



निविदा/कोरियर सेवा /2018-19

नाबार्ड उत्तर प्रदेश क्षेत्रीय कार्यालय, लखनऊ द्वारा जारी अनुबंध की सामान्य शर्तें

कोरियर सेवा के लिए निविदा प्रपत्र (कुल 14 पृष्ठ)

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड) उत्तर प्रदेश क्षेत्रीय कार्यालय लखनऊ, प्रतिष्ठित कोरियर एजेंसीज/ फ्रैंचाइजीज जिनके पास अनुभव एवं पर्याप्त आधारभूत सुविधा हो उनसे अपने कार्यालय के पत्र /पार्सल / प्रपत्र / कंसाइनमेंट आदि प्रेषित करने हेतु सील बंद आफ़र आमंत्रित करते हैं। इस निविदा के प्रपत्र को नाबार्ड की वेबसाइट : www.Nabard.org से डाउन लोड किया जा सकता है।

निविदा विवरण :

अ) निविदा तिथि 17 सितंबर 2018

ब)निविदा प्रस्तुत करने की अंतिम तिथि 05 अक्टूबर 2018 अपराहन 3 बजे तक ।

स) ईएमडी रूपये 10000.00 मात्र ।

द)निविदा खुलने की तिथि एवं समय : 05 अक्टूबर 2018 अपराहन 4 बजे तक ।

फ़ैक्स : 0522- 2304531

टेली: 0522-2399174/2399115

ई -मेल: lucknow@nabard.org Visit us at : <https://www.nabard.org>



TENDER/COURIER/18-19

(General Conditions of Contract)

Issued by: NABARD , Uttar Pradesh Regional Office, Lucknow

Tender Document for Courier Service.

This Document contains 14 pages

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (NABARD) Uttar Pradesh Regional Office, Lucknow invites sealed offers from reputed Courier agencies /their franchisees/ firms with relevant experience and having sufficient infrastructure for dispatching letters / parcels / documents/ consignments of the Regional Office.

The TENDER document can be downloaded from NABARD's website www.nabard.org.

Tender Details

-
- a) Date of Tender : 17 th September 2018
 - b) Time and last date for submission of Tender : 1500 hrs on 05th October 2018
 - c) EMD : Rs.10,000/-
 - d) Time and date of opening of Bids/Tenders : 1600 hrs on 05th October 2018
-

Fax: 0522- 2304531

Tel: 0522-2399174/2399115

E-mail: lucknow@nabard.org

Visit us at : <https://www.nabard.org>

**National Bank for Agriculture and Rural Development, Uttar Pradesh R.O.
Lucknow
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Tender No. NB.UPRO.HRMD-BILLS/ 94/Courier Service /2018-19 Date 14 September 2018

1. NOTICE INVITING TENDER

NABARD, Uttar Pradesh Regional Office having its office at 11, Vipin Khand, Gomti Nagar, Lucknow - 226010.

Sealed tenders are invited by NABARD Uttar Pradesh RO from reputed Courier agencies /their franchisees/ firms with relevant experience and having sufficient infrastructure for dispatching letters / parcels / documents/ consignments of the Regional Office.

The tender document can also be downloaded from the website of the NABARD www.nabard.org free of cost.

Sealed tenders addressed to the Chief General Manager shall be sent at NABARD, Uttar Pradesh Regional Office 11, Vipin Khand, Gomti Nagar, Lucknow – 226010. along with Earnest Money Rs. 10000/-(Rupees Ten thousand only), duly mentioning on top left hand corner of the sealed envelope **"Tender for Appointment of Courier Service Agency** either by Registered Post/Speed Post or by dropping in the quotation box placed at 2nd floor not later than **3.00 PM on 05.10.2018. The tender will be opened on 05.10.2018 on or before 4:00 p.m.**

Tender received after the stipulated date and time shall not be entertained.

NABARD have right to reject any form or all the forms without assigning any reason.

