There shall be no guarantee on the quantum of work as the same may vary day to day and month to month depending on the requirement.
4. For collection of documents, contractor's representative should make daily visit to our office during office hours(within 5.30PM) on working days (Monday to Fri day). Apart from regular visit, contractor;s authorized representative should come to our office as and when called even on holidays and beyond working hours.
5. In the event of the failure to deliver the consignment within the reasonable time, payment of contractor's bill will be withheld by this office.
6. After awarding the order, if the performance of the courier company is not found satisfactory, BSCL reserves the right to cancel the contract without any reason thereof.

Contin.....2

7. The contract shall be awarded initially for a period of one year, depending upon the performance the same may be extended for a further period of one year at the same rate, terms & conditions.
8. Validity of the rate- Quoted rate shall remain firm for the period of one year. Any request for enhancement of the rate during the contractual period shall not be entertained.
9. Payment- Payment will be made within 30 days from the date of submission of quadruplicate bill along with the POD for every consignment.
10. Tender to be submitted on or before the due date as stipulated above. Tender submission by Fax or E-mail shall not be entertained.
11. Offer to be kept valid for 60 days from the date of issuance of offer.
12. SUBMISSION OF TENDER: The Tenders must be submitted on or before 2.30 PM on 22.03.2018 at Material Department in a sealed envelope super scribing the tender No. (Tender No. MM/HO/ Courier/17-18/89 Dated: 09.03.2018) at the following address:-

**Manager (Project, Commercial & MM),
Burn Standard Company Limited,
22 B, Raja Santosh Road, Alipur
Kolkata- 700027.**

13. The tender should contain the following :-
 - (i) I.T. & S.T. clearance Certificate or PAN No.
 - (ii) Trade License,.
 - (iii) Service Tax Registration Certificate
 - (iv) Earnest Money Deposit(EMD)
 - (v) The list of customers with complete address and contact number.
 - (vi) The past performance report (Order Copy)
14. Earnest Money Deposit: The tenderers are required to deposit the Earnest Money in the form of Demand Draft / Pay Order only from any Nationalized Bank drawn in favour of Burn Standard Company Limited, Kolkata, or by Bank Guarantee as per BSL format on any Schedule Bank along with the tender. The amount of earnest money deposit is Rs 5000/-.
15. Security Deposit: For Successful bidder the earnest money deposit will be converted to security deposit and will be kept with Burn Standatd Company Ltd till completion of contract period. Security Deposit shall be interest free and tenderer will have no right to claim during the pendency of the contract. Security Money will be discharged and returned to the Supplier / Contractor on completion of contractual obligations under the contract

16. Paying Authority_ Head of Finance Department at Head Office.
18. Tender documents are not transferable.
19. Enclosure : Price Format – Annexure “A”.

(S.K.Banerjee)
MANAGER (PROJECT, COMMERCIAL & MM)

DECLARATION BY THE TENDERER

I/We have fully understood the above Special Terms and Conditions as well as the General Terms and Conditions of the Tender along with all its Annexure which are returned herewith duly signed by me/us with Seal as a token of acceptance of the aforesaid Terms and Conditions in toto and I/We have made my / our offer keeping in view of these terms and conditions.

Signature & Seal of the Tenderer

FORMAT FOR PRICE BID

Sl No.	Weight of the consignment	For Bhubaneshwar, Cuttack, Patna, Siliiguri, Jamshedpur	For rest of India	For within West Bengal	
				For Kolkata	For Howrah Hooghly 24 Parganas Burdwan.
1.	1 to 250GMS				
2.	250 to 500GMS				
3.	501 to 750GMS				
4.	751 to 1000GMS				
5.	1000 GMS and above				
6.	Taxes & Duties				
7.	TOTAL				

Office Address:

Name of the Contact Person

Telephone Number

Signature & Seal of the Courier Service