भारतीय कपास निगम लिमिटेड

(भारत सरकार का उपक्रम - वस्त्र मंत्रालय)

THE COTTON CORPORATION OF INDIA LTD.

(एक मिनी रत्न कंपनी - A Mini Ratna Company)

(A Government of India Undertaking - Ministry of Textiles)

Branch Office: 3rd Floor, W.B. Plaza, New Cotton Market, Hubli – 580029, Karnataka

Ph: 0836 – 2356353/354/355/357, Fax 0836-2251960,

CIN No: U51490MH1970GOI104733

E-mail: hubli@cotcorp.com CCI Web: www.cotcorp.org.in Ministry: www.texmin.nic.in

No. CCI/HBL/Dispatch/Couier/2023-24/903 Date: 27-10-2023

TENDER NOTICE FOR COURIER SERVICE : 2023-24

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 one year i.e. 2023-24. The tender documents can be obtained from our office on any working day during office hours on or before **07-11-2023 by 12.00 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 **07-11-20223 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.

Asst. General Manager

On the letter of the company

TENDER NOTICE FOR COURIER SERVICE - 2023-24

(Technical Bid)

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 Hubli) _____
_____
_____

04. Registered Address/Permanent Address
of company : _____

05. PAN No. (Mandatory) : _____

06. GST No (if any) : _____

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		

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 Hubli.

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 agency 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 tenderer may submit the sealed tenders along with required documents to **The Asst. General Manager, The Cotton Corporation of India Ltd., 3rd Floor, W.B Plaza New Cotton Market, Opp-North Traffic police station Hubli -580 029 (KA)** on or before the stipulated date & time as mentioned in Gem Portal.

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 2023-24**. 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 charge 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 Hubli** 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. Successful tenderer should enter into an agreement on e-stamp paper value of Rs.100/- 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. 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 Hubli

19. In case of any disputes, the decision of the Corporation shall be final and binding to all and under jurisdiction of BO Hubli

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

DECLARATION

A declaration shall have to be given by the tenderers downloading the tender document from Gem Portal: -

1. I/We declare that I/We have downloaded and printed the tender document from CCI or Govt. Tender Portal. We have verified the contents of the printed documents from the website and found no additions, deletions or changes in the contents of the tender documents.

2. I / We declare that the downloaded notice / tender document is original and in case of any deviation from the original tender document, my tender document is liable to be rejected by the Corporation.

I / We have read the above terms and conditions and accepted them.

Signature of the Tenderer:

Name of the Tenderer:

Seal:

Date:

Place:

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

BID – II (FINANCIAL BID)

TENDER NOTICE FOR COURIER SERVICE: 2023-24

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:
Seal:

Date:

Place:

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 Saples:

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 one year 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 one year 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	Proprietor
The Cotton Corporation of India Ltd.,	M/s._____
Branch Office, Hubli.	Hubli.
Witness:	Witness:
(Signature Name and Address)	(Signature, Name and Address)
1.	1.
2.	2.