

No. NML-5(41)/2009-E-III

Date : 15.1.2009

From : The Director  
National Metallurgical Laboratory  
Jamshedpur-831007

To :

Sub : **Appointment of a courier agency.**

Dear Sirs,

Sealed tender is invited by the Director, National Metallurgical Laboratory for appointing a courier service provider for a period of One year which can be curtailed or extended at the discretion of the Director. Each quotation must be enclosed in double cover. The inner cover should be sealed and superscribed "**Quotation for appointment of Courier Service Provider Your Enquiry No NML-5(41)/2009-E-III Dated 15.1.2009 due on 05.02.2009**". The outer cover should also mention "**Quotation for appointment of Courier Service Provider Your Enquiry No NML-5(41)/2009-E-III Dated 15.1.2009**" and should bear the address of office. Quotation should be submitted in a double cover. The quotations will be opened on the next working day in presence of representative if any of the quoting firm

**Scope of work**

1. DOMESTIC SERVICES: Rate upto 250 gms for all destinations.  
Additional 250 gms or part thereof for all destinations.

2. INTERNATIONAL SERVICES: Zonewise rate applicable for documents/non-documents per 500 gms or part therefor upto 10 kg alongwith a copy of list of zone.

**Terms and conditions.**

1. The firm must have direct operations from their Office at Jamshedpur and to the Point of Delivery (addressee).(franchisee or otherwise not acceptable).

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2. Delivery time/period. For Bangalore, Chennai, Delhi, Kolkata and Mumbai is 24 hours and all other destinations between 48 hours to 72 hours.
3. In case of loss or delay or delivery beyond scheduled time as stated in Sl. No.2 above, the firm shall compensate the loss and charges will not be paid.
4. The firm shall provide us necessary information/sight for online tracking facility.
5. Safeguards and precautions to our articles against loss in transit and secrecy of the documents: In case there appears to be any lapse on the part of the courier services provider regarding loss, damage, pilferage, tempering to the NML articles/letters/parcels etc. in transit, the courier service provider shall be liable to make good to the extent as decided the Director, NML.
6. The firm must have online tracking system which is to be made available to us.
7. Collection time: On every working day by 4 PM from our Despatch Section.. On Saturday/Sunday/Holiday on call basis.
8. The firm has to indicate if the firm are in the approved list of CSIR/its Constituent Laboratory/Institute/any Govt. of India Dept.
9. Payment of month wise bill/invoice will be made duly supported with POD (proof of delivery) within 30 days from the date of receipt of the bill/invoice at our end.
10. The acceptance of the quotation will vest with the Director, NML who reserves the right to reject or partially accept any or all of the quotations received without assigning any reason.
11. The Director, NML also reserves the right to enter into in a simultaneous contract (parallel rate contract) with one or more courier service provider.
12. The quotations are liable to be rejected if any of the above mentioned conditions are not fulfilled.

Yours faithfully

(B.Sengupta)  
SECTION OFFICER, E-III

1. M/s. Blue Dart Express Ltd.,  
Krishna Kunj,  
Near Hotel Centre Point,  
Inner Circular Road, Contractors Area,  
Bistupur, Jamshedpur-831001.
2. M/s. Prakash Air Freight Pvt. Ltd., (PAFEX),  
37A, Jeet Complex,  
New Kalimati Road,  
Sakchi, Jamshedpur-831 001.
3. Sigma Express Courier,  
8, Chakraborty house, (Beside hotel castle),  
Contractor's Area,  
Bistupur, Jamshedpur-831 001.
4. AFL Pvt. Ltd.,  
160 New Baradwari, Sakchi,  
Jamshedpur-831 001.
- 5 M/s.DHL Express India Pvt. Ltd.,  
11-12 Seagull Apartment,  
SNP Area,  
Sakchi, Jamshedpur-831 001.
6. M/s. DTDC Courier  
Amber Tower,Basement,  
Near Kuldip & Sons Jewellers,  
Main Road,Bistupur,, Bistupur,  
Jamshedpur – 831001
7. M/s. TNT India Pvt. Ltd.,  
'B' Block,  
303 D. Choudhury Madhushudan Complex,  
Dimna Chawk, Mango,  
Jamshedpur-831 018.
- 8 M/s. First Flight Couriers Ltd.,  
76-B, Shreeji Arcade,  
4<sup>th</sup> Floor, Pennar Road,  
Sakchi, Jamshedpur-831 001.