GST: 36AAACT4053B3ZR

भारतीय कपास निगम लिमिटेड
एक मिनी रत्न कंपनी (भारत सरकार का उपक्रम – वस्त्र मंत्रालय के अंतर्गत)
THE COTTON CORPORATION OF INDIA LIMITED
A Mini Ratna Company (Government of India Undertaking - Ministry of Textiles)
शाखा कार्यालय: मंगलमूर्ति टावर, पहली मंजिल, सिनेमा रोड, आदिलाबाद - 504 001, तेलंगाना
Branch Office, Mangalmurthy Tower, 1st Floor, Cinema Road,
Adilabad – 504 001, Telangana.
Ph: 08732-226538/226708, E-mail: adilabad@cotcorp.com

No. CCI/ADL/Admn-Courier/2025-26 1st September, 2025

TENDER NOTICE FOR COURIER SERVICE: 2025-26

The Cotton Corporation of India Ltd., Branch Office Adilabad, invites sealed tenders from reputed courier agencies for providing courier services during the cotton season 2025-26 to various locations. Interested agencies may participate in the tender process by depositing an **Earnest Money Deposit (EMD) of Rs. 5,000/-** through Demand Draft/Pay Order drawn on any Nationalized/Scheduled Bank in favour of *The Cotton Corporation of India Ltd.* payable at Adilabad. Alternatively, EMD may also be deposited through **Electronic Fund Transfer/Digital mode** (UPI/BHIM-UPI/RTGS/NEFT). Electronic transfer will be valid only after confirmation of realization

Bank Details for EMD Payment:

- **Beneficiary Name: THE COTTON CORPORATION OF INDIA LIMITED**
- **Bank Name: Bank of Baroda, Adilabad**
- **Account No.: 52050200001480**
- **IFSC Code: BARB0ADILAB**

No interest shall be payable on EMD. The same will be refunded after satisfactory completion of work. MSE firms are exempted from EMD on submission of valid supporting certificate.

The duly filled and sealed tender, superscribed as *"Tender for Courier Service – Cotton Season 2025-26"*, addressed to the Branch Head, must reach the above office on or before **3:00 PM on 22.09.2025**. The tenders will be opened on the same day at **3:30 PM on 22.09.2025** in the presence of tenderers who wish to remain present.

Tender forms and detailed terms & conditions can be downloaded from our website www.cotcorp.org.in or from the Government portal www.eprocure.gov.in.

Branch Head

On the letter of the Courier agency/firm

(Technical Bid-I)

01. Name of the Courier Agency/Firm : _____

02. Name of the Contact Person with Phone No. : _____

03. Local Address for communication : _____
along with Telephone / Mobile Nos./E-mail
(Local Address at Adilabad) _____

_____

_____

04. Registered/Head Office Address : _____

05. PAN No. (Mandatory) : _____

06. GST No (if registered) : _____

07. EMD Details of Rs. 5000/- : DD/PO/Online Payment Details_____

Date_____

08. Experience in Courier Services (Govt./Private) :

Sl.No.	**Name of the Organization**	**Period**		**Total Experience in years**	**Remarks**
		From	To		

(If space is insufficient separate sheets may be attached)

08. Whether MSE Registered : Yes/No

a If MSE is women entrepreneur :Yes/No
if yes, Pls. attach concerned valid certificate

b If MSE whether under SC/ ST category :Yes/No
if yes, pls. attach concerned valid certificate

Signature of the Tenderer

Name of the Tenderer:

Seal

TENDER NOTICE FOR COURIER SERVICE - 2025-26
TERMS AND CONDITIONS

1. The criteria to qualify the Technical Bid-I is as under: -

a) The Courier Service agencies should have their Branch Office in Adilabad

b) The tenderer should have at least **02 years** of experience in the field of Courier services with supporting work orders/experience certificates.

c) Copy of GST Registration (if applicable).;

d) The tenderer must enclose the photo copy of PAN card.

