भा.क.नि.

C.C.I.

# भारतीय कपास निगम लिमिटेड

(भारत सरकार का उपक्रम - वस्त्र मंत्रालय) शाखा कार्यालय, आदिलाबाद

# THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking - Ministry of Textiles)
Branch Office, GMR Tower,1st Floor,Cinema Road,
ADILABAD – 504 001, TELANGANA.
phone: 08732-226538/226708, Fax 0836-226327
E-MAIL:adilabad@cotcorp.com Website: www.cotcorp.org.in

Ref: CCI/ADB/Admin/Courier/2020-21/ Date: 10.12.2020

## 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 our 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 **16-12-2020 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.5000/-should reach this office on or before **16-12-2020 by 02.30 P.M** which shall be opened at **03.30 P.M.** on the same day in presence of the tenderer who wish to remain present.

Asst. General Manager

## TENDER NOTICE FOR COURIER SERVICE – 2020-21

**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. : _____

06. EMD : Rs.5000/- DD/PO_____ 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 Telephone/Mobile No

## TENDER NOTICE FOR COURIER SERVICE – 2020-21

## 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
   c) The tenderer must enclose the photo copy of PAN card.
4. The courier should be delivered 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** alongwith ternder. 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 . Branch Manager, The Cotton Corporation of India Ltd., GMR Tower,1st Floor, Cinema Road,Adilabad-504 001 (TS)** on or before **16-12-2020 by 02.30 P.M** which shall be opened on the same day at **03.30** 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 2020-21"**. Each envelope should contain the name and address of the vendor.
9. Applicant must have GST Registration number otherwise the tender may be cancelled.
10. 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.
11. The financial bid will be opened only who qualified in technical bid.
12. 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.
13. 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.
14. The successful tenderer to whom the work is allotted, will indemnify for any loss occurred due to non-delivery of documents & samples.
15. 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.
16. The successful tenderer should pick up the cotton samples and documents from our office to day to day basis.
17. If the courier services are not found satisfactory it can be terminated at any time without any notice.
18. The Corporation reserves its right to accept or reject any tender or part of tender without assigning any reason thereof.
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

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 – 2020-21**

**BID – 2 (FINANCIAL BID)**

1) **For Documents :**

| Documents Weight | Anywhere in Telangana | Anywhere in Mumbai / Navi Mumbai | Anywhere in South States name given below | Anywhere in North States name given below |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| Upto 100 gms. | | | | |
| Above 100 gms & Upto 250 gms | | | | |
| Above 250 gms & Upto 500 gms | | | | |
| Above 500 & Upto 1 Kg | | | | |
| Above 1 Kg. | | | | |

**For Cotton Samples:**

| Weight | Anywhere in Telangana | Anywhere in Mumbai / Navi Mumbai | | Anywhere in South States name given below | | Anywhere in North States name given below | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | | 3 | | 4 | |
| | | 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.

States Name South: Andhra Pradesh, Tamil Nadu, Karnataka, States Name North: Gujarat, Haryana, Delhi , Rajastan , Punjab, West Bengal, Maharastra, (other than Mumbai) Madhya Pradesh, Orissa.

Signature of the Tender

Name of the Tender/Address with seal