



Tender for appointment of Courier Service provider at Baroda Corporate Centre, Mumbai

Issued By:

**Bank of Baroda, Corporate Office Administration Dept., Baroda
Corporate Centre, C-26, G-Block, Bandra Kurla Complex,
Bandra (East), Mumbai - 400 051**

RFP Reference: BCC:OA:RFP:113:732 Dated 22.02.2021
Email: oa.bcc@bankofbaroda.com
Website: www.bankofbaroda.in
Contact: 022-66985054 /5176

TENDER DOCUMENT FOR PROVIDING COURIER SERVICE

FOR BANK OF BARODA, CORPORATE OFFICE MUMBAI

TENDER SUBMITTED BY: M/S. _____

**LAST DATE FOR SUBMISSION
OF TENDER DOCUMENTS : 15.03.2021 (up to 3.00 pm)**

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TENDER NOTICE

Bank of Baroda, Baroda Corporate Centre, Mumbai -400 051, invites tender from reputed courier service providers for extending courier service (Pick up from the Baroda Corporate Centre, Mumbai and delivery to the specified destinations across the country).

On or before **3.00 pm on 15.03.2021** for more details, please log on to our website <http://www.bankofbaroda.in> under Tender Section.

**SUDHAKARA D. NAYAK A.
GENERAL MANAGER & HEAD
(FM, COA, PD, RD & SECURITY)**

**CORP. OFFICE ADMINISTRATION
BCC, MUMBAI
REFERENCE: BCC:OA:RFP:113:732
DATE: 22.02.2021**

TENDER DETAILS

Bank of Baroda, Baroda Corporate center, Mumbai invites applications from reputed courier service providers for providing courier service (Pick up from the Baroda Corporate Centre, Mumbai and delivery to the specified destinations across the country) only those service provider that fulfil the following Pre-Qualification Criteria will be considered.

Pre-Qualification Criteria:

- a) Minimum experience of providing courier service of 5 years (Certificate of incorporation or Memorandum / Articles of Association or other relevant documents (depending on the type of firm) to be submitted.
- b) **Earnest Money Deposit (EMD)** of Rs 50,000/- (Rs Fifty Thousand Only) has to pay along with the tender by RTGS / NEFT / Online Fund Transfer.
- c) Network:
 1. Must have own offices / own pickup in Mumbai and delivery facility and should be manned and managed by own staff (on company's payroll).
 2. The service provider must have at least 10% of its pin code network spread across India and must have presence in majority of the district towns and other major places. Please arrange for submission of the list of pin code network/serviced.
- d) Should have been empaneled with / have executed job as Courier Service provider for at least five PSUs/ Nationalized Banks/ Private Banks/Government Departments/leading private sector organizations during the past five financial years i.e. from FY 2015-16 to FY 2019-20 (Documentary proof of empanelment/work order to be submitted).
- e) Should have minimum turnover of Rs. 50.00 crore for each year during last three financial years. (Submit audited balance sheet of F.Y. 2017-18, 2018-19 and 2019- 20). **CA certified annual turnover certificate to be submitted.**
- f) The service provider should possess a software package / solution whereby they should be able to assign airway bill reference number of each of the pick-ups wherein we shall be able to track the said post/parcel online. The POD (Proof of Delivery) to be shared with us immediately on receipt. Further they should be able to share the details via e-mail in excel format immediately on next day.
- g) Should necessarily have a customer care number and should be able to provide 24x7 customer service helpline and support. (Details to be furnished in company Letter head and submitted). The Courier service provider shall nominate officers for redressing complaints.
- h) The Courier service provider should not be a delisted / blacklisted entity by any Government department / PSU / PSE or banks / FIs for non-implementation / delivery of the order. **Self-declaration to that effect should be submitted together with the Pre-Qualification Bid.** The service provider should have reputed background. The service provider should be a financially sound company.
- i) Before applying for the tender copy, the courier service providers in their own interest shall ascertain and satisfy themselves that they fulfil the above conditions. If the courier service provider does not fulfil pre-qualification terms and conditions, their Price Bid will not be opened. The courier service provider may also note that issuance of blank tender document does not mean that the qualifying requirements have been fulfilled.

