

BEML LIMITED

(A Govt. of India Mini Ratna Company under Ministry of Defence)
Corporate Office "BEML SOUDHA", No. 23/1, 4th Main Road, S.R.Nagar,
BANGALORE-560 027.

District Office : 3 Burnpur Road Asansol
Phone: 0341 – 2252480 Email: asansol@rm.beml.co.in

Ref: BEML/MCA/120(Courier) /2019-20/661 Date: 20.01.2020

Dear Sir,

Please submit your lowest quotation for sending official documents/dak/small consignment from BEML Ltd, District Office-Asansol to various BEML Offices and customer destination for 02 years.

Sealed quotation in single bid is invited from the proven Courier service agencies for sending official documents as indicated above. Quotation should be submitted before 2:00 P.M. on or before 28.01.2020

Please note that quotation reaching this office after the specified date and time will be ignored and will not be considered for evaluation.

Weight	Inter City (Within Asansol)	Within State of West Bengal	Within Region (Jharkhand, Bihar & Orissa)	Rest of India/ Guwahati	J&K/Kerala/ North East
0-500 Gms					
Add. 250 Gms					
Any other charges , Kg.					
TOTAL					

Note:The price quoted should be firm and validity of offer should be for a period of 120 days.

Terms and Condition:

- 1) Price to be quoted in Indian Rupees only and will be valid for 02 years from the date of placement of order.
- 2) Kindly quote your lowest rates in the format as given should be valid for minimum period of 02(Two) Years from the date of issue of order . After expiry of contract ,on mutual agreement of rates ,terms and condition , contract may be extended for 01 (One) year.
- 3) Payment Terms: Payment will be made through cheque/ RTGS on submission of bills along with Proof of dispatch.
- 4) Collection:The document/ load is to be collected from our office every working days on or before 5.00 P.M. positively against proper receipt.
- 5) FAX / Email quotations will not accepted.
- 6) Please note that the quotation reaching our office after the specified time will be ignored.
- 7) The quotation should be complete in all respects and free from ambiguity.
- 8) Indicate all applicable taxes & duties separately.
- 9) BEML reserves the right to accept or reject and offer in full or part.
- 10) BEML need not necessarily accept the lowest offer.
- 11) Canvassing by tenders in any form including unsolicited letters on tenders submitted or post tender Corrections shall render their tender/s liable for rejection.

- 12) The envelope containing your quotation should be sealed and superscribed as: Tender No: Ref: BEML/MCA/120(Courier)/2019-20/661
Date: 20.01.2020 Closing at 2.00 P.M on 28.01.2020
- 13) The envelope containing the quotation should be submitted to the office of District Manager BEML Limited 3 Burnpur road Asansol 713304.
- 14) The Work Order will be placed on L1 bidder for the said work on the basis of amount indicated in Total Row.
- 15) Bidder may visit District office Asansol to see for further information.
- 16) The bidder should have to submit copy of GST registration No.
- 17) Other documents like authorized franchise documents, authorized business partner etc may be furnished with Tender.
- 18) Signed and sealed copy of Tender to be submitted along with offer

Kindly Note:

- 1) If payment terms are not accepted / stated in the quote, it will be considered as per terms and conditions of the tender notice.
- 2) If taxes are not mentioned separately in the quote, it will be considered as the price quoted is inclusive of all taxes.
- 3) If validity of the offer is not mentioned in the quote, it will be considered as per terms and conditions of the tender notice.
- 4) If minimum delivery schedule not mentioned in the quote, it will be considered as per terms and conditions of the tender notice.

Thanking you,

Yours faithfully,
For BEML LIMITED,

District Manager
District Office Asansol