2. The agency must ensure timely delivery of Corporation's documents and cotton samples.
3. The tenderer has to enclose EMD of Rs.5000/- by way of DD/PO drawn (any Nationalized bank/Schedule Bank) in favour of **THE COTTON CORPORATION OF INDIA LTD payable at ADILABAD** along with tender or the tenderer may also make payment of EMD by Electronic Fund Transfer/Digital mode of payment such as UPI/BHIM-UPI QR Code and RTGS/NEFT. Electronic Fund transfer will be valid subject to confirmation of realization.
   Bank details for payment are as given below:

   Beneficiary Name: THE COTTON CORPORATION OF INDIA LIMITED
   Bank Name: Bank of Baroda, Adilabad
   Account No.: 52050200001480
   IFSC Code: BARB0ADILAB

4. No interest will be paid on EMD. EMD will be refunded after satisfactory completion of work. MSE firms are exempted for EMD on production of valid MSE certificate.
5. Sealed tenders must be addressed to **Branch Head, The Cotton Corporation of India Ltd., Mangalmurti Tower, 1st Floor, Cinema Road, Adilabad-504001 (TS)**, and submitted by **3:00 PM on 22.09.2025**. Tenders will be opened on the same day at **3:30 PM**.
6. Tenders must be submitted in two parts – **Bid-I (Technical) & Bid-II (Financial)** – each in separate sealed envelopes. Both should be placed in a single sealed envelope superscribed *"Tender for Courier Service – Cotton Season 2025-26"*. Each envelope must bear the name and address of the bidder.
7. Only technically qualified bidders will be considered for opening of the financial bid.
8. Rates must be quoted inclusive of all levies, duties, and charges but excluding GST. GST shall be reimbursed as per applicable law.
9. Bills should be submitted in the first week of the following month with proper acknowledgement receipts. Payment shall be released after statutory deductions, if any within 15 days of receipt of complete documents.

10. Courier services must be provided within 1 hour of intimation. Failure will result in engagement of alternate service and recovery of charges from the defaulting agency.
11. The successful bidder will indemnify the Corporation against any loss/damage due to non-delivery, delay, or mishandling of documents and samples.
12. Initially the appointment of courier service will be for 12 months. However, the same can be extended for further period of 12 months on the same terms and conditions based on the requirement of the Corporation.
13. The successful bidder should pick up the cotton samples and documents from our office to day-to-day basis.
14. If the courier services are not found satisfactory it can be terminated at any time without any notice.
15. Courier agency shall ensure confidentiality and security of documents/samples.
16. The agency must provide a dedicated contact person/helpline number for coordination with the Corporation.
17. In case of natural calamities, strikes, or unavoidable delays, the agency must immediately inform the Corporation in writing/email.
18. The Corporation reserves its right to accept or reject any tender. However, the tenderer may seek reasons for rejection from BO Adilabad.
19. In case of any disputes, it will be subject to the Jurisdiction of Adilabad only.

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

Seal & Signature of the Authorized Signatory.

Place:

Date:

(Party should submit Financial Bid-II on their letter head)

FINANCIAL BID-II

Date: _____

To
The Cotton Corporation of India Ltd.,
Mangalmurti Tower, 1st Floor,
Maheswari Cinema Road,
Adilabad- 504001 (TS)

Subject: Submission of tender for Courier Services
Ref: Tender notice dated _____

We hereby submit our rates (inclusive of all charges except GST) as under:

1. **For Documents Weight-per gram (Without GST)**

	Amount (in Rs))Without GST			
Particulars	From Adilabad to within Adilabad District	From Adilabad to within Telangana State	From Adilabad to Mumbai/ Navi Mumbai	From Adilabad to Rest of India
Upto 100 gms.				
Above 100 gms & Upto 250 gms.				
Above 250 gms & Upto 500 gms.				
Above 500 gms.				

2. **For Cotton Samples Weight-per kg (Without GST)**

Particulars	**By Surface**			**By Air**		
	From Adilabad to within Telangana State	From Adilabad to Mumbai/ Navi Mumbai	From Adilabad to Rest of India	From Adilabad to within Telangana State	From Adilabad to Mumbai/ Navi Mumbai	From Adilabad to Rest of India
Upto 5 kgs.						
Above 5 kgs. & upto 10 kgs.						
Above 10 kgs. & upto 25 kgs.						
Above 25 kgs.						

Note: 1. Volumetric Calculation rate will not be considered.

Note: 2. L-1 will be decided separately for documents and cotton samples.

Place: _____
Date: _____

Seal & Signature of Authorized Signatory