



Ref: NCB/W-182479/2018-2019 (N)

March 26, 2019

ANNEUXRE – TERMS & CONDITIONS

Sub: Rates for Domestic Courier Services

We request you to send your lowest quote for domestic courier services in a sealed cover on or before **April 12, 2019** addressed to the Head-Purchase, NCBS, GKVK, Bellary Road, Bangalore-560 065.

Terms and Conditions:

1. **Pick up details:** The documents/parcels have to be picked up at the following address: National Centre for Biological Sciences, GKVK Campus, Bellary Road, Bangalore-560 065. The pickup timings are between 4.30pm and 5.30pm everyday including all holidays and Saturdays. During emergencies (this may happen once in a month or so), you may be asked to pick up the documents even on Sundays.

2. **Tariff:** Rates for documents and non-document may please be submitted in the following format:

Sl. No.	Particulars	Tariff		
		Bangalore (Local)	Southern Sector (Karnataka, Kerala, A.P., Pondicherry & Tamilnadu)	Northern Sector (all other states)
1	Documents			
2	Non documents			

3. **Terms of Payment:** The bills have to be submitted once in a month along with the proof of delivery. The payment will be made for all documents delivered, within 15 days from the date of submission of bills. You have to provide identity card to their representative who picks up the documents. Please note that without identification, no documents will be handed over to your representative.
4. Extra care shall be taken to deliver parcels/documents which have been declared as important. Such documents should be delivered safely. If any of the documents are not delivered or are lost, you will take full responsibility to retrieve the document.
5. The contract may be terminated with one month's notice from NCBS side and three months' notice from your side. In the event of cancellation of the contract from NCBS side, there will be no financial obligations to the Centre.
6. Against any act of commission or omission which jeopardizes the safety/security of the Centre, the contract will be terminated without any notice. The contractor will be levied penalty by the Centre and any expenses incurred towards the work that need to be discharged by the Centre on account of this, shall be recovered from the contractor's bills. The recommending authority will be the Officer-in-Charge and the decision of the Director, NCBS will be final and binding on both the parties.

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7. The liquidated damages clause will be applicable at the rate of 3% on the monthly bill value for every default or actual loss incurred to NCBS.
8. The imposing of liquidated damages or termination of the contract will be absolutely at the discretion of the Centre Director, NCBS or the Officer-in-Charge at NCBS.
9. For every consignment, a copy of the POD has to be attached along with the monthly bill. Otherwise, the payment will be withheld for the respective month, where PODs are not submitted.

Handwritten signature and date: 26/03/19

GKVK, Bellary Road, Bangalore 560 065, India
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