2. GENERAL INSTRUCTIONS AND GUIDELINES FOR THE BIDDER

2.1 ELIGIBILITY CONDITIONS

- (a) Agencies in the business of providing courier service registered/empanelled with any Govt. / Semi-Govt. / Govt. Undertakings / Banks/Private Corporate houses of repute and having proper legal entity and with minimum experience of 3 years in the services are permitted.
- (b) The Courier agency is required to have branch offices in all metropolitan cities, state capitals and other major towns of India. The courier service agency is required to provide a list of stations along with addresses, telephone number, e mail and Fax where its offices or contact offices are located.
- (c) The Agency should be well equipped to pick up any number of documents to be presented/ handed over in one consignment.
- (d) The agency must have carried out similar work during the last three years. A copy of the award letter satisfactory performance certificate from existing clients is required to be furnished from at least three of the above organizations.
- (e) The details of inputs / information required to be submitted by the agency is as per the **Annexure-I.**
- (f) Minimum annual turnover for each year for last three years from similar work should be greater than or equal to Rs 5 lakh.
- (g) Bidder must be having internet site/website and should be able to offer on-line tracking facility to track the consignment.
- (h) Tenders received without requisite documents, including demand draft of EMD, shall not be entertained.
- (i) Bidders declared by Government of India to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices shall not be eligible.
- (j) The bidder should not be blacklisted/terminated by any Government organization/ agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices.

2.2 GUIDELINE FOR SUBMISSION OF TENDER /BIDS

- (a) **Authorized Signatory:** Each and every page of the tender document should be signed by Authorized person / signatory and to be enclosed with the Financial Bid form and the work experience certificate. The bid can be forwarded by owner or owner's representative. Representative will have to enclose the Letter of Authority / the Power of Attorney along with this offer or when demanded by NABARD otherwise the offer will be considered null and void at any stage as per the decision of NABARD.
- (b) **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication will be liable to be rejected.
- (c) **The Sealed bids are to be submitted in two separate envelopes**
- (d) **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft of Rs.10,000/- (Rupees Ten Thousand only) towards EMD, drawn in favour of NABARD payable at LUCKNOW, and other requested document mentioned in Annexure – I, placed in sealed envelope super-scribed "**TECHNICAL BID -Tender for Appointment of Courier Service Agency**". Tender Document received without EMD shall not be entertained.
- (e) **FINANCIAL BID:** Sealed Financial Bid placed in a separate envelop super-scribed: "**FINANCIAL BID - Tender for Appointment of Courier Service Agency**"
- (f) The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "**Tender for Appointment of Courier Service Agency**". This bigger envelop, should be addressed to

The Chief General Manager, NABARD, Uttar Pradesh Regional Office 11, Vipin Khand, Gomti Nagar, Lucknow – 226010.

And must reach NABARD Regional Office either by Registered Post/Speed Post/Courier or submitted by hand at Administration Section counter or dropping in the quotation box placed at 02nd Floor of the Uttar Pradesh Regional Office, Lucknow not later than **3:00 PM on 05.10.2018**.

- (g) Tenders received after the stipulated date and time shall not be entertained under any circumstances whatsoever. NABARD shall not be liable for any postal delays what so ever. Conditional tenders shall not be entertained.
- (h) The bidder(s) shall quote rates inclusive of all statutory levies, taxes, *fees, cesses, duties*, rate charges, surcharges, octroi, transport, freight, costs & other taxes and components etc. No component of cost / tax or any other charges shall be paid by NABARD unless the same is included specifically in the quotations and agreed by NABARD.. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
- (i) NABARD reserves the right to reject or accept any or all bid(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many bidders are received satisfying the basic pre-requisite criteria.
- (j) The Technical Bid shall be opened on **05.10.2018 at 4:00 pm** in the office of NABARD, Uttar Pradesh Regional Office 11, Vipin Khand, Gomti Nagar, Lucknow – 226010. Bidder or their authorized representatives, (not more than one person) may be present at the time of opening of tender, if they so desire. No separate communication will be sent in this regard. In the event of due date being a close day or declared holiday, the

due date for opening of the bids will be the following working day at the appointed date, time and venue.

- (k) Financial Bids of only those vendors, who qualify in the technical evaluation, would be opened, at a later date, which shall be separately intimated to the bidders.
- (l) The prices should be quoted only in Indian Rupees (INR).
- (m) The offered prices should be inclusive of all taxes and freight charges except the GST which should be clearly mentioned in the invoice.
- (n) The Financial Bid shall be on a fixed price basis. No upward revision in the prices would be considered during the offer validity period.

2.3 Validity of the bids

Bids shall remain valid for 90 days after the date of opening of Technical Bids prescribed. A bid valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. In exceptional circumstances, the Bidder(s) may be requested for an extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of EMD shall also be suitably extended.

2.4 Amendment of Tender

There shall be no amendment in the tender once it is submitted.

Address for Communication

**The Chief General Manager,
National Bank for Agriculture & Rural Development
Uttar Pradesh Regional Office ,
11, Vipin Khand,
Gomti Nagar, Lucknow – 226010.
Contact No : 0522-2399238/2399115/2399174
E- Mail Id: lucknow@nabard.org**

Sd.

