GST: 36AAACT4053B3ZR

भा.क.नि.
C.C.I.

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)

Branch Office, GMR Tower, 1st Floor, Cinema Road, Adilabad – 504 001, Telangana.
Ph: 08732-226538/226708, Fax 0836-226327
e-mail: adilabad@cotcorp.com Website: www.cotcorp.org.in

सूचना का अधिकार

Ref. No. CCI/ADL/Couier/2022-23 **Date: 13.01.2023**

SHORT TERM TENDER NOTICE FOR COURIER SERVICE - 2022-23

BID – I
(TECHNICAL BID)

01. Name of the Courier/ Contractor / Firm : _____

02. Name of the Contact Person with telephone No. _____

03. Full Postal Address for communication : _____
along with Telephone / Mobile Nos.

04. PAN No. : _____

05. GST No (If any) : _____

06. EMD : Rs.5000/- DD/PO_____ Date____
UTR No._____
Date____

07. Experience details (Govt. / Private):
(If space is insufficient separate sheets may be attached)

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

Signature of the Tenderer:

Name of the Tenderer:

Name of proprietor/Partner:

Address Stamp:

TENDER NOTICE FOR COURIER SERVICE - 2022-23

TERMS AND CONDITIONS

1. The Courier Service agencies should have their Branch Office in Adilabad.
2. The Courier service agencies should have at least **02 years** of experience in the field of Courier services.
3. The criteria to qualify the Technical Bid-I is as under: -
   a) The tenderer should have experience in the field of Courier services.
   b) The Tenderer should have GST Registration No & Copy of same must be enclosed, if any
   c) The tenderer must enclose the photo copy of PAN card.
4. The courier should deliver our documents & cotton samples in proper time.
5. Tenderer should also quote PAN No/ GST Registration No and list of clients.
6. The Party has to enclosed 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 may make online payment of EMD in **Union Bank of India Account no. 002211011060588 IFSC Code: UBIN0800228**. No interest will be paid on EMD and EMD will be refunded after satisfactory completion of work. MSME firms are exempted for EMD on production of valid MSME certificate.
7. The tenderer may submit the sealed tenders along with required documents to **The Dy. General Manager, The Cotton Corporation of India Ltd., GMR Tower,1st Floor, Cinema Road,Adilabad-504 001 (TS) on or before 20.01.2023 by 3.00 P.M** which shall be opened on the same day a **3.30** P.M in presence of the tenderers.
8. Tenders should be submitted in the prescribed format in form of “Bid-I and Bid-II”. The service provider should submit these two bids in separate sealed envelopes duly marked as “Bid-I (Technical) and Bid-II (Financial)” then place the two sealed envelopes into one envelop duly sealed and super scribed as **“TENDER FOR COURIER SERVICE 2022-23”**. Each envelope should contain the name and address of the vendor.
9. Rates shall be quoted including all levies, taxes and incidental charges **excluding GST.** However, the party will have to change the GST tax at applicable rates which will be paid by the corporation as per the GST Act / Rules.
10. The financial bid will be opened only who qualified in technical bid.
11. The party must ensure that the bills should be submitted to **BO Adilabad** in the first week of following month along with the acknowledgement receipts duly signed by the

concerned party. Accordingly, the payment will be released on receipt of bill after deduction of TDS if applicable.

12. Courier services should be provided within 1 hour of intimation. In the event of not providing the service within the said time limit, service of courier from other parties will be engaged and that charges will be recovered from your monthly bills.
13. The successful tenderer to whom the work is allotted, will indemnify for any loss occurred due to non-delivery of documents & samples.
14. Initially the appointment of courier service will be for 12 months only. 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.
15. The successful tenderer should pick up the cotton samples and documents from our office to day-to-day basis.
16. If the courier services are not found satisfactory it can be terminated at any time without any notice.
17. The Corporation reserves its right to accept or reject any tender or part of these. However, tender may seek reasons for rejection from the Corporation.
18. 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.

Signature of the Tenderer:

Name of the Tenderer /Address with Seal :

(FINANCIAL BID should be submitted on the Letter Head of the party)

TENDER FOR COURIER SERVICE - 2022-23

BID – 2 (FINANCIAL BID)

1) For Documents:

Documents Weight	Anywhere in Telangana	Anywhere in Mumbai / Navi Mumbai	Anywhere in South	Anywhere in North	Anywhere In other state(other than columns no.1 to 4)	Weightage For each work
	1	2	3	4	5	
Upto 100 gms.						30
Above 100 gms & Upto 250 gms						30
Above 250 gms & Upto 500 gms						30
Above 500 & Upto 1 Kg						05
Above 1 Kg.						05

For Cotton Samples:

Weight	Anywhere in Telangana	Anywhere in Mumbai / Navi Mumbai		Anywhere in South		Anywhere in North		Anywhere In other state (other than columns no.1 to 4)	
	1	2		3		4		5	
		By Road	By Air	By Road	By Air	By Road	By Air	By Road	By Air
Per 1 Kg rate									

Note:

*i. The above rates are quoted with all levies, taxes & **excluding GST.***

ii. Volumetric Calculation rate will not be considered.

iii. L1 will be decided on the basis of weighted average of all the above rates.

The above rates are as per the terms and conditions of the Tender Notification.

Signature of the Tenderer

Name of the Tenderer /Address with Seal