



Ref: NCB/W-182480/2018- 2019 (N)

March 26, 2019

ENQUIRY

ANNEXURE – TERMS & CONDITIONS

Dear Sirs,

Sub: Courier services – International Sector

We request you to send your lowest quote valid for 2 years for international courier services in a sealed cover on or before **April 12, 2019** addressed to the Head-Purchase, NCBS, GKVK Campus 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 pick up timings are between 4.30 and 5.00 p.m. every day from Monday to Saturday including holidays. The second visit to pick up the documents/ parcels before 7 p.m. at least once in 4 times in a week. During emergencies, the documents /parcels have to be picked even on Sundays. Arrangements should be made to accept the documents at any of your city branches.

2) **A. Tariff :** Rates for documents and non-documents (Rates should be valid for 2 years)

Zones	Documents		Non Documents	
	1 st 500 gms	Addl.500gms	1 st 500 gms	Addl. 500 gms
1				
2				
3				
4				
5				
6				

B. Please indicate clearly the percentage of taxes, surcharge, fuel charges, other taxes, if any.

3) **Terms of Payment:** The bills have to be submitted once in a month along with proof on delivery. The payment will be made for all documents delivered, within 15 days from the date of submission of bills. Identity cards shall be provided to the representative who pick up the documents without which no documents will be handed over.

4) For parcels /documents where declared as important, extra care has to be taken to ensure that they are delivered safely. It will be the responsibility of the courier agency to retrieve any documents which are not delivered or lost.

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- 5) The contract may be terminated with one month's notice from NCBS's side and three month's notice from the contractor's side. In the event of cancellation of the contract from NCBS's side, there will be no financial obligations to the Centre.
- 6) 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 Centre Director, NCBS will be final and binding on both the parties.
- 7) The liquidated damages clause will be applicable @ 3% on the monthly bill value for every default or actual loss, whichever ever is higher incurred by 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 of 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.
- 10) You should provide computerized delivery details every month along with your bill with information on package deliveries, when, where and to whom.

Handwritten signature: A. Prasad. KS
Handwritten date: 26/02/19

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