(A K Singh)
Chief General Manager

3. SPECIFICATION OF REQUIREMENTS

3.1 SCOPE OF WORK

- i. The Authorized representative of Courier agency will collect parcels/letters/consignments from National Bank for Agriculture and Rural Development, 11, VIPIN KHAND GOMTI NAGAR, LUCKNOW- 226010, UTTAR PRADESH on all working days at 3.00PM.
- ii. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements. If required, in emergency, the agency will be available at all times for collecting the letters.
- iii. The agency will maintain a register mentioning date, name of addressee, address of the consignor, weight of the consignment and the consignment number etc.
- iv. The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
- v. The Courier agency will return the undelivered parcels/letters within two weeks.
- vi. The courier agency will ensure that all the parcels/letters are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
- vii. The Courier agency will furnish proof of delivery of parcels/letters every week after getting signature of the recipient, his/her name and telephone number. The Representatives of Courier Service / franchisee will write the name and telephone number of the recipients themselves.

4. GENERAL CONDITIONS OF TENDER

4.1 Period of Contract

- a. The contract will be valid for a period of Two year initially.
- b. On expiry of One year, NABARD reserves the right to extend the contract further on the same terms & conditions as mutually agreed in writing if the service of the agency found satisfactory.

4.2 TERMINATION OF THE CONTRACT

- a. NABARD may terminate the contract without assigning any cause by giving one month notice in writing.
- b. The Agency shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which he did not derive in consequences of the full amount of the work not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by NABARD.
- c. NABARD, without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Agency for a suitable period without giving written notice in case he fails to honour his bid or contract without sufficient grounds or found guilty for breach of condition /s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. NABARD's decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, NABARD will have the right to put in place any other agency for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the agency.

d. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge, NABARD, Uttar Pradesh RO, Lucknow reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

4.3. EARNEST MONEY DEPOSIT (EMD)

1. The Earnest Money Deposit (EMD) of Rs. **10,000/- (Rupees: TenThousand only)** in the form of Demand Draft/pay order drawn in favour of "NABARD " payable at Lucknow only is to be submitted along with the technical bid.

2. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) shall not be entertained

3. The EMDs of the unsuccessful bidders will be refunded without any interest or bank charges. The EMD of the Successful bidder will be refunded after submission of the Security Deposit by the party.

4.4 IMPOUND OF EMD

EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfill any of the following conditions:

I. If the Bidder withdraws his offer during the period of tender validity.

II. If after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.

III. If agreement is not signed in the prescribed form within seven (7) days of the receipt of the Letter of Award of the Contract;

IV. If the Agency does not commence Courier services within seven days of the stipulated date for commencement of Courier services.

4.5 SECURITY DEPOSIT

The EMD of successful bidder shall be converted as security deposit on issue of work order. The security amount shall be interest free and the same may be returned on the termination or expiry of the term.

4.6. PAYMENT TERMS

I. The Courier agency will raise bills on completion of each calendar month. The Proof of Delivery (PODs) will be preserved and maintained by courier agency and should be submitted along with the monthly bill. Payment will be made within 30 days after scrutinizing and verifying the same.

II. All bills will be made in the name of NABARD, Uttar Pradesh Regional Office, LUCKNOW.

III. In case of untimely or non-delivery of parcels/letters etc. or damage to the parcels/letter, NABARD, Uttar Pradesh RO, Lucknow. reserves the right to deduct the amount from the monthly billing of the Courier Service

IV. No advance payment will be made for any kind of services.

4.7 LIQUIDATED DAMAGES

The timely and accurate delivery of the letters/articles/packets/ documents etc. with utmost promptness is the essence of this tender. Extensions of the time limit of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, **penalty at the rate of 5% of the freight value for that consignment or part thereof, subject**

to maximum 25% of total Freight Value of delivery rate will be imposed. Quantum of liquidated damages assessed and levied by NABARD, Uttar Pradesh RO, Lucknow. shall be final and not challengeable by the Agency. The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. NABARD, Uttar Pradesh RO, Lucknow. shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.

4.8. Penalty clause:

If at any time it is found that the bidder has suppressed or misrepresented any material fact or made a statement which is factually incorrect or bidder does not comply with the terms and conditions of tender document or work order, NABARD may reject the bid or cancel the contract with immediate effect.

4.9. INDEMNITY

The Courier agency hereby covenants and agrees to indemnify and shall at all times keep indemnified NABARD, Uttar Pradesh RO, Lucknow. against any loss or damage that the NABARD, Uttar Pradesh RO, Lucknow may sustain as a result of the failure or neglect of the Bidders to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Agency or its employees, agents, representatives and further to pay for all losses, damages, costs, charges and expenses which NABARD, Uttar Pradesh RO, Lucknow. may reasonably incur or suffer, and to indemnify and keep indemnified NABARD, Uttar Pradesh RO, Lucknow in all respects.

