भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम) (A Government of India Undertaking)

CIN: U51490MH1970GOI014733

शाखा कार्यालय - डिस्ट्रिक्ट इंडस्ट्रीज़ सेंटर, इंडस्ट्रियल एस्टेट,मेट्टूगुडा-**महबूबनगर-509 001**

BRANCH OFFICE: District Industries Centre,Industrial Estate,Mettugudda,**MAHABUBNAGAR-509 001**

दूरभाषसंख्याTel No: 08542-222213/222212 फैक्ससंख्या Fax No: 08542-222211

वेबसाइट Website: www.cotcorp.org.in , ईमेलE-mail –mahabubnagar@cotcorp.com

(वस्त्रमंत्रालय) भारत सरकार Ministry of Textiles (Govt. of India), Web site : www.ministryoftextiles.gov.in

Ref: CCI/MBN/Admin/Courier/2020-2021/ Date: 16.12.2020

SHORT RE-TENDER NOTICE FOR COURIER SERVICE - 2020-21

Sealed Tenders in prescribed format are invited in two bid system from reputed, experienced Courier service Agencies for "Delivery of Documents & Cotton samples" to all over India. The tender documents can be obtained from our office on any working day during office hours on or before **22.12.2020 by 12.00 P.M.** Tender form along with terms and conditions can also be downloaded from our website www.cotcorp.org.in and Govt website www.eprocure.gov.in. The tender form duly completed in all respects along with EMD of Rs.2000/- by way of Demand Draft infavour of The Cotton Corporation of India Ltd, Mahabubnagar should reach this office on or before **22.12.2020 by 02.00 P.M** which shall be opened at **03.00 P.M.** on the same day in presence of the tenderer who wish to remain present.

Branch Manager

Signature of Tenderer with seal

THE COTTON CORPORATION OF INDIA LIMITED, MAHABUBNAGAR

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

BASIC REQUIREMENT:

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

1. They should have at least 3 years working experience as Courier Service provider. A list of their client is required to be furnished with the quotation.
2. They must have either own offices or direct franchise having telephones at the places where our branch offices are situated.
3. They must have Income Tax PAN No. and also its copy must be submitted with the quotation.
4. They must have GST Registration No. (Xerox copy to be enclosed, If Registered),

JOB DETAILS

1. The authorized representative of the Service Provider shall be required to collect outward Documents / parcel from the office daily at 5.30 p.m.

2. The authorized representative of the Service Provider shall be required to furnish receipt of the outward Documents / parcel collected and a copy of Airway bill/Consignment note to be issued.

3. 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.

4. The service provider shall ensure that all the Documents / parcel are delivered to the addressee to whom it is meant for under acknowledgement and in no case be delivered to any other party.

5. The service provider will furnish proof of delivery (POD) or delivery status report of the Documents / parcel delivered with recipient name & telephone number which the service provider will write themselves.

Signature of Tenderer with seal

TERMS AND CONDITION:-

1. The service provider should have offices or franchise 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 office or franchise in other major towns.

2. The service provider will send their authorized representative on all working days for collection of Documents / parcel 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 person or by phone during or after office hours and if called for to attend work concerning delivery of Documents / parcel/sample.

4. The service provider shall ensure 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 / parcel within 10 days citing the reason of 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 rule or code of conduct of the Courier Service.

9. The contract for appointment of Courier Service Provider is valid for a **period of one year** and may be extended further for next year on mutual consent on same rates and terms, & condition.
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 is 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 applicable rate shall be claimed in the bill which will be reimbursed to them after payment of the same by the party to the concerned department, same shall be informed to us with details etc.

Signature of Tenderer with seal

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.**2000**/- (Two Thousand only) by way of Demand Draft / Pay order or e-payment 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 letter head of the firm/company. Quotation submitted in any other forms or do not fulfill all or any of the conditions of this enquiry or found incomplete in any respect are liable for rejection.

14. The quotation should accompany an EMD amounting to **Rs.2,000**/- (Two Thousand only) by way of Pay Order / Demand Draft. Or e-payment favoring "THE COTTON CORPORATION OF INDIA LTD" payable at Mahabubnagar. EMD will be retained for successful bidders, towards Security Deposit till completion of the appointed period. No interest whatsoever shall accrue on such EMD/ security Deposit.

15. The Corporation reserves its right to accept or reject any or all the quotations received against this enquiry. However, 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 **Branch Manager, The Cotton Corporation of India Ltd**, **District Industrial Centre, Industrial Estate, Mettugadda**, **Mahabubnagar-509 001** and shall drop the same in the Tender box kept at the office address as above by or before **2.00 p.m. of 22.12.2020** as under:-

    a) **Envelope "A" Technical Bid-I alongwith EMD of Rs.2000/- 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 envelope A & B**.

17. Tender received shall be opened on the same day at **3.00** p.m. at the above office address in presence of tenderer who wish to remain present.

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

19. The rates finalized in the tender shall be kept valid till one year from the date of 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.

Signature of Tenderer with seal

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:_____

Contact person Mobile No.:_____

Date : _____

Place : _____

Signature of Tenderer with seal

THE COTTON CORPORATION OF INDIA LTD,
BRANCH OFFICE: MAHABUBNAGAR

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.2000/- to be enclosed with the **Technical Bid-I** .	D.D/Pay Order No. _____ Dated. _____ Name of the Bank:_____ OR e-payment UTR No._____- Dt._____ **Amount: Rs.2000/-**
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) (copy to be enclosed)	b) PAN No._____
5. Authorization letter representing the party and signing the Tender documents. Note: Authority letter on the letter head of firm / Co. should be attached.	Name of the Authorized Person: _____
6. GST Registration No. (Xerox copy to be enclosed, If Registered),	GST No._____

Note:- The technical bid should be evaluated as per 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

Signature of Tenderer with seal

ANNEXURE-"B"

(TO BE SUBMITTED IN PARTY LETTER HEAD)

FINANCIAL BID-II

RATE QUOTED PER CONSIGNMENT

For DOCUMENTS **(Rate excluding GST in Rs.)**

Sl No.	Weight Slab	Mahabubnagar to Anywhere in Telangana State	Mahabubnagar to Anywhere in Maharashtra State		Mahabubnagar to Anywhere in South State		Mahabubnagar to Anywhere in North State		Rest of India	
			Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo
		By Road								
01	Up to 100 gms									
02	Above 100 gms & upto 250 gms									
03	Above 250 gms & upto 500 gms									
04	Above 500 gms & up to 1 kgs									
05	Per 1 kgs (above 1 kg)									

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

Sl No.	Weight Slab	Mahabubnagar to Anywhere in Telangana State	Mahabubnagar to Anywhere in Maharashtra State		Mahabubnagar to Anywhere in South State		Mahabubnagar to Anywhere in North State		Rest of India	
			Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo
		By Road								
04	500 gms & up to 999 gms									
05	Per 1 kg									

Signature of Tenderer_____ Firm/Company Seal: _____

Name of the Person:_____ Date _____ Place_____

Signature of Tenderer with seal