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-Couier/2023-24 16th October, 2023

TENDER NOTICE FOR COURIER SERVICE: 2023-24

The Cotton Corporation of India Ltd, Branch Office Adilabad invites tenders through Gem portal from reputed courier agency for courier services for the year 2023-24 to various locations. Interested parties may participate in the tender for courier services and will have to deposit 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. Interest parities 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:

Name of the Beneficiary: THE COTTON CORPORATION OF INDIA LIMITED
Bank Name: UNION BANK OF INDIA
Bank Account No.: 002211011060588
Bank IFSC Code: UBIN0800228

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.

The tenderer may submit in sealed cover super scribed as "**Tender for Courier Service cotton season 2023-24"** addressed to the Dy. General Manager, should reach to the above address on or **before 11:00 AM on 01.11.2023**. The sealed tenders received within the stipulated time shall be opened on the same day i.e., **11:30 AM on 01.11.2023** in presence of the tenderers who may wish to remain present.

Dy. General Manager

On the letter of the company

(Technical Bid-I)

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

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

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

_____

_____

04. Registered Address/Permanent Address
of company : _____

05. PAN No. (Mandatory) : _____

06. GST No (if any) : _____

07. . EMD (Rs 5000) : DD/PO/Online Payment Details_____

Date_____

08. Experience details (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 Company is MSE or not: 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 - 2023-24
TERMS AND CONDITIONS

1. The Courier Service agencies should have their Branch Office in Adilabad (Mandatory).
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** alongwith tender or the interest parties 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:

   Name of the Beneficiary: THE COTTON CORPORATION OF INDIA LIMITED
   Bank Name: UNION BANK OF INDIA
   Bank Account No.: 002211011060588
   Bank IFSC Code: UBIN0800228

7. 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.
8. The tenderer may submit the sealed tenders along with required documents to **The Dy. General Manager, The Cotton Corporation of India Ltd., Mangalmurti Tower,1st Floor, Cinema Road,Adilabad-504 001 (TS)** on or before **11:00 AM on 01.11.2023**. The sealed tenders received within the stipulated time shall be opened on the same day i.e., **11:30 AM on 01.11.2023** in presence of the tenderers who may wish to remain present.
9. 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 cotton season 2023-24"**. Each envelope should contain the name and address of the vendor.
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. 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. 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 are submitting our courier services charges rate including all taxes except GST as under:

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

Particulars	For Amount (In Rs))Without GST)			
	Adilabad	Telangana State	Mumbai/ Navi Mumbai	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**		
	Telangana State	Mumbai/ Navi Mumbai	Rest of India	Telangana State	Mumbai/ Navi Mumbai	Rest of India
Upto 5 kgs.						
Above 5 kgs. & upto 10 kgs.						
Above 10 kgs. & upto 25 kgs.						
Above 25 kgs.						

Note: Volumetric Calculation rate will not be considered.

Place: _____ **Seal & Signature of Authorized Signatory**
Date:_____