भारतीय कपास निगम लिमिटेड | The Cotton Corporation of India Ltd.
(भारत सरकार का उपक्रम) | (A Government of India Undertaking)
'कपास भवन', एस.सी.ओ.7-11, न्यू हाउसिंग बोर्ड, | 'Kapas Bhawan', S.C.O 7-11, New Housing Board
बरनाला रोड सिरसा (हरियाणा) 125 055 | Barnala Road, Sirsa (Hry) 125 055
दूरभाष नं : 01666-248601 ईमेल:sirsa@cotcorp.com website:www.cotcorp.org.in CIN:U 51490 MH 1970 GOI 014733

Ref: CCI/SRS/ADM/Courier/2023/ Date: 08.09.2023

कूरियर सेवा हेतु निविदा सूचना -2023-24

सम्पूर्ण भारत में **"दस्तावेजों और कपास के नमूने की डिलीवरी"** के लिए प्रतिष्ठित एव अनुभवी कूरियर सेवा एजन्सियों से दो बोली प्रणाली से निर्धारित प्रारूप में मोहरबंद निविदाएँ आमंत्रित की जाती हैं | निविदा दस्तावेज़ हमारो कार्यालय से किसी भी कार्य दिवस पर कार्यालीन समय के दौरान दिनांक **29.09.2023** को **11:00** बजे तक प्राप्त किये जा सकते हैं | नियम और शर्तें के साथ निविदा प्रपत्र निगम की वेबसाइट www.cotcorp.org.in तथा सरकारी वेबसाइट www.eprocure.gov.in से भी डाउनलोड किये जा सकते है | सभी प्रकार से विधिवत पूरा किया गया निविदा प्रपत्र एव EMD राशी रु. 2000/- के साथ इस कार्यालय में दिनांक **29.09.2023** को **01.00** बजे तक पहुँच जाना चाहिए | उसी दिन निविदाकर्ताओं की उपस्थिति में अपराह्न **03.00** बजे निविदा खोली जाएंगी जो उपस्थित रहना चाहते है |

उप महाप्रबंधक

TENDER NOTICE FOR COURIER SERVICE - 2023-24

Sealed Tenders in prescribed format are invited in two bid system from reputed, experienced Courier service Agencies for **"Delivery of 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 **29.09.2023 by 11 A.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.2000/-**should reach this office on or before **29.09.2023 by 01.00 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.

Dy. General Manager

THE COTTON CORPORATION OF INDIA LIMITED, SIRSA

Sealed tender is invited from the interested Courier Service Provider in prescribed Tender form annexed here to.

BASIC REQUIREMENT:

The interested Courier Service Provider must possess the following basic requirements: -

1. They should have at least 3 years working experience as a Courier Service provider. A copy of Experience Certificate/Work order required to be furnished with the Tender.
2. They must have either own offices or direct franchise with telephones facility at Sirsa & other places where our branch offices are situated.
3. They must have PAN No. and also its copy must be submitted with the Tender.
4. They should submit GST Registration Number (If applicable) **(**Xerox copy to be enclosed).

JOB DETAILS

1. The authorized representative of the Service Provider shall be required to collect outward Documents/parcels 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/parcels collected and a copy of the Airway bill/Consignment note to be issued.
3. The service provider will arrange to deliver the Documents/parcel within 48 working hours in Metro Cities which are connected by air while same for other major cities/towns within 72 working hours and within 96 hours in smaller places/remote stations. Also, within Haryana state delivery should be ensured within 2 days.
4. Penalty Clause: In case documents delivered by delay of 2 days from the stipulated duration, than 50% amount will be deducted from such bills. In case of delay by 4 days above the stipulated period mentioned in the tender terms, no amount towards such delivery bills will be paid.
4. The service provider shall ensure that all the Documents/parcels are delivered to the addressee to whom it is meant for under acknowledgment 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/parcels delivered with recipient name & telephone number which the service provider will write themselves.