4.10 FORCE MAJEURE

Neither party shall be liable for delay in performance or for non-performance caused by war, acts of terrorism, fire, acts of god, flood, earthquake and such similar causes. The party affected shall immediately inform the other party, indicating the expected duration and extent of such contingency and shall promptly take reasonable action to settle such contingencies so that the performance of obligations under this order can be resumed as quickly as possible.

In case the Force Majeure persists for a period exceeding 15 (fifteen) days, Bank shall be entitled to terminate the Order. If the Order or a part thereof is terminated by the Bank, due to Force Majeure, such termination shall be without prejudice to Bank's rights which may have accrued up to the date of termination.

4.11. ARBITRATION

I. In the event of any dispute difference, claims and demands arising between NABARD, Uttar Pradesh RO, Lucknow. and the agency in any matter arising in relation or connection or pursuant or touching to the meaning, operation, effect or interpretation of this tender / agreement directly or indirectly, the matter shall be referred to the Chief General Manager, NABARD, Uttar Pradesh RO, Lucknow. who may himself act as sole arbitrator. The decision / award of the the Chief General Manager, NABARD, Uttar Pradesh RO, Lucknow. shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.

II. The place of the arbitration shall be at Uttar Pradesh RO, 11, Vipin Khand, Gomti Nagar, Lucknow.

III. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.

IV. The proceedings of arbitration shall be in English language.

4.12. JURISDICTION

In respect of any dispute arising between NABARD, Uttar Pradesh RO, Lucknow and the agency in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said tender, the courts at Lucknow, Uttar Pradesh shall only have the exclusive jurisdiction over this tender.

5. CHECK LIST

CHECK LIST OF DOCUMENTS REQUIRED FOR TECHNICAL SCRUTINY

The list of documents required to be enclosed with technical bid for getting eligible to be considered for technical scrutiny: -

- I. Supporting documents of annual bill value of Minimum of Rs.5.00 lakh for courier service only.
- II. Demand draft of Earnest Money Deposit Rs 10,000/- (Rupees: Ten Thousand Only). drawn in favour of NABARD payable at Lucknow.
- III. List of their offices/ branches, covering all offices of the courier agency, with complete address and telephone number.
- IV. Details of successfully executed similar work during last three year along with their **proof Certified Copies of the work order (s)** and contract in hand and satisfactory **performance certificate from existing clients** as mentioned in ELIGIBILITY CONDITIONS
- V. List of Current Clients executing similar works/Assignments. (Attach Documentary proof i.e. work order, agreements etc.).
- VI. A Certified Copy (s) of Registration Certificate, Service tax, etc.
- VII. Duly filled in and signed **Declaration & Acceptance of Terms and Conditions**, as per Proforma enclosed in **annexure - III**
- VIII. Complete copy of tender document duly signed each of the pages.
- IX. The Complete details set up and establishment of the agency (copy of Certificate of Incorporation / Partnership Deed)
- X. Copy of last 3 Year's audited financial statement including profit and loss account and balance sheet. (Showing annual turnover of the firm)
- XI. Income tax return for last 3 years along with copy of PAN card
- XII. Certificate/ Letter from Principal Service provider to be furnished by the Franchisee confirming the business partnership among them and with an undertaking to support the franchisee in delivering the services.

Note: - The Bidder who provided documents as required above will technically qualify .

ANNEXURES**Annexure -I
Technical bid****Details of Inputs/ Information to be provided by the Bidder**

Sr No	Input	Information /inputs to be filled by the Bidder (if required separate sheets may be enclosed)
1	Name and address of the agency, telephone number, fax, mobile number, email address Contact Person	
2	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3	Name and address of the directors/ proprietor /partners	
4	Year of formation of the company/ experience as a courier agency	
5	Branches in other cities in India and abroad and contact details	
6	Name of Agency's 2 largest clients, to whom Agency provides similar Services.	
7	Any sister concerns and their address	
8	Details of registration/ membership/ trade license	
9	Total number of employees of the firm	
10	Helpline numbers & details of dedicated customer support	
11	SMS tracking numbers to track the consignment.	
12	Bar coded bill facilities	
13	Online Software for tracking end to end delivery of documents. (Web tracking facility for tracing Consignments)	
14	Income tax return for the last three financial years	
15	Total turnover of the courier agency during last three financial years (<i>Minimum annual turnover for each year for last three years should be Rs. 5 lakh</i>)	
16	Service tax number/ certificate / DVAT etc. (Attach a copy of the Registration Certificate / letter.)	
17	Income Tax Permanent Account No. (Attach documentary Proof)	
18	Change of the firm name at any time. If so, when and reason thereof	
19	Dispute, if any	

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to NABARD verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency .

Official seal/ stamp

Date:

Place:

ANNEXURE II
NABARD, Uttar Pradesh Regional Office, Lucknow
TENDER/COURIER/2018-19
Financial Bid

NAME OF THE AGENCY:
OFFER BY THE AGENCY

	For local (Lucknow)	For Uttar Pradesh	For All India	Any other charges	Taxes	Total
Rate per weight for letters						
Per letter/article 0-50 Gms						
Per letter/article 51-100 Gms						
Per letter/article 101-250 Gms						
Per letter/article 251-500 Gms						
Per letter/article 501- 1.00 Kg						
Above 1.00 Kg (Rate per Kg to be given)	By Air					
	By Surface					
Rate for Parcel						
Packing Charge						
	with water proofing	without water proofing				
Expected delivery time	1 day	1-2 days	1-2 days			

NB: The rates will be valid for a period of 02 years.

Signature of the authorized signatory of the agency
Official seal/ stamp

The quotation in the above format may be addressed to The Chief General Manager, National Bank for Agriculture and Rural Development, 11, VIPIN KHAND GOMTI NAGAR, LUCKNOW-226010, UTTAR PRADESH.

ANNEXURE -III

Declaration & Acceptance of Terms and Conditions

To,
The Cheif General Manager
NABARD, Uttar Pradesh Regional Office ,
11, Vipin Khand, Gomti Nagar,
Lucknow – 226010

Sub: TENDER FOR APPOINTMENT OF COURIER SERVICE AGENCY

Sir,

This is with reference to your tender no: _____ due on _____. We are interested in participate in the tender for appointment of courier service agency.

We have read and understood the details as given in the tender information regarding the Scope of Work and Terms and Conditions for the selection and the same are acceptable to us. We have given all the required information required by NABARD, Uttar Pradesh Regional Office, Lucknow . We have submitted the required Documents as per the format. We certify that we are eligible as per the said Terms. The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation
Official seal/ stamp
Date:
Business Address:

ANNEXURE -IV

AGREEMENT FOR APPOINTMENT OF COURIER SERVICE AGENCY FOR DELIVERY OF LETTERS / MAILS/ PACKETS/ PARCELS ETC. OF NABARD, UTTAR PRADESH REGIONAL OFFICE, LUCKNOW (SPECIMEN COPY)

No. _____ Dated _____ This agreement is made at -----on this _____ Day of _____ 2018 between-

NABARD, Uttar Pradesh Regional Office ,11, Vipin Khand, Gomti Nagar, Lucknow – (herein referred as NABARD, Lucknow) which expression shall ,unless repugnant to the context hereinafter contained, Include its successors and assigns of the one part and _____ carrying on business at _____ under the name of _____ (hereinafter called the Agency which expression shall be deemed to include his/their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assignees) on the other part for the purpose of performing the courier related services at the rates and under the terms and conditions specified in the tender form and its annexure.

Whereas the Agency has agreed with NABARD, Uttar Pradesh Regional Office, Lucknow to perform all the operations set forth in the tender documents including its annexure, which shall be treated as an integral part of this agreement, upon the terms and conditions governing contract annexed.

In consideration of the payment to be made by NABARD, Uttar Pradesh Regional Office , Lucknow, the Agency shall duly perform the said operations as mentioned in the tender document and its annexure and shall execute the same with great promptness, care and diligence to the satisfaction of NABARD, Uttar Pradesh Regional Office , Lucknow and will carry out the work in accordance with the terms and conditions of contract with effect from the award of contract for the period of one year and will observe, fulfill and honour all the conditions mentioned in the tender document. NABARD, Uttar Pradesh Regional Office , Lucknow hereby agrees that if the Agency observe and honour the said terms and conditions of the contract, NABARD, Uttar Pradesh Regional Office , Lucknow will pay or cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed. The cost of stamp duty on this account shall be borne by Agency. In witness whereof the said parties have hereunto set their hands the day and year first above written.

_____ AGENCY/FRANCHISEE _____ FOR AND ON BEHALF

OF NABARD

WITNESS

WITNESS

1. _____ 1. _____

2. _____ 2. _____

SCHEDULE DETAILING THE TERMS OF WORK WITH RATES THEREOF AND THE CONDITIONS OF CONTRACT ARE ANNEXED.