

**Annexure-B (Bid Invitation # No. 6300031743)**

**Terms & Conditions of Courier Services contract**

1. BEML reserves the right to accept or reject any of the offers in part or full at our discretion.
2. The rates to be quoted for pick up, dispatch and delivery of the documents, non-documents and parcels from **1) Corporate Office** at M/s BEML Limited, BEML Soudha, Bangalore – 560027, **2) Marketing office** and **3) Regional Office**, Halasuru, Bangalore at M/s BEML Limited, Unity Buildings, Bangalore- 560 002 **to** various Domestic and International destinations and Intra city locations.
3. The rate should be quoted for **first 500 gms.** [ i.e. 0 ~ 500 gms ] and for every additional 500 gms. Separately.
4. The bidder shall indicate the delivery schedule i.e. time to be taken to deliver the documents, non-documents and parcels from BEML Soudha, Bangalore-560027 & Unity Buildings, Bangalore-560 002 **to** various International/Domestic destinations and intra city as per the proforma provided in the tender document.
5. **Payment Terms:** You shall submit the bills (in duplicate) on monthly basis to the **Officer in-charge, CRS, Management Services, BEML Limited, BEML Soudha, 23/1, 4<sup>th</sup> main, Sampangi Ramnagar, Bangalore – 560027** along with proof of delivery to enable us to arrange payment. Payment will be arranged within 30 days from the date of receipt of your bill.
6. Time shall be the essence of the contract and any delay in delivery on the documents, non-documents and parcels beyond agreed time the service/courier charges **shall not be paid** in respect of such delayed delivery.
7. The contract shall be valid for **THREE YEARS** from the date of acceptance.
8. The Bidders shall submit prescribed EMD in form of Demand Drafts drawn from any bank in favor of BEML Limited payable at Bangalore. Offers will not be considered without EMD. For unsuccessful bidders, EMD amount will be returned without interest after finalizing the contract. For successful bidder(s), the EMD amount will be converted as Security deposit and retained with us till the expiry of the contract including extended period. The same shall be returned after completion of the contract without any interest.
9. Sub-contract in any form will not be allowed without BEML's written consent.
10. In case of dispute regarding contractual obligation, the decision of BEML will be final.
11. No request for revision of quoted/finalized rates shall be entertained during the tenure of the contract with exceptions to statutory levies /taxes.
12. BEML reserves the right to discontinue your services any time during the contract without assigning any reason whatsoever.
13. Agency shall ensure that the documents, non-documents and parcels are properly taken care of without any damage till it reaches the addressee.

14. BEML reserves the right to increase or decrease the quantum of dispatches to be made every day and also no minimum or maximum of business is guaranteed.
15. Documents, non-documents and parcels should be collected from our premises i.e. BEML Ltd., 3<sup>rd</sup> Floor, Unity Buildings, J.C.Road, Bangalore- 560 002, Room No.17, Central Registry Section, BEML Limited, BEML Soudha, No.23/1, 4<sup>th</sup> main, Sampangi Ramanagar, Bangalore – 560 027 and 3) Regional Office, Halasuru, Bangalore on day to day basis between 4.15 pm to 4.30 pm & 4.45 p.m. to 5.15 pm respectively, under clear acknowledgement duly indicating address, place, weight and date etc., However on emergency call, you will have to send your representative for collection of documents, non-documents & parcels for the second time even after the above specified time also, which may please be noted.
16. To ensure safe delivery of the documents, non-documents & parcels to the addressee, all precautionary measures will have to be taken by you by arranging insurance for documents, non-documents & parcels at your cost.
17. Please note that quotations received after the due date and time will not be considered under any circumstances.
18. In the event of loss or misplacement of documents, non-documents & parcels during the transit you will have to bear all the costs incurred by us, as may be intimated to you.
19. The rate should be separately quoted for Intra city, Domestic and International destinations.
20. Taxes and other charges if any should be clearly indicated separately.
21. Income Tax will be recovered as applicable at source while arranging payment of your bills.
22. Bid Validity Period: The quotation should be complete in all respects and free from ambiguity, should be firm and valid for acceptance for a period of 90 days from the date of opening of the tender. BEML, in exceptional circumstances, may solicit the Bidder's consent to an extension of the period of validity.
23. BEML reserves the right to award the contract to one or more agencies based on the commercial viability.
24. BEML reserves the right to cancel or withdraw or modify the bid without assigning any reason. Such decision will not incur any liability whatsoever on the part of BEML consequently.
25. Fax/email quotations are not acceptable.
26. After awarding the contract to the agency, if the related documents furnished are found to be incorrect or false or fake, then BEML shall forfeit EMD/Security Deposit & such agency's orders will be cancelled without any notice, apart from initiating legal action.