भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD

(A Govt of India Undertaking)

भारत सरकार का उपक्रम

KAPAS BHAVAN, 4/2ASHOK NAGAR,.P.B NO: 227 GUNTUR- 52200 2

कपास भवन 4/2 अशोक नगर, पी॰बी नं 227:गुंटूर522002-

PH.NO:0863-2233472/943,FAX:0863-2357472

EMAIL: guntur@cotcorp.com,

सं: भ.क नि/प्रशासन/Courier/ गुंटूर 2025/ दिनांक: 29.10.2025

TENDER NOTICE FOR COURIER SERVICE – 2025-26

The Cotton Corporation of India Ltd, Branch Office-Guntur intends to invite Sealed Tenders in prescribed format in two bid system from reputed, experienced **Courier service Agencies for "Delivery of Documents & Cotton samples**" to all over India.

The prescribed tender form along with terms & conditions Prescribed Tender form along with terms & conditions can also be obtained from the branch office on any working day. Sealed tender along with **EMD** of **Rs.5000/-** (Rupees Five thousand only) by way of Demand Draft /pay order in favour of **"The Cotton Corporation of India Ltd., A/c No.05170500030530 Bank of Baroda, IFSC Code: BARB0GUNTUR.** or Electronic Fund Transfer/Digital mode payment such a BHIM, UPI and RTGS/NEFT. Electronic Fund Transfer will be valid subject to confirmation of realization. The tender can be downloaded from web-site of the corporation http://www.cotcorp.org.in or at govt. portal http://www.eprocure.gov.in.The tenderer that comes under MSE(Micro & Small Enterprises) category and registered with MSE authorities are exempted from tender form fees and EMD on production of valid MSE certificate along with technical Bid-I.

The tender form duly completed in all respects along with Tender Fees and EMD of Rs.5000/-should reach this office on or before 18.11.2025 by 2.00 P.M which shall be opened at 3.00 P.M. on the same day in presence of the tenderer who wish to remain present.

Sd/-
General Manager

THE COTTON CORPORATION OF INDIA LIMITED, GUNTUR

Sealed tender is invited from the interested Courier Service Provider in prescribed quotation form annexed here to.

BASIC REQUIREMENT:

The interested Courier Service Provider must possess the following basic requirements: -

1. They should have at least 3 years working experience as a Courier Service provider. A list of their client is required to be furnished with the quotation.
2. They must have Income Tax, PAN No. and also its copy must be submitted with the quotation.
3. They must have GST Registration Number **(**Xerox copy to be enclosed).

JOB DETAILS

1. The authorized representative of the Service Provider shall be required to collect outward Documents/parcels from the office daily at 5.30 p.m to 6.00 pm.
2. The authorized representative of the Service Provider shall be required to a furnish receipt of the outward Documents/parcels collected and a copy of the Airway bill/Consignment note to be issued.
3. They must have either own offices or direct franchise having telephones at the places where our branch offices are situated.
4. The service provider will arrange to deliver the Documents/parcel within 24 working hours in Metro Cities which are connected by air while same for other major cities/towns within 48 working hours and within 96 hours in smaller places/remote stations.
5. The service provider shall ensure that all the Documents/parcels are delivered to the addressee to whom it is meant for under acknowledgment and in no case be delivered to any other party.
6. The service provider will furnish proof of delivery (POD) or delivery status report of the Documents/parcels delivered with recipient name & telephone number which the service provider will write themselves.

TERMS AND CONDITIONS: -

1. The service provider should have offices or franchises in all the places where our Branch Offices/head Office & other office are located and in all metropolitan cities & state capitals with telephone number while they must have either offices or franchises in other major towns.

2. The service provider will send their authorized representative on all working days for the collection of Documents/parcels at the time specified above. Any instruction given to him shall be construed as if the same is given to the service provider.

3. The service provider shall have their representative accessible either by the person or by phone during or after office hours and if called for to attend work concerning delivery of Documents/parcels/samples.

4. The service provider shall ensure the safe delivery and confidentiality of the document entrusted to it.

5. The service provider shall observe the highest standard of ethics during the execution of the contract.

6. The service provider will return the undelivered Documents/parcels within 10 days citing the reason for non-delivery.

7. The service provider shall indemnify and keep indemnified CCI against any loss, damage, cost, charges & expenses which CCI may suffer due to any acts contrary to the terms of the tender and CCI shall have the right to recover such damages/ cost incurred by it.

