


Application for entering into an Agreement with Department of Posts for Speed Post/Express/ Business Parcel services

SL. No. 01

To,
The Designated authority
Sir/ Ma'am,

I would like to avail following services of the Department of Posts and to be registered as bulk (contractual) customer

Name of the service	<input type="checkbox"/> Speed Post <input type="checkbox"/> Express Parcel <input checked="" type="checkbox"/> Business Parcel
Category	<input type="checkbox"/> eCommerce <input checked="" type="checkbox"/> Other than e-Commerce
Cash on Delivery facility required	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
National Account facility required (in case of booking from more than one locations)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Number of booking locations and name of nodal office for centralised billing and payment	BNPL, MYSURU
Mode of Payment	<input checked="" type="checkbox"/> Credit under BNPL scheme <input type="checkbox"/> Advance Deposit <input type="checkbox"/> At the time of booking
Whether Central/ State Government Ministry/ Department/ Nationalised Bank/ Scheduled Bank/ PSU	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Nature of the firm*	Registered/ Partnership/ Sole proprietor/ Individual/ others (please specify)
PAN/ TIN/ CIN/ Aadhaar Card*	GST: 29AAAGK0051J1DR
Registered Office	
Address where articles will be generated	K.SOU, MYSURU
Address of correspondence	K.SOU, Manasagangotri, Mysuru - 570006
Contact details	Name: Complete address with PIN Code: Ph. No. Fax (if any): Mobile No. 0821 2512471 Email id:
Approx. number of Speed Post/ Express Parcel/ Business Parcel articles to be booked in each month and postage payable for them	300 articles (Approx) ₹ 20,000/-
Any other facility viz pre-mailing etc required (please specify)#	-
Date:	Place. Mysuru
Authorised Signatory*	

*please provide supporting document.

subject to provision for same

Note: The KYC documents may be collected from customers requiring bulk booking facility for Registered Parcel

Registrar
Karnataka State Open University
Mukthayangotri, MYSORE-570 006

भारत आर्मीलक डकलर
मिडल डिवीजन, मीसूरु - ५७००२०
Regular Supply of Post Offices
Mysore Div., Mysore - 570 020

INCHARGE
B.N.P.L.
MYSURU-570001

For Office Use

a) It is certified that the information as given above have been verified with the supporting documents and found correct

b) Recommended for entering into an agreement for providing credit/ Advance deposit facility.

c) Not Recommended due to following reasons (strike-off if not applicable):-

(I)

(II)

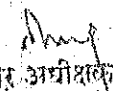
Signature of Designated Authority

a) The Application is hereby approved for entering into an agreement for providing credit/ Advance deposit facility/ payment at the time of booking [please tick appropriate option]

a) The Application is hereby rejected due to following reasons (strike-off if not applicable):-

(I)

(II)


Signature of Agency Authority

Senior Stipendiary Post Offices
Mysuru Div., Mysuru - 570 020

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Format of Agreement for GNPL customers

An agreement made this 14th day of October - 2022 between the Department of Posts on behalf of the President of India (hereinafter called the 'Department' on the one part) and Karnatak State Open University having its Head Office at Manasagangothri residing at MYSURU - 570006 (hereinafter called 'the sender' which expression shall unless excluded by or repugnant to the context be deemed to include his successor, representatives and permitted assigns) on the other part.

Whereas the Department has agreed with the sender to book, transmit and deliver such articles, presented by the sender as Speed Post/ Express Parcel/Business Parcel consignments under credit as per the terms & conditions hereinafter contained.

It is hereby mutually agreed and declared by and between the parties hereto as follows:

1. This agreement shall come in force as from the 14th day of OCT - 2022 and shall continue in force for a period of 02 years.
2. The sender shall prepare, pack and make up the Speed Post/ Express Parcel/ Business Parcel consignments as prescribed by the Department. The contents, shape and size of the articles shall be according to the provisions and conditions provided for and as notified by the Department from time to time.
3. The sender shall ensure that no article, transmission of which is prohibited for transmission as Speed Post/ Express/ Business Parcel consignments as per the instructions issued by the Department from time to time, is presented for booking.
4. The sender shall fill up correctly such documents / records, which may be prescribed by the Department to enable it to book, convey and deliver the articles expeditiously.
5. The expected monthly postage on booking of Speed Post/ Express Parcel/Business Parcel consignments comes to Rs. _____.
6. Security deposit in form of _____ for Rs. _____ (in words), which is equal to anticipated of three billing period Speed Post/ Express Parcel/Business Parcel charges has been furnished by the sender and is enclosed.

OR

[Signature]
Registrar
Karnataka State Open University
Manasagangothri, MYSORE-570 006

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[Signature]
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B.N.O.
MYSURU-570006

[Signature]
प्रमुख उपनिवेशक कार्यालय
सुपुर्-मंडल, मैसूर - 570 006
Serial Supt. of Post Offices
Mysore Div., Mysore - 570 020

As the sender is a Central/ State Government Ministry/ Department/ Nationalized/Scheduled Bank/ Public Sector Undertaking, the authorized signatory of the sender has furnished an undertaking that the sender shall make the full payment of the bills raised by the Department by the end of the month following the month of which the bill pertains.

7. In case of revision of Speed Post/ Express Parcel/ Business Parcel charges etc. the Department shall hold the right to revise the amount of security deposit to be furnished. In case of any such revision, the sender shall furnish the security deposit of the additional amount within a period of four weeks of intimation by the Department.
8. The arrangements covered by this contract shall be liable to be terminated by either party without assigning any reasons thereof at any time giving one month's notice in writing to the other party.
9. The Department shall raise the Speed Post/ Express/ Business Parcel charges bill by 7th of every month in respect of all Speed Post/ Express/ Business Parcel consignments booked by the sender or his authorized agents/sellers in the preceding month. The sender shall pay the bill amount in full on or before last day of the month in which bill is raised or due date fixed in case of fortnightly billing.
10. In case the sender fails to make the payment by the due date, penalty at the rate of 12% per annum on the amount of the bill shall be imposed upon the defaulting organization (to be calculated on a daily basis). The penalty will be imposed from the Bill date.
11. In case customer fails to provide minimum business prescribed for a contractual customer for two consecutive months, credit facility will be withdrawn.
12. No booking of Speed Post/ Express Parcel/ Business Parcel consignments will be allowed from the sender after one month from the due date of the payment of bill till all the pending bills along with the penalty due are paid in full to the Department. In case of non-payment of bill even after 2 months from the due date, Department will have the right to invoke the security deposit for recovery of the total outstanding amount.
13. Any payment due to the firm from the Department will not be adjusted against the bill.
14. Sender shall abide by all rules and orders etc. brought out by the Department from time to time on the subject.
15. Department will not be responsible for the quality/content of the product being sent by the contractor or his authorized agent.

प्रवर अधीक्षक/इन्स्पेक्टर
सिन्धु मंडल, सिन्धु - १७० ०२०
Senior Supdt. of Post Offices
Mysore Dn., Mysore - 570 020

Registrar
Karnataka State Open University
Mukthagangothri, MYSORE-570 006

16. As the sender is sending COD articles also, sender must assure to remit back any amount paid to him or any of his sellers wrongly or in case where double payment is noticed.
17. Any claim of the sender shall not be adjusted against amount payable to Department.
18. The sender must understand that Speed Post/ Express/ Business Parcel is not an insured service unless expressly provided and liability of Speed Post/ Express/ Business Parcel is limited to the provision of Post Office Act, 1898.
19. In case of any legal implications, the same should be dealt only in the jurisdiction of office where the agreement is signed.
20. The Sender shall post its articles at BNPL, Mysuru Office (s).

Witness:

1. Signed by _____
for and on behalf of the President of
India.

2. Signed by _____
for and on behalf of the

[Signature]
Registrar
Karnataka State Open University
Mukthagangothri, MYSORE-576 006

[Signature]
प्रवर अधीक्षक डाकघर
मैसूर-मंडल, मैसूर - 576 020
Senior Supdt. of Post Offices
Mysore Div., Mysore - 576 020

[Signature]
INCHARGE
B.N.P.L.
MYSURU-570001

PROFORMA OF UNDERTAKING TO BE PROVIDED BY GOVERNMENT ORGANISATIONS/ NATIONALIZED/SCHEDULED BANKS/PUBLIC SECTOR UNITS

UNDERTAKING

I KHADAR PASHA designation INCHARGE REGISTRAR on behalf of KSOU (Name and address of the organization) hereby undertake to ensure payment of the monthly bills to be raised by the Department of Posts for the Speed Post/ Express/ Business Parcel consignments to be booked by DOP (name of organization) under credit facility (BNPL scheme) to the Department of Posts by the due date indicated in the bill.

Registrar Signature Name Karnataka State Open University (Designation Stamp of the Officer)

Certified that KHADAR PASHA Designation INCHARGE REGISTRAR is competent to issue this undertaking on behalf of KSOU (name of the organization)

Signature & seal of the competent authority of the Organization. Mukthagangori, MYSORE-570006

INCHARGE B.N.P.L. MYSURU-570001

प्रवर अधीक्षक डाकघर मैसूर-मंडल, मैसूर-570020 Senior Supdt. of Post Offices Mysore Div. Mysore - 570 020