भा.क.नि.
C.C.I.

# भारतीय कपास निगम लिमिटेड

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

# THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking - Ministry of Textiles)
Branch Office, 3rd Floor, W.B. Plaza, New Cotton Market,
HUBLI – 580029, KARNATAKA.
Ph: 0836 – 2356353/354/357, Fax 0836-2251960
E-MAIL: hubli@cotcorp.com Website: www.cotcorp.org.in

Ref: CCI/HBL/Dispatch/Courier/2023/1480 Date: 15.02.2023

## SHORT TERM TENDER NOTICE FOR PROVIDING COURIER SERVICE

Sealed Tenders in prescribed format are invited under two bid system from reputed, experienced Courier service Agencies for "Providing Courier service for Delivery of our Documents & Cotton samples" to anywhere in India for a period of two years. The tender documents can be obtained from our office on any working day during office hours on or before **20.02.2023 by 01.00 P.M.** Tender form along with terms and conditions can also be downloaded in PDF format from our website www.cotcorp.org.in and Government tender portal www.eprocure.gov.in. No modifications should be done in tender document. The tender document completed in all respects should reach this office on or before **20.02.2023 by 02.30 P.M** which shall be opened at **03.00 P.M** on the same day in presence of the tenderer who wish to remain present.

Branch Manager

## TENDER NOTICE FOR PROVIDING COURIER SERVICE

**BID – I**
**(TECHNICAL BID)**

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

02. Name of the Authorized Person : _____

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

_____

_____

_____

_____

04. PAN No. (Copy to be attached) : _____

05. GST No. (Copy to be attached) : _____

06. Provident Fund Number allotted by
Regional Provident Office, if applicable. : _____
(Copy of the same to be attached)

07. Experience details (Govt./PSU):
(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:

Date: Address Seal :

Place: Telephone / Mobile No:

## TENDER NOTICE FOR PROVIDING COURIER SERVICE

## Terms & Conditions

1. The Courier Service agencies should have their functional office in Hubli.
2. The Courier service agencies should have at least **05 years** of experience in the field ofCourier services.
3. The criteria to qualify the Technical Bid is as under:-
   a) The tenderer should have required experience in the field of Courier services.
   b) The Tenderer must have GST Registration and copy of the PAN & GST should be enclosed with technical bid
4. Tenderer must quote PAN No. / GST Registration No. and List of Clients in technical bid. Otherwise the tender will not be considered.
5. The courier agency should arrange a person to collect our documents / parcels / cotton samples from our office and to deliver the same in proper time.
6. The tenderer should submit the sealed tenders along with required documents to **The Branch Manager, The Cotton Corporation of India Ltd., 3rd Floor, W.B. Plaza, New Cotton Market, Hubli – 580029** on or before last date & time mentioned in tender notice. The tender shall be opened on the same day in presence of the tenderers who may wish to remain present.
7. 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 those two sealed envelopes into one envelop duly sealed and super scribed as **"TENDER FOR PROVIDING COURIER SERVICE"**. Each envelope should contain the name and address of the vendor.
8. The rates shall be quoted including all levies and incidental charges **excluding GST only.** The GST is applicable extra as per the prevailing guidelines of Govt. of India.
9. The financial bid shall be opened only who qualified in technical bid.
10. The party must ensure that the bills should be submitted to BO Hubli in the first week of every following month duly signed by the concerned party. Accordingly the payment shall be released on receipt of bill after deduction of TDS if applicable, within a reasonable time. Acknowledgement receipts must be provided if required.
11. The service of courier should be provided on daily basis. In case the courier agency fails to pick-up the courier when needed, Corporation reserves its right to send courier through other courier agency and such charges shall be recovered from your monthly bills.
12. Successful tenderer should enter into an agreement after issuing work order by the Corporation. If the successful tenderer fails to provide the continuous satisfactory service for the period mentioned in work order, such tenderer may get blacklisted and further your bills shall not be paid if the service has already done.
13. The Contractor shall be responsible for any loss arising out of non-delivery of documents and samples.
14. Initially the appointment of courier service shall be valid for 02 years from the date of work order. Also, Corporation reserves its right to extend the courier service for further period of one year on the same rates, terms and conditions after mutually agreed by the Contractor.
15. The courier service may be terminated at any time without any prior notice if the services are found unsatisfactory.
16. The Corporation reserves its right to accept or reject partially or fully or any or all the tenders. However, tenderers may seek reason for rejection from the Corporation.
17. In case of any dispute, the decision of the Corporation shall be final and binding to all.

