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THE COTTON CORPORATION OF INDIA LIMITED
(□□□□□□□□□□□□□□□□□□□□□) (A Government of India Undertaking)
CIN: U51490MH1970GOI014733
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BRANCH OFFICE: BHAVNARAYAN NILAYAM, NEAR JYOTIMAHAL HOTEL, CONVENT ROAD, RAYAGADA-765001, ODISHA
□□□□□□ **/ Telephone Nor. 06856 - 224616,** □□□□□□□**/website:** www.cotcorp.org.in, □□□□/ **email:** rayagada@cotcorp.com.

Ref: No. CCI/RGDA/ADMN/04/2022-23/ Date: 02/12/2022

□□□□□ □□□□□ □□□□□□ □□ □□□/ TENDER NOTICE FOR COURIER SERVICE

The Corporation intends to appoint domestic Courier Service Provider for dispatch of its Documents / parcel to all over India. Interested Service Providers may collect Tender form from the office addressed as above with a written request on their letter head on any working day between 10.00 a.m. to 6.00 p.m. on or before **15.12.2022** or the same can be downloaded from our website www.cotcorp.org.in and CPP Portal **www.eprocure.gov.in**..Interested Service Provider should submit their Tender in a sealed cover superscribing **" OFFER FOR APPOINTMENT AS COURIER SERVICE PROVIDER "** and shall drop the same in tender box kept at the office addressed as above by or before 3.00 p.m. of **16.12.2022**

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ASST. GENERAL MANAGER,

THE COTTON CORPORATION OF INDIA LIMITED, RAYAGADA

Sealed quotation is invited from the interested Domestic 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.
2. They must have Income Tax PAN No. and also latest Income Tax Return copy of which must be submitted with the quotation.
3. 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 receipant name & telephone number which the service provider will write themselves.

TERMS AND CONDITION

1. The 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 alongwith franchise details are required to be provided alongwith their quotation
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 dak.
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 & expencess 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.
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 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.
11. The Corporation will deduct TDS wherever applicable on the payment made against the bills of the service provider.
12. The Tender should be submitted in two bid system i.e. Technical Bid 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 alongwith all relevant documents desired for duly sealed & signed and Financial Bid 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 find incomplete in any respect are liable for summary rejection.

13. The quotation should accompany an EMD amounting to **Rs.2,000/- (Two Thousand only)** by way of Pay Order / Demand Draft. favouring " **THE COTTON CORPORATION OF INDIA LTD" payable at Rayagada**. The same will be returned to the unsuccessful bidders while same will be submitted for successful bidders, towards Security Deposit till completion of the appointed period. No interest whatsoever shall accrue on such EMD/ security Deposit.

14. Interested service providers should submit their sealed tender duly marked **"OFFER FOR APPOINTMENT AS COURIER SERVICE PROVIDER "** to The Assistant General Manager, The Cotton Corporation of India Ltd, Bhavanarayan Nilayam, Convent Road, Near Jyoti Mahal Hotel, New Colony, Rayagada-765001 (Odisha)) and shall drop the same in the Tender box kept at the office address as above by or before **3.00 p.m. of 16.12.2022** as under:-

a) Envelope "A" Technical Bid alongwith 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 3.30 p.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 **31.12.2023** 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 Assistant General Manager, B.O. Rayagada and the decision of the arbitratior 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 Authorised 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	Odisha	Kolkata		Rest of India	
			Surface Cargo	Air Cargo	Surface Cargo	Air Cargo
01	1 to 100 gm.					
02	101 gm. to 250 gm.					
03	251 gm. to 500 gm					
04	Additional 250 gm.					

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 500grms									
02	501grms 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 500grms									
02	501grms to 1 Kg.									
03	Above 1 Kg (Per Kg. Rate)									

Signature:

Name of the Person:

Date :

Seal :