

**Mother Dairy Calcutta**  
**P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310**

**PUR/ENQUIRY/COURIER/ 2648**

**Date : 26.02.2025**

**TO WHOM IT MAY CONCERN**

Sub: Enquiry for Courier Service on contract basis

Dear Sir,

Mother Dairy Calcutta invites quotation for one year contract for 'Courier Service' in the format enclosed. Interested agencies having the following documents may submit their offer by mail / courier / hand / post within **10.03.2025** (till 2 pm).

- GST Registration Certificate
- PAN
- Income tax return for AY 2024-25
- Valid Trade License

The successful bidder must submit these documents on demand.

**Scope of work** : Documents will have to be collected from MIS Section, Mother Dairy Calcutta at Dankuni on daily basis and delivered to respective addresses within the stipulated time. On average, roughly **20** documents are generated every day.

The supporting documents regarding the Proof of Delivery (POD) will have to be submitted in 100% cases and should be submitted along with the respective bill(s), if not earlier.

Internet tracking facility should be available.

**Terms & conditions**

Offer should be submitted in the enclosed Offer Form only.

Rate shall remain firm for the entire execution of the contract and no escalation of rate on any ground whatsoever shall be allowed.

**Validity** : The contract will remain valid for one year. However, the contract is extendable for one more year if performance is satisfactory as certified by the appropriate authority with the rate and terms & conditions remaining unchanged.

**Payment** : Payment will be made within 30 days after receipt of the monthly invoice duly certified by the competent authority.

**Security Deposit** : Selected agency shall have to pay Rs. 5000.00 [Five thousand] only by way of Demand Draft drawn in favor of "Mother Dairy Calcutta" as Security Deposit for the entire period of contract on receiving the letter of intent. Security Money will be refunded after successful execution of Work Order subject to recovery, if any. It will be forfeited in the event of failure / refusal to abide by the terms and conditions of contract. The Security Deposit will not bear any interest.

Any loss incurred by the Dairy due to negligence on the part of Courier Agent (resulting in non-delivery / delayed delivery of documents) shall be recovered from the Courier Agency.

The work shall be carried out according to the instruction given by the authorized representative of the Dairy. Dairy's representative will supervise the job and the work will be considered completed only when he is satisfied with the quality of work done.

Damages done to any of Dairy's property by the agency or his representative(s), will have to be made good by the agency at his cost as directed by the authorized representative of the Dairy.

The Dairy shall not be liable for injury of any person engaged by the agency within / outside the dairy premises in connection with the contract. The agency shall take all liabilities and responsibilities of his personnel in case of injury / accident etc. failing which he will be liable for legal proceedings in accordance with law.

The agency shall obtain all necessary licenses such as Trade License, License for conservancy services, Professional Tax and Sales Tax Clearance Certificates, and License under Contract Labour (R&A) 1970, as required to run this business, shall be entirely responsible for the payment of dues to his person as per regulation in force, and for complying with all statutory obligations as applicable from time to time, and will keep the Dairy indemnified for and in respect of all his acts or omissions.

If at any time agency's personnel is found involved in any unlawful act / theft / smuggling of City office / Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from the agency and also penalize it as mutually agreed.

The agency shall not transfer, partially or fully, the benefits of the contract to any individual / firm / company at any time within the contract period.

The contract shall be a commercial contract by and between Mother Dairy Calcutta and the agency. There will be no employer-employee relationship between the Dairy and the contractor. So under no circumstances the contractor or his employees will be the employees of the Dairy and therefore, the contractor or his employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the Dairy.

The Dairy Administration also reserves the right to terminate the contract by giving 30 days clear written notice for any reason whatsoever.

The Chief General Manager reserves the right to accept any or reject any or all offers without assigning any reason whatsoever. The Chief General Manager also reserves the right to amend / alter the contract during the contract period if needed.

If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers Federation Limited, Block LB-II, Sector-III, Salt Lake City, Kolkata 7000106. The decision of the Arbitrator shall be final and binding on the parties. The Honorable High Court at Kolkata shall be the exclusive jurisdiction as regards any dispute / arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings should be governed by the provision of the Arbitration and Conciliation Act 1996 and rules made there under of any amendment or statutory modification thereof for the time being in force.

If you seek any clarification regarding submission of your Quotation, you may contact our In-charge (MIS) at our Dankuni Plant on any working day.

Thanking you,

Yours faithfully,  
for Mother Dairy Calcutta

Handwritten signature and date: The signature consists of stylized initials 'M' and 'M' with a horizontal line above them. Below the signature, the date '26/2/25' is written.

In-charge, Purchase

Encl : Offer Form

**Mother Dairy Calcutta**  
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**OFFER FORM**

Enquiry No - PUR/ENQUIRY/COURIER/2648 dated 26.02.2025  
Closing date : 10.03.2025 (till 2 pm)

Quoted Rates for Delivery of Documents (up to 100 gm) originating in Mother Dairy Calcutta, Dankuni by Courier :

SL. NO	DESTINATION	ESTIMATED RATE (per document) (Rs)	OFFERED RATE (per document) (Rs)
1	Matigara, Siliguri	Rs 38.00	
2	Kullick Dairy, Raigang	Rs 38.00	
3	Places in other districts of West Bengal	Rs 35.00	
4	Places in rest of India	Rs 44.00	

The rates above exclude / should exclude GST. Applicable GST rate is ..... %.

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Signature of the Bidder  
with Official Stamp and Date