TERMS AND CONDITIONS:-

1. The Tender should be submitted in two bid system i.e. **Technical Bid-I** to be submitted in the enclosed ANNEXURE-A accompanied by Tender Fees Rs.118/- (Rupees One Hundred and Eighteen only) including GST and EMD for an amount of Rs.2000/- (Two Thousand only) by way of Demand Draft or e-payment along with all relevant documents desired for, duly sealed & signed and Financial Bid-11 as per Annexure "B" i.c., rate quotation for the jobs in the letterhead of the firm/company. Quotations submitted in any other forms or do not fulfill all or any of the conditions of this enquiry or are found incomplete in any respect are liable for rejection.

2. Interested service providers should submit their sealed tender duly marked **"TENDER FOR APPOINTMENT AS COURIER SERVICE PROVIDER" to The Dy. General Manager, The Cotton Corporation of India Ltd. New Housing Borad Colony.SCO-7 to 11 , Barnala Road, Sirsa-125055** and shall drop the same in the Tender box kept at the office address as above on or before **01.00 p.m. of 29.09.2023** as under: -

   a) Envelope "A" Technical Bid -I along with Tender fee (Rs. 118/-), EMD of Rs.2000/- and signed Terms & Conditions with all relevant documents desired duly sealed & signed.

   b) Envelope "B" Financial Bid -II

   c) Envelope "C" should contain envelopes A & B.

   Tender received shall be opened on the same day (29.09.2023) at **03.00 p.m.** at the above office address in presence of tenderer who wish to remain present.

3. The Tender should accompany an EMD amounting to Rs.2,000/- (Two Thousand only) & Tender fee of Rs.118/- (One hundred eighteen only) by way of a e- payment or Demand Draft favoring "THE COTTON CORPORATION OF INDIA LTD" payable at Sirsa. EMD will be retained for successful bidders, towards Security Deposit till the completion of the appointed period. No interest whatsoever shall accrue on such EMD/Security Deposit.

Bank Account details are as under:

Bank Name: Punjab National Bank
Bank Name: Barnala Road, Sirsa
Account No: 0430002100023773
IFSC Code: PUNB0415500

4. The Firms/Company which come under MSE (Micro & Small Enterprise) and are registered with MSE authorities are exempted from tender fees and EMD on production of valid MSE certificate along with Technical Bid. The MSE certificate should be relevant to nature of work of tender. However, Security Deposit of Rs.2000/- has to be deposit in Branch Office by successful bidders before signing of agreement. No interest will be paid on EMD/Security Deposit and EMD/Security Deposit will be refunded after satisfactory completion of work.

5. The service provider should have offices or franchises in all the places where our Branch Offices & Head Office are located and in all metropolitan cities & state capitals with telephone number while they must have either offices or franchises in other major towns.

6. The service provider will send their authorized representative to our Branch Office on all working days for the collection of Documents/parcels at the time specified above. Any instruction given to him shall be construed as if the same is given to the service provider.

7. The service provider shall have their representative accessible either by the person or by phone during or after office hours and if called for to attend work concerning delivery of Documents/parcels/samples.

8. The service provider shall ensure the safe delivery and confidentiality of the document entrusted to it.

9. The service provider shall observe the highest standard of ethics during the execution of the contract.

10. Proof of by document & sample sent Air Courier to be submitted along with the bills in case of rates claimed for air courier.

11. The service provider will return the undelivered Documents/parcels within 10 days citing the reason for non-delivery.

12. The service provider shall indemnify and keep indemnified CCI against any loss, damage, cost, charges & expenses which CCI may suffer due to any acts contrary to the terms of the tender and CCI shall have the right to recover such damages/ cost incurred by it.

13. The service provider shall observe the laws applicable and rules or code of conduct of the Courier Service.

14. The contract for the appointment of a Courier Service Provider shall be valid for a period of one year and may be extended further for next year on mutual consent on the same rates and terms & conditions.

15. The rate quoted should be inclusive of all taxes and expenses except GST.

16. 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 being 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 the applicable rate shall be claimed in the bill which will be reimbursed to them after payment and filing of returns through GSTR-1 and GSTR-3B by the party to the concerned department, same shall be informed to us with details, etc.

