



**NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS**

(An Autonomous Body under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)  
34 KM STONE, DELHI-MATHURA ROAD, NH-2, Ballabgarh-121004 (HARYANA)  
Telephone: (0129-4192222, 2246174 Fax: 0129-2242100, 2246175  
Website: www.ncbindia.com, Email: hrsgeb@ncbindia.com

**Annexure-I**

**GENERAL PARTICULARS**

1. **Nature of Contract** – Contract for Courier Services for NCB Unit at 34 KM Stone, Delhi-Mathura Road, Ballabgarh 121 004 (Haryana).
2. **Due Date and Time** – Duly completed offers in a sealed cover superscribed “Quotation for Courier Services” should reach NCB Ballabgarh **by 19 April 2018 at 1500 h.**
3. **Date and Time of Opening of Quotations** – Quotations will be opened at NCB Ballabgarh **on 19 April 2018 at 1530 h.**
4. **Period of Contract** – Initially for a period of one year and extendable by one more year **AND** thereafter with mutual consent.
5. **Validity of Quotation** – Quotation should remain valid for acceptance for a period of three months from the date of opening the quotations.
6. Any alteration/correction should be authenticated by authorized signatory.
7. Quotation form should be neatly typed or written in block letters.

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**GENERAL TERMS AND CONDITIONS**

1. The agency shall enact regular pick-ups of documents, parcels etc from our premises at National Council for Cement and Building Materials, 34 KM Stone, Delhi-Mathura Road (NH-2) Ballabgarh-121004, Haryana, daily in the evening at mutually agreed time and also as and when required.
2. The agency shall extend credit facility and submit the bills at the end of every month for the services provided by them.
3. The agency shall provide 100% P.O.D/delivery proof.
4. If the consignment is not delivered within three working days in India and within five working days in overseas countries from the date of collection of documents from NCB, the related tariffs will not be paid.
5. The services can be terminated by either side any time without assigning any reason.
6. In case of loss of any documents/consignment etc by the agency, the necessary recovery towards cost of documents will be made by NCB and the agency shall be liable to pay it.
7. After awarding contract, the agency will have to execute an agreement with NCB.
8. No increase in the rates quoted by the agency will be permitted during this period. However if there is any increase in the statutory taxes levied by the Government, the same will be applicable at actuals.
9. NCB reserves the right to reject any or all quotations without assigning any reasons.

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**Annexure-III**

- 1 Name of the Company :
- 2 Complete Postal Address :
- 3 Telephone/FAX/E Mail Nos :
- 4 Website :
- 5 PAN No :
- 6 GST No.:
- 7 Excise Registration No. :
- 8 Status of the Company : Ltd/Pvt Ltd/Partnership/Proprietor/  
Franchised
- 9 No of offices/organizations :  
serviced/being serviced  
(enclose list)

**10 RATES (Exclusive of GST)**

**a) Domestic Stations (both DOC & Non DOC)**

- i) For Faridabad, Delhi, New Delhi, Noida, Ghaziabad & Gurgaon and any other station (Please specify)

Upto 500 gm : Rs.....  
Every addition of 500 gm : Rs.....

**Bulk load**

- ii) Above 5 kg to 10 kg : @ Rs..... (per kg)
- iii) Above 10 kg and above : @ Rs..... (per kg)

**b) All over India (both DOC & No DOC) (by Air only)**

- i) Upto 500 gm : Rs.....  
Every additional 500 gm : Rs.....

**Bulk Load (both DOC + No DOC)(by Air only)**

- ii) Above 5 kg to 10 kg : @ Rs..... (per kg)
- iii) Above 10 kg or above : @ Rs..... (per kg)



11 International Stations: By Air only (both DOC & Non DOC)

**i) Nepal, Bangladesh, Shri Lanka & Bhutan**

	<b>Upto 500 gms (Rs)</b>	<b>Every addition of 500 gms (Rs)</b>
Nepal		
Bhutan		
Sri Lanka		
Bangladesh		

**ii) Major International Countries, both DOC & Non DOC, By Air only**

	<b>Upto 500 gms (Rs)</b>	<b>Every addition of 500 gms (Rs)</b>
UK		
USA		
Canada		
Germany		
France		
Spain		
Australia		
Austria		
Japan		
Poland		
Italy		
Switzerland		
China		
Denmark		
Hongkong		



- 12 For countries, which are not covered at Sl. No 11 (i) & (ii), (please enclose zone wise list of countries and the rates thereof).
- 13 Rates should be same both for DOC & Non-DOC. (No separate rates for Non-DOC should be charged).
- 14 100% proof of delivery shall be made available.

**Note:** Please do not use your own format. You are requested to enclose the following documents with Tender documents.

1. Stations list
2. Branch list, Phone Nos, Fax Nos and E-Mail etc.
3. Complete list of International Station(Zone wise)

Signature :

Name of the Courier  
Company with Rubber  
Stamp of the Company: