

**Annexure – A**

**Application for using India Post Parcel / Speed Post Parcel service of  
Departments of Posts**

To,  
The Superintendent  
Railway Mail Services 'F' Division, Nagpur-440001

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

|   |   |
|---|---|
| Name of customer  |   |
| Name of Service required  | <input type="checkbox"/> Speed Post Parcel <input type="checkbox"/> India Post Parcel   |
| Value added services required   | <input type="checkbox"/> Cash on Delivery <input type="checkbox"/> National Account Facility  |
| Mode of payment   | <input type="checkbox"/> Credit/Advance Deposit <input type="checkbox"/> At time of booking   |
| Types of Customer   | Central/State Government /Ministry/ Department /Nationalized Bank Scheduled Bank/PSU Private/Private Company/Partnership/Sole Proprietorship/Individual/Other |
| If private and availing credit payment mode, whether bank guarantee deposited | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Office of posting of parcels  |   |
| Pan Card No.  |   |
| GST No.   |   |
| Aadhar Card No.   |   |
| Registered office address   |   |
| Contact details   | Name:<br>Contact no:<br>Email Id:   |
| Address of correspondence   | <input type="checkbox"/> Same as Registered Address <input type="checkbox"/> Other  |
| Approximate no. of articles to be booked per month                            |   |

I have read and agree to all condition relating to contractual customers in **T&C Documents**.

**Authorised Signatory**

\*Please Provide Supporting Document.

- 1) **Registered / Partnership / Sole Proprietor / Individual / other Certificate.**
- 2) **PAN / TIN / CIN / Aadhaar Card Number.**
- 3) **GST Number.**
- 4) **Registered Office Address Proof.**
- 5) **Proof of address where article will be generated.**
- 6) **Proof of address of correspondence.**

#Subject to provision for same.

For Advance Customers : Cheque in favour of Sr. Postmaster, General Post Office, Nagpur.

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

|  |
|--|
| <p><b>For Office Use only</b></p> <p>A) It is certified that the information as given above have been verified with the supporting documents and found correct</p> <p>B) Recommended for entering into an agreement for proving credit / Advance deposit facility</p> <p>C) Not Recommended due to following reasons (Strike-off if not applicable):-</p> <p style="margin-left: 20px;">i)</p> <p style="margin-left: 20px;">ii)</p> <p style="text-align: right; margin-top: 20px;">Signature of Designated Authority</p> |
| <p>a) The Application is hereby approved for entering into an agreement for proving credit / Advance deposit facility / payment at the time of booking (please tick appropriate option)</p> <p>b) The Application is hereby rejected due to following reasons (Strike-off if not applicable):-</p> <p style="margin-left: 20px;">i)</p> <p style="margin-left: 20px;">ii)</p> <p style="text-align: right; margin-top: 20px;">Signature of Approving Authority</p>   |

(F.No.MO Division-PO Regulation-2024/PO ORDER-MO/02/2024) **Annexure – B**  
**Format of Agreement for BNPL customers**

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between the Department of Posts on behalf of the President of India (hereinafter called the 'Department' on the one part) and \_\_\_\_\_ having its Head Office at \_\_\_\_\_ residing at \_\_\_\_\_ (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 Document(domestic) 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 \_\_\_\_\_ day of \_\_\_\_\_ and shall continue in force for a period of \_\_\_\_\_ years.
2. The sender shall prepare, pack and make up the Speed Post Document(domestic) consignments as prescribed by the Department. The contents, shape and size of the items 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 Document(domestic) 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 Document(Domestic) consignments comes to Rs. \_\_\_\_\_.
6. Security deposit in form of \_\_\_\_\_ for Rs, \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words), which is equal to anticipated of three billing period Speed Post Document(domestic) charges has been furnished by the sender and is enclosed.

OR

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 items 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 charges bill by 7<sup>th</sup> of every month in respect of all Speed Post items booked by the sender or his authorised 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 items 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.
16. As the sender is sending COD articles also, sender must assure to remit back any amount paid to him or any of his seller 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 item is not an insured service unless expressly provided and liability of Speed Post document(domestic) is limited to the provision of Post Office Act, 2023.

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 \_\_\_\_\_ Office (s).

Witness:

1.

2.

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

2. Signed by \_\_\_\_\_  
for and on behalf of the  
\_\_\_\_\_

भारतीय डाक



India Post



(F.No.MO Division-PO Regulation-2024/PO ORDER-MO/02/2024) **Annexure 'D'**

**FORM OF BANK GUARANTEE**

In consideration of the President of India (hereinafter called "the Government") having agreed to enter into an agreement with - \_\_\_\_\_ (hereinafter call the "the Customer(s)", under the terms and conditions of said Agreement dated \_\_\_\_\_ made between \_\_\_\_\_ and for \_\_\_\_\_ (hereinafter call "the said Agreement"). The Customer is required to furnish an unconditional and irrevocable bank guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) issued by a nationalized/ scheduled bank as security for the due fulfilment by the said Customer(s) of the terms and conditions contained in the said Agreement. We \_\_\_\_\_ (indicate the name of the bank), hereinafter referred to "the Bank) at the request of \_\_\_\_\_ Customer(s) do hereby guarantee the due and punctual performance of all obligation of Customer under the agreement and undertake to pay to the Government an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Customer(s) of any of the terms and conditions contained in the said Agreement.

2. We \_\_\_\_\_ (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the "Government" by reason of breach by the said Customer(s) of any of the terms and conditions contained in the said Agreement or by reason of the Customer(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

3. We undertake to pay to the "Government" any money so demanded notwithstanding any dispute or disputes raised by the Customer(s) in any suite or proceeding pending before any court of tribunal relating thereto or liability under this present being absolute and unequivocal.

4. We, \_\_\_\_\_ (indicate the name of the bank) further agree that the guarantee herein contained shall be irrevocable and shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or Discharged or till

Office/  
Department/Ministry of \_\_\_\_\_ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Customer(s) and accordingly discharges this guarantee. Unless a demand or claim

under this guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liabilities under this guarantee thereafter.

5. We \_\_\_\_\_ (indicate the name of bank) further agree with the "Government" that the "Government" shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Customer(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the "Government" against the said Customer(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Customer(s) or for any forbearance, act or commission on the part of the "Government" or any indulgence by the "Government" to the said Customer(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision have effect of so relieving us.

6. This guarantee will not be discharged due to any change either in the constitution of the Bank or the Customer(s) or in both.

7. We \_\_\_\_\_ (indicate the name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the "Government" in writing.

8. It is declared that the undersigned is duly authorized to execute this guarantee for an on behalf of the bank.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20

For \_\_\_\_\_  
(indicate the name of the Bank)

India Post

(F.No.MO Division-PO Regulation-2024/PO ORDER-MO/02/2024)Annexure 'E'

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

**UNDERTAKING**

I \_\_\_\_\_, designation \_\_\_\_\_ on behalf of  
\_\_\_\_\_ (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  
\_\_\_\_\_ (name of organization) under credit facility (BNPL scheme) to  
the Department of Posts by the due date indicated in the bill.

**Signature**  
**Name** \_\_\_\_\_  
**(Designation Stamp of the Officer)**

Certified that \_\_\_\_\_, Designation \_\_\_\_\_ is  
competent to issue this undertaking on behalf of \_\_\_\_\_ (name of the  
organization)

**Signature & seal of the competent authority of the Organization.**

India Post