

Annexure A

QUOTATION FOR ANNUAL CONTRACT FOR COURIERS SERVICES TO OFFICES UNDER MUMBAI DIVISIONAL OFFICE – III

PART-I

1. Collection of folders/dockets from MDOIII at 4.30 p.m. on working days and deliver the same next day morning to our Policyholder on the next day morning and vice versa @ Rs. _____/- per kg (Inland letters/Notices).
2. Dispatch of Inland letters/Notices to policy holders VICE VERSA duly acknowledge / booked.
 - a) GST will be paid extra as per rules
 - b) We have the right to terminate the contract if your service is not found satisfactory or otherwise with one months notice without assigning any reason.

PART - II

	Services for First Class Mail/ Speed Post in Loose Stationery (SB Discharge Form / Cheque etc.) Activities Involved	Quote Lump sum Rate per article involving all the activities (Rs.) (excluding actual postage Local, domestic & International dispatch)*
Activities for services in respect of Inland letter Format in Continuous Stationary.	Collection of Premium Notices from MASH Department	Rs. Ps.
	Folding of Inland Letters, Perforation/cutting both sides	TOTAL:
	Gumming/Pasting	
	Franking Labour Charges at Agency's office on their owned franking machines.	

Note :

Only authorized Bulk/Mass Mailing Agencies should quote the rates for the above activities along with the copy of the Bulk/Mass Mailing License issued by the postal authorities for our record.

a) The Vendor for this part should have at least one owned folding, gluing Inland Making Machines with Minimum production of 100000 in land letters per day (Enclose Machine Specification & make).

b) The vendor should have minimum two owned Remotely Managed Franking machine to perform the required jobs(Enclose Machine Specification, make, License Copy).

c) The Postage Values for franking will be reimbursed after submission of the bills with related documents and NO ADVANCE PAYMENT will be done for the same. This will be Sole responsibility of the Contractor which may be noted.

d) For Part II of the Tender (for Postal Agencies),The Firm/Co. should have dispatched minimum 7 lacs average articles per month in Last three Years & should have the capacity of handing minimum 1 lakh envelops in 24 hours. The Firm/Co. should submit the copies of evidences/certificates for the same.

e) Postal articles should be lifted at 4.30 pm from MASH department and the same will be franked through Agency's franking machine.

3. The itemized rate quoted will be considered at basic price excluding GST for selection. The Contractor will specify GST in their bills which are applicable as per Govt. instructions/rules. It is the sole responsibility of the Contractor to deal in GST matters & Corporation will not be responsible for any wrong payment or penalty/interest/other charges, etc. charged for the same.

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