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

Signature of the Tenderer:
Name of the Tenderer :
Address Stamp :

Date:
Place:

(To be submitted on the Letter Head of the party)

## TENDER FOR PROVIDING COURIER SERVICE

**BID – II (FINANCIAL BID)**

**1) For Documents :**

| Documents Weight | Anywhere in Karnataka | Anywhere in Maharashtra | | Anywhere in South states (Tamilnadu, Kerala, Telangana, Andhra Pradesh, Orissa) | | Rest of India | |
|---|---|---|---|---|---|---|---|
| | Surface Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo |
| Upto 100 gms. | | | | | | | |
| 101 gms to 250 gms | | | | | | | |
| 251 gms to 500 gms | | | | | | | |
| 501 to 1 Kg | | | | | | | |
| Additional Per Kg | | | | | | | |

**2) For Cotton Samples:**

| Weight | Anywhere in Karnataka | Anywhere in Maharashtra | | Anywhere in South states (Tamilnadu,Kerala,Telangana, Andhra Pradesh,Orissa) | | Rest of India | |
|---|---|---|---|---|---|---|---|
| | Surface Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo |
| Upto 250 gms | | | | | | | |
| 251 gms to 500 gm. | | | | | | | |
| 501 gm to 01 Kg. | | | | | | | |
| Additional Per Kg. | | | | | | | |

*Note:*

1. The above rates are quoted with all incidental charges, levies, taxes & **excluding GST only.**
2. The rates of volumetric calculations will not be accepted.

I/We do hereby declare that the above rates are quoted as per the terms and conditions of the Tender Notification.

Signature of the Tenderer:

Name of the Tenderer:

Date:

Place:

Address Seal :

# AGREEMENT FOR COURIER SERVICE

This agreement is made at Hubli on ___ day of _____(month) 2023 between

The Cotton Corporation of India Ltd., 3rd Floor, W.B. Plaza, New Cotton Market, Hubli – 580029, hereinafter referred to as "First Party"

And

M/s._____, hereinafter referred to as Second Party"

for providing Courier service to CCI Hubli for Delivery of our Documents & Cotton samples to anywhere in India for a period of two years commencing from _____ upto _____. The finalized rates of courier service are mentioned as under:

**For Documents :**

| **Documents Weight** | **Anywhere in Karnataka** | **Anywhere in Maharashtra** | | **Anywhere in South states** (Tamilnadu, Kerala, Telangana, Andhra Pradesh, Orissa) | | **Rest of India** | |
|---|---|---|---|---|---|---|---|
| | Surface Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo |
| Upto 100 gms. | | | | | | | |
| 101 gms to 250 gms | | | | | | | |
| 251 gms to 500 gms | | | | | | | |
| 501 to 1 Kg | | | | | | | |
| Additional Per Kg | | | | | | | |

**For Cotton Samples:**

| **Weight** | **Anywhere in Karnataka** | **Anywhere in Maharashtra** | | **Anywhere in South states** (Tamilnadu, Kerala, Telangana, Andhra Pradesh, Orissa) | | **Rest of India** | |
|---|---|---|---|---|---|---|---|
| | Surface Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo | Surface Cargo | Air Cargo |
| Upto 250 gms | | | | | | | |
| 251 gms to 500 gm. | | | | | | | |
| 501 gm to 01 Kg. | | | | | | | |
| Additional Per Kg. | | | | | | | |

*Note:*

1. The above rates are quoted with all incidental charges, levies, taxes & excluding GST only.
2. The Volumetric Calculation is not applicable on the above rates.

The agreement is executed with following terms and conditions and the second party has agreed the same thereon.

1. The second party has agreed to provide Courier service to The CCI Ltd, Hubli for Delivery of our Documents & Cotton samples to anywhere in India for a period of two years commencing from _____ upto _____.

2. The second party will arrange a person to collect the documents / parcels / cotton samples from The CCI Ltd, Hubli on all working days and has agreed to deliver the same in proper time.

3. The rates finalized above are including all levies, taxes and incidental charges excluding GST only. The GST is applicable extra as per the prevailing guidelines of Govt. of India.

4. The second party must ensure that the bills should be submitted to The CCI Ltd, Hubli in the first week of every following month duly signed by the concerned party. Accordingly the payment shall be released on receipt of bill after deduction of TDS if applicable, within a reasonable time. Acknowledgement receipts must be provided if required.

5. The service of courier should be provided on regular basis. In case the courier agency fails to pick-up the couriers when needed, the Corporation reserves its right to send couriers through other courier agency and such charges shall be recovered from the monthly bills.

6. If the second party fails to provide the continuous service for the period mentioned in the work order, the second party may get blacklisted and further bills shall not be paid if the service has already done.

7. The second party shall be responsible for any loss arising out of non-delivery of documents and samples.

8. The appointment of courier service shall be valid for a period of 02 years initially from the date of work order. The CCI Ltd, Hubli reserves its right to extend the courier service for further period of one year on the same rates, terms and conditions after mutually agreed by the second party.

9. The courier service may be terminated at any time without any prior notice if the services are found unsatisfactory.

10. The dispute arises if any, the decision of The CCI Ltd, Hubli shall be final & binding to all.

This agreement is signed by both parties in the presence of witnesses thereof.

| Signature of First Party: | Signature of Second Party: |
|---|---|
| Branch Manager<br>The Cotton Corporation of India Ltd.,<br>Branch Office, Hubli. | Proprietor<br>M/s. _____<br>Hubli. |
| Witness:<br>(Signature, Name and Address) | Witness:<br>(Signature, Name and Address) |
| 1. | 1. |
| 2. | 2. |