- j) Tender Forms & Tender Document can be downloaded from our website (<https://www.bankofbaroda.in>). The said tender will be available on Bank's website under Tenders' Section.
- k) Eligible Courier service providers may submit their bids at Office Administration Department, BCC, BKC, Mumbai by **3.00 pm of March 15, 2021**. They may ensure that all relevant documents are submitted with the tender application. The Courier service providers are required to preserve the originals of documents ready for verification by the Bank of Baroda at any point of time. The Courier service providers may please note that tender cannot be submitted after the cut-off date and time. No extension of time will be permitted for submission of tenders and/or documents.
- l) "Pre-qualification Bid" will be opened on at **04.00 pm of March 15, 2021** in the presence of such courier service providers who desire to remain present. On scrutiny of the "Pre-qualification Bid", the "Price Bid" of the eligible Courier service providers shall be opened after completion of technical evaluation.
- m) Bank reserves the right to add/modify/delete/postpone any of the terms & conditions of the tender without assigning any reasons thereof at its sole discretion.
- n) The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final.
- o) The Bank reserves its right to reject any or all tenders, without assigning any reasons for cancellation.

**CHIEF MANAGER
HRM & COA
BANK OF BARODA
BARODA CORPORATE CENTRE**

INSTRUCTIONS TO COURIER SERVICE PROVIDER

The tender documents complete in all respect may be dropped in tender box kept at the office of the General Manager & Head (FM, COA, PD, RD & SECURITY) at the address as under:

General Manager and Head (FM, COA, PD, RD & SECURITY)

Bank of Baroda
1st Floor, Baroda Corporate Centre, G- Block,
Bandra Kurla Complex, Bandra (E), Mumbai- 400051.

The last date for submission of tender form is **15.03.2021 up to 03:00 p.m.**

2. The complete tender documents (Pre-Qualification Bid and Price bid) in separate sealed envelopes, duly marked as “Pre-Qualification Bid” and “Price bid” are to be placed in a single cover super scribed “**Tender for appointment of Courier Service Provider**” along with credentials as mentioned in Pre-Qualification Bid should be submitted.
3. The application has to be submitted in **three separate envelopes** as under:
 - (i) **Envelope marked as I: Pre-Qualification Bid**, duly completed in all respects, be put in this envelope and duly sealed. The envelope to be super scribed as “**Pre-Qualification bid for Courier Service Provider**”.
 - (ii) **Envelope marked as II: Price bid** be put in this envelope and sealed. This envelope to be super scribed as “**Price bid Courier Service Provider**”. The envelope will be opened only if the offer is found suitable as per the criteria and parameters for selection for the purchase of Courier Service Provider. The date of opening will be intimated to the service providers separately.
 - (iii) **Envelope marked as III: Master Envelope** - The above two sealed envelopes No. I (Pre-Qualification Bid) & No.II (Price Bid) be placed in envelope No.III (Master Envelope) and sealed (i.e. envelope marked as III, will contain two envelopes marked as (I & II). This envelope marked as No.III would be superscripted as “**Tender for Courier Service Provider**”.
4. The duly filled-in, signed, sealed and super scribed tender envelope must be dropped in the Tender Box placed at the above mentioned address.

Other Details:

1. Pre-Qualification Bid : -

- a) This will contain the Bank’s terms and conditions for the services (Rates and amounts of items shall not appear anywhere in this part) with Courier service providers’ covering letter and the **EMD (Earnest Money Deposit) of Rs. 50,000/- for domestic courier services**. Please note that Government organizations are exempted from submitting EMD.
- b) The courier service provider will have to pay Earnest Money Deposit along with the tender by RTGS/NEFT/ Online Fund Transfer. The payment receipt of the EMD is to be sealed in one cover super scribed as “**EMD**”. No interest is payable on EMD amount. The amount deposited by the unsuccessful bidders would be refunded after the suitable Courier service provider is finalized.

