

SECTION-III**GENERAL CONDITIONS FOR DAK DISTRIBUTION WORK WITHIN JAIPUR MUNICIPAL AREA, RAJASTHAN AND OUTSIDE RAJASTHAN AGAINST TN-2492.**

Scope of work & general Terms & conditions:-

1. The scope of work involves collection & distribution of letters/ documents & parcels from the offices of CE(MM), SE(MM-I), SE(MM-II), SE(I&S) & Sr.A.O.(MM).
2. To deliver the consignment to the addresses at various destinations within 24 hours in all major cities and within 48 hours in small cities/ town which are connected by rail/ road and where courier services are available.
3. The courier services will furnish proof of delivery of letters/ parcels every week after getting signature of the recipient with name & telephone no. of recipient.
4. The Courier services will return the undelivered parcels/ letters within one week. Courier agency will not be paid for such undelivered Dak but not in case of incorrect or change of address or addressee not found. Cost incurred in delivery of such Dak by speed post or any other courier services will be recovered from courier agency from its running bills but not in case of incorrect or change of address or addressee not found.
5. This office will be at liberty to despatch such Dak through Speed Post or any other courier services.
6. Legal notice/ securities/ appointment/ RTI Act., service connection demand notice will not be sent through courier services.
7. **Bills for payment shall be raised only after on-line verification of Proof of Delivery (POD) by the respective officer. Payment will be made by the Accounts Officer (MM) Jaipur Discom, Jaipur through the account payee cheque.**
8. Rates quoted shall be valid for two years.
9. The staff representative of the agency will weight the letters/ parcels in the Nigam's weighing machine & issue the acknowledgement to the dispatch section staff after booking the same.
10. A penalty @ 125% of the delivery charges shall be levied if any Dak/ Parcel is not delivered as per agreed schedule. In case any letter/document/parcel is lost, the amount shall be assessed by the authorized representative of the Nigam.
11. The delivery due to unforeseen circumstances like flood, curfew, strike, etc. shall not be subject to any penalty. The Sunday/ holiday shall be excluded from the schedule or period of delivery.
12. This contract will be governed by the terms & conditions mentioned in General Conditions of Contract. In case the terms & conditions incorporated in General Conditions of Contract differ/ deviate from those incorporated in the work order, later shall prevail. However, if any applicable terms & conditions of General Conditions of Contract have not been incorporated in the work

- order, the respective/ relevant terms & condition given in the General Conditions of Contract shall be applicable. The contractor shall execute contract agreement on the non-judicial stamp paper worth Rs.500/- of Govt. of Rajasthan in the prescribed Performa within 7 days after receipt of Work Order. The agreement will be furnished to the Superintending Engineer (MM) Jaipur Discom, Jaipur and submitted to office of Sr.A.O. (MM), JVVNL, Jaipur.
13. The decision of the Superintending Engineer (MM-II) Jaipur Discom, Jaipur will be the final and binding on all disputes on the contract.
 14. A sum of Rs.5,000/- will be deposited by you as a security amount of the work which shall be refunded after completion of the contract.

The tenders received without complete details required as per enclosed forms/schedules are liable to be rejected.