17. The Corporation will deduct TDS wherever applicable on the payment made against the bills of the service provider.

18. The Corporation reserves its right to accept or reject any or all the Tenders received against this enquiry. However, the tenderer may seek reason/s for the same.

19. The rates finalized in the tender shall be kept valid for one year from the date of the work order. No offer/Tender can be withdrawn within such period. If the work of the courier is not found satisfactory during the tender period, the work order will be cancelled and EMD amount will be forfeited. In such case, work will be allocated to other courier service provider and loss if any, will be recovered from the party. Such party may be black listed for one year at the discretion of the Corporation.
20. In case of any disputes, it will be subject to the Jurisdiction of Sirsa only.

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

Signature of Tenderer/Service Provider: _____

Name of Tenderer: _____

Firm/Company Address and Seal: _____

_____

_____

Mobile No. of Authorize person: _____

Contact person Mobile No.:_____

Date: _____

Place: _____

THE COTTON CORPORATION OF INDIA LTD,
BRANCH OFFICE: SIRSA **ANNEXURE "A"**

TECHNICAL BID-I

1. Name & Address of the Firms/Company**:** **(Local Office Address must be submitted)**	M/S._____ Official Address:_____ _____ City:-_____PIN: _____ Tel. No._____(O) _____(_R) _____ Mobile No. _____ E Mail ID _____
2. Tender Fee Details (Rs.118/-)	D.D No. **Dated.** Name of the Bank:_____ OR e-payment UTR No._____Dt._____ **Amount: Rs.118/-(including GST)**
2. EMD for an amount of Rs.2000/- to be enclosed with the **Technical Bid-I** .	D.D No. **Dated.** Name of the Bank: OR e-payment UTR No._____-Dt._____ **Amount: Rs.2000/-**
3. If Firm /Company is MSE or not: If yes, attach valid certificate	YES / NO
3. a) 3 years working experience as Courier Service provider. (Experience Certificate/ Work Order copies to be attached) b) List of their centers & franchise details with Telephone No. (Note: Self-attested copy of the list to be submitted)	a) YES / NO b) YES / NO
4. PAN No. with income Tax authority (Govt. of India) (Xerox copy to be enclosed)	_____
5. Name of the Authorized Person: - Authorization letter representing the party and signing the Tender documents. Note: Authority letter on the letterhead of the firm / Co. should be attached.	_____
6. GST Registration No. (If applicable) (Xerox copy to be enclosed.)	_____

I/We confirm having read understood and accepted all the terms & conditions of the tender.

Place: Name of the Tenderer :

Date: Signature with seal :

ANNEXURE-"B "

(TO BE SUBMITTED IN PARTY LETTERHEAD)

FINANCIAL BID-II

RATE QUOTED PER CONSIGNMENT

FOR DOCUMENTS **(Rate excluding GST in Rs.)**

Sl No.	Weight Slab	Sirsa to Anywhere in Haryana State	Sirsa to Anywhere in Maharashtra State		Sirsa to Anywhere in South State		Sirsa to Anywhere in North State		Rest of India	
			Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo
		By Road								
01	Up to 100 gms									
02	Above 100 gms & up to 250 gms									
03	Above 250 gms & up to 500 gms									
04	Above 500 gms & up to 1 Kgs									
05	Per 1 kgs (above 1 Kgs)									

FOR COTTON SAMPLES **(Rate excluding GST in Rs.)**

Sl No.	Weight Slab	Sirsa to Anywhere in Haryana State	Sirsa to Anywhere in Maharashtra State		Sirsa to Anywhere in South State		Sirsa to Anywhere in North State		Rest of India	
			Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo	Surface Cargo	Air Cargo
		By Road								
01	Up to 3 Kg									
02	Per 1 Kgs (Above 3 Kgs)									

Note: In Case of Weight above 1 Kgs

1. Upto 499 gms: Shall not be considered.
2. Above 500 gms: Shall be considered as 1 kg.

Party quoting maximum numbers of minimum rates for different locations shall be considered as L1, separately for documents & Cotton Samples.

Signature of Tenderer _____ Firm/Company Seal _____

Name of the Person _____ Date _____ Place _____

Signature of Tenderer with seal