- c) EMD shall be deposited through RTGS/NEFT fund transfer **on or before 3.00 pm on 15.03.2021** to the designated account, the details of which are given as under:-

Account Number: – 2904040000417
Type of Account: - OD Account
Bank Name: - Bank of Baroda.
Branch: - BKC
IFSC: - BARB0BANEAS (5th character is “ZERO”)

- d) Tenders without earnest money will be rejected. Earnest money in the form of Bank Guarantee/cheques/Demand Draft shall not be accepted.
- e) Further advertisement /notice shall be released on newspaper. Any change in terms & condition, addendum shall be notified only on Bank’s website. Service Providers bidding for this tender are advised to check the website before submission of EMD / commencement of tender process.
- f) **Each page of the tender document including attachments should be duly signed by the authorized signatory** (who has signed the Bid), and submitted with the Pre-Qualification Bid in token of bidder’s confirmation to accept the terms and conditions and other provisions contained in it.

2. Price Bid: -

- a) Price Bid - Part-II – This will contain only rates in Indian Rupees in figures (**exclusive of applicable GST**). No other tax/charges, except for the prevalent GST for the respective item, will be included. No request for any change in terms and conditions after the opening of the Price bid will be entertained.

3. Performance Bank Guarantee: -

Separate Performance Bank Guarantee of Rs.1,00, 000/- (Rupees One Lakh only) for domestic courier services; should be furnished by the successful Courier Service Provider valid for a period of **sixty days** beyond the date of completion of all contractual obligations. The EMD furnished by the Courier Service Provider at the time of submission of the tenders will be returned to all except to whom the contract is awarded. However, the service provider to whom the contract is awarded, the same will be returned on submission of the Performance Bank Guarantee for the security deposit stated above.

4. Scope of Work: -

1. The Authorized representative of Courier Service Provider will collect parcels/letters from Bank of Baroda, Bandra Kurla Complex office premises twice daily on all working days and also on holidays if there are some urgent requirements and will furnish receipt of the same. In cases of emergency, flexible pick up time will be provided.
2. **Domestic courier:** The Courier Service Provider will arrange to deliver parcels/letters within defined timelines as under:

Intra City –Within 24 hours (1 day)

Inter City –Within 48 hours, (2 days) in all major cities which are connected by Air
District headquarters- Within 72 hours (4 days)
Remote stations- Within 96 hours (6 days)

The courier service provider must ensure that the couriers reach the destination within the time stipulated by Bank of Baroda in good condition.

3. **Penalty Clause:** In case of delay in delivering the parcels/letters within specified period, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty as under;
- 25% deduction of applicable charges for delay up to one day
 - An incremental 10% per day penalty in applicable charges shall be imposed for delay on subsequent days except in case of “force majeure” as defined below.
 - In case of loss/damage of post/parcels, a penalty of 300 percent of applicable courier charges will be imposed.

FORCE MAJEURE: Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavor’s to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.

5. Applicable Law and Jurisdiction:-

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Mumbai.

6. Process for evaluation of Pre-Qualification Bid:

Pre-Qualification bids shall be opened by a committee constituted by the Bank for the evaluation of the applications/Bids. After evaluation of the Pre-Qualification bids, a list of applicants who are eligible for further processing of the bids shall be prepared by the Bank based on the pre-qualification criteria prescribed by the Bank. Pre-Qualification Bids shall be evaluated based on the documents/information furnished by the applicants/bidders, eligibility criteria prescribed by the Bank, inspection of office premises and infrastructure of the applicants/bidders etc. if required. The Bank will arrange to inspect the Office Premises and status of applicants/bidders through a Committee of Officials of the Bank and/or through an Investigator appointed for the purpose to verify the existence of firm/establishment, its infrastructure and status of the firm/establishment of applicants/bidders in providing efficient services of air booking so as to take a decision about the qualification of the applicant in “Pre-Qualification Bid” evaluation, if required. The decision of Bank of Baroda in this regard shall be final and binding on the applicants/bidders. In case of any variations / conditions / deviations stipulated by the applicants/bidders in their Pre-Qualification bid, the same will not be accepted by the Bank.