8. The service provider shall observe the laws applicable and rules or code of conduct of the Courier Service.

9. The contract for the appointment of a Courier Service Provider is valid for a period of one year and may be extended further for next year on mutual consent on the same rates and terms, &conditions.

10. **The rate quoted should be inclusive of all taxes and expenses except GST**.

11. The service provider will raise bills on completion of each calendar month supported with POD/Delivery Status Report which will be settled within 15 (fifteen) days subject to claims submitted being found in order. In case any rectification or correction is required in the bills submitted, the same will be settled after receipt of such correction from the service provider within above time from the date of such receipt. GST as per the applicable rate shall be claimed in the bill which will be reimbursed to them after payment and failing of returns through GSTR-1 and GSTR-3B by the party to the concerned department, same shall be informed to us with details, etc.

12. The Corporation will deduct TDS wherever applicable on the payment made against the bills of the service provider.

13. The Tender should be submitted in two bid system i.e. **Technical Bid-I** to be submitted in the enclosed ANNEXURE" A" accompanied by EMD for an amount of Rs.5**000**/- (Five Thousand only) by way of Demand Draft/pay order or e-payment mode BHIM,UPI and RTGS/NEFT in favor of "The Cotton Corporation of India Ltd" payable at Guntur along with all relevant documents desired for, duly sealed & signed and **Financial Bid-II** as per **Annexure "B**" i.e. rate quotation for the jobs in the letterhead of the firm/company. Quotations submitted in any other forms or do not fulfill all or any of the conditions of this enquiry or are found incomplete in any respect are liable for rejection. **The tenderer that comes under MSE(Micro & Small Enterprises) category and registered with MSE authorities are exempted from tender form fees and EMD on production of valid MSE certificate**

Cont…..02

14. The quotation should accompany an EMD amounting to **Rs.5,000**/- (Five Thousand only) by way of e-payment or Demand Draft favoring "THE COTTON CORPORATION OF INDIA LTD" payable at Guntur. EMD will be retained for successful bidders, towards Security Deposit till the completion of the appointed period. No interest will be paid EMD/Security Deposit.

15. The Corporation reserves its right to accept or reject any tender partly or all the quotations received against this tender. However, the tenderer may seek reason/s for the same.

16. Interested service providers should submit their sealed tender duly marked **"TENDER FOR APPOINTMENT AS COURIER SERVICE PROVIDER"** to The **General Manager, The Cotton Corporation of India Ltd, PB No.227 Kapas Bhavan , 4/2 Ashok Nagar , Guntur – 522002** and shall drop the same in the Tender box kept at the office address as above on or before **2.00 p.m. of 18.11.2025** as under:-

    a) **Envelope "A" : Technical Bid-I alongwith EMD of Rs.5000/- and signed Terms & Conditions along with all relevant documents desired for, duly sealed & signed.**

    b) **Envelope "B" : Financial Bid-II**

    c) **Envelope "C" : should contain envelopes A & B duly super scribing "TENDER FOR APPOINTMENT AS COURIER SERVICE PROVIDER" for the year 2025-26.**

    Note : Each envelope should contain the name and address of the tenderer.

17. Tender received shall be opened on the same day **18.11.2025 at 3.00 p.m**. at the above office address in presence of tenderer who wish to remain present. **The Financial Bid-II** shall be opened of only those tenders who successfully qualify in **Technical Bid-I**

18. In case of any disputes, it will be subject to the Jurisdiction of Guntur only.

19. The rates finalized in the tender shall be kept valid for one year from the date of the work order. No offer/quotation can be withdrawn within such period.If the work of the courier is not found satisfactory during the tender period, the work order will be cancelled and EMD amount will be forfeited. In such case, work will be allocated to other courier service provider and loss if any, will be recovered from the party.

20. For making online payments bidders can deposit amount in below Bank Account details:

NAME OF THE BANK	**:**	**BANK OF BARODA**
BRANCH	**:**	**GUNTUR**
ACCOUNT NO	**:**	**05170500030530**
IFSC CODE	**:**	**BARB0 GUNTUR.**

21. Declaration by the Tenderers who Downloaded tender documents from Web-site or obtained from Branch Office:

a) **I**/We hereby declare that I/We have downloaded the tender documents from The Cotton Corporation of India Ltd. Website www.cotcorp.org.in or from Government Tender Portal www.eprocure.gov.in and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.

b) I/We declare that the information / tender form downloaded is original and in the event of this being different from the original tender documents, my tender documents may be rejected by the Corporation including forfeiture of earnest money (EMD) .

