भारतीय कपास निगम लिमिटेड

(भारत सरकार का उपक्रम - वस्त्र मंत्रालय)

THE COTTON CORPORATION OF INDIA LIMITED

(A Government of India Undertaking -Ministry of Textiles)

CIN: U51490MH1970GOI014733

प्लॉट नंबर १३८/२०३०/२५/८, प्रथम मंज़िल, स्वामी विवेकानंद विद्या मंदिर के पास, रिंग रोड, रायगड़ा–७६५००१, ओडिशा

Plot No. 138/2030/25/8,1st Floor,Near Swami Vivekananda Vidya Mandir,Ring Road,Rayagada-765001, Odisha

Ph: 06856 – 224616, **वेबसाइट/website:** www.cotcorp.org.in,**ईमेल/mail:**rayagada@cotcorp.com

Ref. No. CCI/RGDA/ADMIN/COURIER/2025-26/ Date: 01/12/2025

टेंडर नोटिस कोरियर के लिए / TENDER NOTICE FOR COURIER SERVICE

निगम पूरे भारत में अपने दस्तावेज़, पार्सल तथारुईनमूनेभेजनेहेतु घरेलू कूरियर सेवा प्रदाता नियुक्त करना चाहते है । इच्छुक सेवा प्रदाता किसी भी कार्य दिवस पर सुबह 10.00 बजे से शाम 6.00 बजे के बीच अपने लेटर हेड पर लिखित अनुरोध के साथ उपरोक्त कार्यालय से निविदा प्रपत्र तथा उनके एवम शर्ते प्राप्त कर सकते हैं । दिनांक 22.12.2025 को या उससे निविदा प्रपत्र तथा उनके एवम शर्तेनिगम के वेबसाइट www.cotcorp.org.in तथा CPP पोर्टल www.eprocure.gov.in से भी डाउनलोड किया जा सकता है। इच्छुक निविदाकारअपने निविदाये कार्यालय में रखे गए बॉक्स में दिनांक **23.12.2025** को सुबह 11.00 बजे तक या उससे पहले डाल सकते है । प्राप्तनिविदाये उसी दिन अर्थातदिनांक 23.12.2025 को सुबह 11.30 बजे उपस्थित पार्टी प्रतिनिधिके समक्ष खोले जायेंगे।निगम इस जांच के तहत प्राप्त किसी भी या सभी निविदाओं को बिना कोई कारण बताए स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

The Corporation intends to appoint domestic Courier Service Providers for despatch of its Documents, parcels, Cotton samples etc. to various locations situated all over India. Interested Service Providers may collect prescribed Tender form along-with terms & conditions from the above mentioned Office Address with a written request letter to be submitted on their letter head on any working day between 10.00 a.m. to 6.00 p.m on or before 22.12.2025. The prescribed tender along-with terms & conditions can also be downloaded from our Website www.cotcorp.org.in and CPP Portal www.eprocure.gov.in. Interested Courier Service Providers should submit their Tender form in a sealed cover clearly superscribing **"OFFER FOR APPOINTMENT AS COURIER SERVICE PROVIDER"** in tender box kept at the office address as mentioned above on or before 11.00 A.M of **23.12.2025.** The received Tenders shall be opened on the very same day i.e. on 23.12.25 at 11:30 A.M in presence of the Tenderers who wish to remain present. The Corporation reserves its right to accept or reject any or all Tenders received against this enquiry without assigning any reason thereof.

उप महाप्रबंधक
DY. GENERAL MANAGER,

THE COTTON CORPORATION OF INDIA LIMITED, RAYAGADA

Sealed Tenders are invited from various interested Domestic Courier Service Provider in prescribed quotation form annexed here to.

BASIC REQUIREMENT.:

The interested Parties must possess the following basic requirements:-

1. They should have at least 3 years working experience as Courier Service provider(s).
2. They must have Permanent Account Number (PAN) and also latest Income Tax Return copy which must be submitted with the Technical Bid of the Tender.
3. They must have Goods and Service Tax (G.S.T) Registration No. (Xerox copy to be enclosed, If Registered**),**

JOB DETAILS

1. The Authorized representative of the Service Provider shall be responsible to collect outward Documents / parcel/Cotton samples 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 /parcels/Cotton samples etc. within 24 hours in Metro Cities around the country which are connected by Air, for other major cities/towns, time taken for delivery shall within 72 and for smaller places/remote stations, the time of delivery shall be within 96 hours.

4. The Service provider shall ensure that all the Documents / parcels/cotton samples are delivered to the addressee to whom it is meant for under acknowledgement and in no case, the consignments should be delivered to any other party/person. In case, such incidents, lapses are committed on the part of the Courier service provider, the service provider shall have to ensure to get the consignment delivered at the desired destination at the earliest at his own risk, expenses etc.

5. The Service provider will furnish proof of delivery (P.O.D) or Delivery Status Report of the Documents / parcel/Consignments etc. delivered with recipient name & telephone number which the service provider will write themselves.

THE COTTON COPORATION OF INDIA LTD, BRANCH OFFICE: RAYAGADA

TERMS AND CONDITIONS

1. The Bidders who are having functional office in Rayagada city limits with contact details only should apply.

2. The Courier Service provider must 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. A list of their Centres along-with franchise details are required to be provided along-with their quotation.

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

4. 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 dak.

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

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

7. The service provider will return the undelivered Documents / parcel within 10 days citing the reason of non delivery.

8. 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 Agreement and CCI shall have the right to recover such damages/ cost incurred by it.

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

10. 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.

11. The service provider shall raise Courier Bills on completion of each calendar month supported with P.O.D/Delivery Status Report which may be settled within 15 (fifteen) days subject to claims submitted if 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. G.S.T as per applicable rate shall be claimed in the bill which will be reimbursed as per rules.