Covering Letter

To,

The Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: Tender for Courier Service.

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, we hereby offer to provide courier services specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Price Bid of the quotations (rates to be submitted) and in all other respects in accordance with such conditions as may be applicable.

MEMORANDUM:

a.	Description of work	To provide Courier service. Pick up from the Baroda Corporate Centre, Mumbai and delivery to the specified destinations across the country.
b.	Estimate Cost	Approx. 40 Lacs Annually.
c.	Tenure	The Contract is from April 1, 2021 to March 31, 2022 and renewable annually for a further period of two years (one year each time) with an annual increase of up to 5 percent and as per the existing terms and conditions subject to providing satisfactory services.
d.	Delivery Schedule	Normal Domestic courier: The Courier agency will arrange to deliver parcels/letters within defined timelines as under: Intra City –Within 24 hours (1 day) Inter City –Within 48 hours, (2 days) in all major cities which are connected by Air District headquarters- Within 72 hours (4 days) Remote stations- Within 96 hours (6 days)

- Should this tender be accepted, We hereby agree to abide by and fulfil all the terms and provisions of the said contract annexed hereto in so far as they may be applicable or in default thereof to forfeit and pay to the Bank Of Baroda the amount mentioned in the said conditions.
- I / We confirm payment of Earnest Money Deposit in favor of Bank of Baroda by NEFT/RTGS/online payment, & enclose herewith the details of transaction. (Rs. 50,000/-)
- We enclose herewith all relevant information/details/list of documents as per prescribed/Mentioned in the format of Application form.

UNDERTAKING BY THE SERVICE PROVIDER:

I / We hereby declare having read the specimen of the terms and conditions attached with the offer document and note to abide the covenants of the terms and conditions.

Signature with rubber stamp:

Name:

Date:

Place:

**PRE-QUALIFICATION BID
FORMAT FOR APPLICATION FORM**

From,

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.....
.....
.....

To,

The Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai

Dear Sir,

**Re: APPLICATION FOR PROVIDING COURIER SERVICE AT BANK OF BARODA,
BARODA CORPORATE CENTER.**

Ref: Advertisement in Website/Newspaper

We wish to introduce ourselves as courier Service provider and request you to consider our application for providing courier services. We furnish hereby the required information about our Service Provider/firm/company/ and business.

S No.	Particulars	Details
1	Name/Address of Service Provider with Tel. No., Fax No. Mobile No & Email Address. (Please attached proof of address and mention Name Of contact person)	
2	Type of Organization (Proprietary /Partnership/Public Ltd. Co) (copies of the registration to be attached)	
3	Name(s) of Directors/Partners (attach separate sheet, if required)	
4	Year of incorporation / Constitution	
5	Name of Manager or other contact person with designation, Telephone Nos. - Office / residence / Mobile No.	
6	Registration / License No. / GST No. / PAN Number (Attach copies of the same)	
7	Total No of employees (on company's payroll)	
8	Name & addresses of branches of the firm/company a) Number of offices/outlets across the country	
9	Annual turnover for the past -3- years FY 2017-18 to FY 2019-20 (Audited Balance Sheet) (Attach separate sheet)	
10	Experience Certificate - whether the contractor has at least 5 years' experience running courier services in reputed PSUs/Nationalized	Yes / No

Tender for appointment of Courier Service provider at Baroda Corporate Centre, Mumbai

	Banks/private Banks/Govt. Deptt./ Leading Pvt. Sector Organization etc.	(please attach true copies in support of the same)
11	Banker's name and address. (Please attach -6- months' Bank A/c Statement)	Please attach copy of certificate in support of proof
12	List of major existing clients for similar services. (Also mention telephone number and contact person of such clients.)	Please attach copy of certificate in support of proof
13	List of major clients in the past 3 years for similar services with duration & Exact period of Contract.	Please attach copy of certificate in support of proof
14	Details of Software package/ solution used by the Courier Service Provider	
15	Details of availability of exclusive customer care number /Customer Helpline number	Please attach copy of certificate in support of proof
16	Declaration on the letterhead of the firm stating that the Courier service provider have not been blacklisted or removed by any Government/PSU/Bank or RBI/IBA for corrupt or fraudulent practices or non-delivery or non-performance during the last three years as on date of issuance of this	As per Annexure D