Cont….03

I/We do hereby agree to abide by the Terms & Conditions of the Tender.

Signature of Tenderer/Service Provider: _____

Name of Tenderer: _____

Firm/Company Address and Seal: _____

_____

_____

Mobile No.of Authorize person: _____

Email ID : _____

Contact person Mobile No:_____

Date: _____

Place: _____

THE COTTON CORPORATION OF INDIA LTD,
BRANCH OFFICE: GUNTUR

ANNEXURE "A"

TECHNICAL BID-I

1. Name & Address of the Firms/Company**:**	M/S._____ Official Address:_____ _____ City:-_____PIN:_____ Tel.No._____ (O) _____ (_R) _____ Mobile No._____ E Mail ID _____
2. EMD for an amount of **Rs.5000/-** to be enclosed with the **Technical Bid-I** .	D.D No. _____ Dated. _____ Name of the Bank:_____ OR e-payment UTR No._____-Dt._____ **EMD Amount: Rs.5000/-**
3.a) 3 years working experience as Courier Service provider. List of clients served by them b) List of their centers & franchise details with Telephone No. (Note: Self-attested copy of the list to be submitted)	a) YES / NO b) YES / NO
4. PAN No. with income Tax authority(Govt. of India) (Xerox copy to be enclosed)	b) PAN No._____
5. Authorization letter representing the party and signing the Tender documents. Note: Authority letter on the letterhead of the firm / Co. should be attached.	Name of the Authorized Person: _____
6. GST Registration No. **(Xerox copy to be enclosed.)**	GST No._____
7. Whether Firm/Company /Agency registered under MSE(Enclosed valid MSE certificate)	Yes / No

Note: - The technical bid should be evaluated as per the above criteria.

I/We confirm having read understood and accepted all the terms & conditions of the tender.

Name of the Tenderer :

Signature with seal :

Place :

Date:

ANNEXURE-"B"

(TO BE SUBMITTED IN PARTY LETTERHEAD)
FINANCIAL BID-II

RATE QUOTED PER CONSIGNMENT

FOR DOCUMENTS **Rate excluding GST in Rs.)**

Sr. No.	Weight Slab	Guntur to Anywhere in Andhra Pradesh	Guntur to Anywhere in Telangana State		Guntur to Anywhere in Maharashtra State		Guntur to Anywhere in South States		Guntur to Anywhere in North States		Rest of India	
			Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo
		By Road										
01	Up to 100 gms	27.00	27.00	-	36.00	-	36.00	-	45.00	-	45.00	-
02	Above 100 gms & up to 250 gms	27.00	27.00	-	36.00	-	36.00	-	45.00	-	45.00	-
03	Above 250 gms & up to 500 gms	36.00	36.00	-	45.00	-	36.00	-	45.00	-	45.00	-
04	Above 500 gms & up to 1 Kgs	36.00	36.00	-	54.00	-	45.00	-	54.00	-	54.00	-
05	Per 1 kgs (above Per 1Kgs)	36.00	36.00	-	63.00	-	54.00	-	63.00	-	63.00	-

FOR COTTON SAMPLES **(Rate excluding GST in Rs.)**

Sr. No.	Weight Slab	Guntur to Anywhere in Andhra Pradesh	Guntur to Anywhere in Telangana State		Guntur to Anywhere in Maharastra State		Guntur to Anywhere in South States		Guntur to Anywhere in North States		Rest of India	
			Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo
		By Road										
01	500 gms & Up to 999gms	36.00	36.00	-	54.00	-	45.00	-	54.00	-	54.00	-
02	Per 1 Kg	36.00	36.00	-	63.00	-	54.00	-	63.00	-	72.00	-

We hereby quote our rates as under:-

S.No	Particular	Percentage %
01.	Above model rates by	
02.	Below model rates by	

Signature of Tenderer _____ Firm/Company Seal _____

Name of the Person _____ Date _____ Place _____

Signature of Tenderer with seal