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

13. The Tenderer should be submitted their Tenders in Two (2) Bid system. Technical Bid of the Tender needs to be submitted as per document enclosed at ANNEXURE "A". Earnest Money Deposit (E.M.D) for an amount of **Rs.2000/- (Two Thousand only)** by way of Demand Draft / Pay order/Online E-payment along-with all relevant documents desired should accompany the Technical Bid of the Tender. In case of On-line payment of EMD amounting to Rs. 2000/-, a copy of Payment Confirmation Receipt should be placed on record with the tender. For making online payments bidders can deposit amount in below mentioned bank account details:

    Name of Bank : Bank of Baroda
    Name of Branch : Rayagada
    Account Number : 40750500000516
    IFSC Code : BARB0RAYAGA (Please note that the fifth digit is ZERO (0).

    The Financial Bid of the Tender shall have to be submitted as per document enclosed at Annexure "B" i.e. rate quotation for the jobs in the letter head of the Firm/Company. Quotation submitted in any other forms or not fulfilling the tender criteria at all in any of the conditions of this enquiry or found incomplete in any respect are liable for rejection.

    In case of unsuccessful Bidders, the EMD amount of Rs. 2000/- deposited by D.D/P/.O OR On-line E-payment same will be returned to them at spot or directly in their respective bank account as the case may be. In case of Party paying online E.M.D, a request letter in this regard shall be called for initiating necessary actions by the Corporation. No interest whatsoever shall accrue on such EMD/ security Deposit being retained by the Corporation pertaining to the successful bidder i.e. the Courier Service provider.

14. Interested Courier Service providers should submit their sealed tender in closed envelope duly marked **"OFFER FOR APPOINTMENT AS COURIER SERVICE PROVIDER"** addressed to The Dy. General Manager, The Cotton Corporation of India Limited, Plot No. 138/2030/25/8, 1st Floor, Near Swami Vivekananda Vidya Mandir, Ring Road, Rayagada -765001. The Parties shall drop the same in the Tender box kept at the office address as above by or before 11.00 a.m. of 23.12.2025 as under:-

    a) Envelope "A" Technical Bid along-with EMD of Rs.2000/-
    b) Envelope "B" Financial Bid
    c) Envelope "C" should contain Envelope A & B.

15. Tender received shall be opened on the same day at 11.30 a.m. at the above office address when only one representative of the service providers may remain present to witness the opening of offers/quotations.

16. The above terms and conditions are subject to addition/alteration by the Corporation at any point of time and at the discretion of the Corporation which will be binding upon the service provider.

17. The rates quoted in the quotation shall be kept valid till **31.12.2026** within which acceptance of the offer will be communicated to the service provider. No offer/quotation can be withdrawn within such period.

18. During the tenure of contract for any breach of terms or otherwise one month notice in writing will be given for termination of the contract.

19. Financial Bid for the bidders who qualify the Technical bid will be opened immediately after evaluation of the Technical bid.

20. Dispute, if any arises out of the contract will be referred to the arbitrator (not an employee of the corporation) whose appointment shall be made by the Dy. General Manager, B.O. Rayagada and the decision of the arbitrator will be binding on both the parties. The dispute shall be governed by Arbitration and conciliation Act 1996.

21. The Corporation reserves its right to accept or reject any or all the quotations received against this enquiry without assigning any reason whatsoever.

Signature:

Name of the Party:

Place:
Date:

THE COTTON CORPORATION OF INDIA LTD,
BRANCH OFFICE: RAYAGADA

ANNEXURE "A"

TECHNICAL BID

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: .	D.D/Pay Order No. _____ Dated. _____ Name of the Bank:_____ Amount: Rs.2000/-
3. List of their centers &franchise details with Telephone No. (Note: Self attested copy of the list to be submitted)	YES / NO
4.Registration of various authorities and their Nos. a) PAN No. with income Tax authority(Govt. of India) b)Last I.T. Return submission Note: (Self attested copies of all above documents shall be enclosed.)	b) PAN No._____ Ward / Circle. _____ Name of the authority:_____ b) Year of Return: _____
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.

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

Name of the Tender :

Signature with seal :

Place :

Date :

ANNEXURE-"B"

(TO BE SUBMITTED IN THEIR LETTER HEAD)

RATE QUOTED PER CONSIGNMENT

DOCUMENTS:

Sl No.	Weight Slab	Inside Odisha	Rest of India	
			Surface Cargo	Air Cargo
01	1 to 100 gm.			
02	101 gm. to 250 gm.			
03	Above 250 gm			

Electronic Items (Moisture Meters etc.):

Sl No	Weight Slab	Inside Odisha	Rest of India	
			Surface Cargo	Air Cargo
01	Upto 1 kg			
02	Above 1 Kg (Per Kg. Rate)			

PARCEL : (Cotton Sample) Surface Cargo

Sl No	Weight Slab	Mumbai / Navi Mumbai	Andhra Pradesh	Kolkata	Nagpur (M.H.)	Ahmedabad	Warangal	Adilabad	Mahebubnagar	Coimbatore
01	Upto 500 gm.									
02	501 gm. to 1 Kg.									
03	Above 1 Kg (Per Kg. Rate)									

PARCEL : (Cotton Sample) Air Cargo

Sl No.	Weight Slab	Mumbai / Navi Mumbai	Andhra Pradesh	Kolkata	Nagpur (M.H.)	Ahmedabad	Warangal	Adilabad	Mahebubnagar	Coimbatore
01	Upto 500 gm									
02	501 gm to 1 Kg.									
03	Above 1 Kg (Per Kg. Rate)									

Signature:

Name of the Person:

Date :

Seal :