DECLARATION OF THE APPLICANT

We hereby confirm that the information furnished herein above is true & to the best of our knowledge and belief. If any information is found incorrect or false we may be debarred from the tender process / being awarded the contract. You are free to call for confidential opinion from any one of our clients as also from our Banker as you deem fit. We also certify that, we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory with seal / Stamp:

Name:

Place:

Date:

Documents/ details to be enclosed:

1. Copies of the registration, GST No, PAN no. details to be submitted.
2. Copy of Service Tax. Registration number.
3. List of Pin Codes network (Give name of state along with the PIN code).
4. Experience Certificate of serving at least 5 years' experience running courier services in reputed PSUs/Nationalized Banks/private Banks/Govt. Deptt./ Leading Pvt. Sector Organization etc.
5. Name of the Key persons to be contacted (along with telephone no./mobile no.).
6. Self-Declaration Letter. (Annexure D)
7. A brochure of the firm.

The above details are submitted as per the courier service provider specifications. We are aware that if the courier service providers are not submitted in the prescribed format, the same are liable for rejection.

PRICE BID

To,

The Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: PRICE BID FOR PROVIDING COURIER SERVICE AT BANK OF BARODA, BARODA CORPORATE CENTER

We submit price bid for our **M/s** as below:

Domestic Courier:

Type of consignment	Rate upto 250 gms slab (Rs.)	Rate for 251-500 gms slab (Rs.)	Rate for every additional 500 gms above 500 gms (Rs.)
1	2	3	4
Intra City			
Inter City			
National (Inter-state)			

Note:

1. L-1 will be determined on the basis of the rates quoted for the slab 0-250 gms at column (2) since most of the letters/parcels will belong to this category. The weightage will be as follows: Intra City – 20 percent, Inter City – 50 percent and National (Inter-state) – 30 percent.
2. The Intra City Delivery coverage will include all the Mumbai suburban area, Thane District, Navi Mumbai & Palghar District.

Self-Declaration Letter

To,

The Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai,

Re: Tender for Selection of Courier Service for Bank of Baroda

In response to the Tender Document for Selection of Courier Service for Bank of Baroda, Baroda Corporate Centre, Mumbai, I / we hereby declare that presently our company / firm Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company / firm is not delisted / blacklisted by any Government Department/PSU/PSE or Banks/FIs for non-implementation / delivery of the order.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Authorized signatory with seal / Stamp:

Name:

Place:

Date:

Format of Performance Bank Guarantee for Performance Security Deposit

(To be submitted on Non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)

No. _____ Date _____

To,

The Chief Manager
HRM & COA.
Bank of Baroda
Baroda Corporate Centre
Mumbai,
Mumbai- 400001.

Dear Sir

In consideration of your agreeing to accept the security deposit of INR/- (INR only) furnishable to you by Messrs. _____ (hereinafter referred to as “the Contractor”) in terms of their contract with you for providing courier services to the Bank and all its branches Spread across India as per their quotation dated _____ and your Special Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated in the form of guarantee from us in the manner hereinafter contained, we (Name of the Bank) do hereby covenant and agree with you as follows:

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of INR/- (INR only) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of INR/- (INR only) as may be claimed by you as your losses and/or Damages, costs, charges or expenses by reason of such default on the part of the Contractor.

2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a “No Demand Certificate”, provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the

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expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.

5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of INR/- (INR.....only) as aforesaid.

6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.

7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety- ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.

12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the courier service provider shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.

14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.

15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to INR/- (INR only). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities thereunder, irrespective of whether or not the original guarantee is returned to us.

16. We have power to issue this guarantee in your favor under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

For and on behalf of _____ Courier Services in presence of

1.

2.