भारतीय कपास निगम लिमिटेड, नवी मुंबई 400614.
(भारत सरकार का उपक्रम)
कपास भवन, प्लॉट नं.3/ए, सेक्टर नं. 10, सीबीडी बेलापूर, नवी मुंबई 400614
टेलि.नं.(022)27579217, फॅकस नं.(022)27579219.
निगमित पहचान संख्या : U51490MH1970GOI014733
Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in
E-mail: headoffice@cotcorp.com

भाकनि/प्रशा/कारियर सर्विसेस टेंडर/2019-20 **दिनांक** 18.12.2019

निविदा सूचना

भारतीयकपास निगम लिमिटेड, कपास भवनए प्लॉट नं.3ए,सेक्टर– 10ए, सीबीडी बेलापूर, नवी मुंबई – 400614 दो बिड यानि टैक्निकल बिड और वित्तीय बिड अलग अलग कव्हर में कोरियर सर्विस के लिए प्रसिध्द एवं अनुभवी फर्म से निर्धारित फॉर्म में मोहरबंद निविदाएँ आमंत्रित करता है।

क्र.	कार्य का स्वरूप	ईएमडी (रू.)	कथित कार्य पूरा करने की समयवधि
1.	Courier service (in India) work	Rs.2,000/- (Rupees Two Thousand only)	The courier should be delivered as per prescribed time limit.

1. निविदा फार्म कपास भवन में उपर्युक्त पते पर दिनांक 30.12.2019 तक किसा भी कार्य दिवस में प्रात: 11.00 बजे से सायं 5.00 बजे तक उपलब्ध है।
2. टेंडर दस्तावेज निगम के वेबसाईट यानि www.cotcorp.org.inअथवा सरकारी टेंडर पोर्टलwww.eprocure.gov.inसे डाऊन लोड कर सकते है।
3. टेंडर कर्ता भाकनि के पक्ष में किसी भी शिड्यूल बैंक पर मुंबई/नवी मुंबई में भुगतान योग्य डीडी/पीओ के रूप में रू.2000/- की जमा राशी निविदा की टेक्निकल बिड- I के साथ संलग्न करे। जमा राशि के बगैर निविदाएँ रद्द की जाएगी।
4. मोहरबंद निविदाएँ भारतीय कपास निगम लिमिटेड, 4थी मंजिल पर स्थित टेंडर बॉक्स में प्रस्तुत करने की अंतिम तारीख 31.12.2019 अप 3.00 बजे तक है।
5. टेक्निकल बिड - I और वित्तिय बिड उसी दिन यानि दिनांक 31.12.2019 को अप 03.30 बजे तक खोली जाएगी। टेंडर, टेंडरकर्ता जो उपस्थित रहना चाहते है के समक्ष खोले जायेंगे।
6. टेंडरकर्ता अपना मोहरबंद टेंडर भाकनि, कपास भवन, प्लॉट नं. 3 ए, सेक्टर – 10, सीबीडी बेलापूर, नवी मुंबई 400614 के 4थी मंजिल पर रखे टेंडर बॉक्स में निम्नानुसार प्रस्तुत कर सकते है।

   लिफाफा क : टेक्निकल बिड – I में ईएमडी राशि तथा तकनिकी पात्रता के विवरण शामिल होनी चाहिए।
   लिफाफा ख : वित्तीय बिड – II में केवल प्राईस बिड शामिल की जाए।
   लिफाफा ग : लिफाफा "ग" में लिफाफा "क" तथा लिफाफा "ख" रखा जाए।
   नोट : प्रत्येक लिफाफे पर टेंडरकर्ता अपना नाम तथा पता स्पष्ट रूप से लिखे। प्रत्येक लिफाफा "क", "ख" तथा "ग पर उसमें दस्तावेज के अनुसार स्पष्ट रूप से लिखे। इस टेंडर दस्तावेज में कुल 8 पेज है।

निगम किसी या सभी निविदा स्वीकार या अस्विकार करने का अपना अधिकार आरक्षित रखता है। तथापि निविदाकर्ता निगम से उनके टेंडर की अस्वीकृत करने का कारण पूछ सकता है।

महा प्रबंधक (क्रय/प्रशा)

संलग्न : टेंडर डाक्यूमेंट

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THE COTTON CORPORATION OF INDIA LTD.
(A Government of India Undertaking)
Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur,
Navi Mumbai- 400 614. Telephone No.(022) 27579217,
Fax No.(022) 27579219.
निगमित पहचान संख्या : U51490MH1970GOI014733
Web site: http://www.cotcorp.org.inhttp://www.ministryoftextiles.gov.in
E-mail: headoffice@cotcorp.com

CCI/ADM/COURIER SERVICES TENDER/2019-20 **Date : 18.12.2019**

TENDER NOTICE

Sealed Tenders in prescribed form, are invited from reputed & experienced firms for courier services at The Cotton Corporation of India Ltd, Kapas Bhavan, Plot No.3A, sector-10, C.B.D. Belapur, Navi Mumbai –400 614 in two bid system i.e. Technical Bid-I and Financial Bid-II, sealed in two separate envelopes.

Sr. No.	Name of the work	E.M.D. In Rs.	Time of completion for the said work
1.	Courier Service (in India) work	Rs.2,000/- (Rupees Two Thousand only)	The courier should be delivered as per prescribed time limit.

1. Blank tender forms for the said work are available at the above address at free of costs on working days from 11.00 a.m to 5.00 p.m up to 30.12.2019.
2. The tender documents can also be down loaded from the Corporation's web site i.e. **www.cotcorp.org.in**and govt. tender portal**www.eprocure.gov.in.**
3. Earnest money deposit of Rs.2000/- (Rupees Two thousand only) in the form of Bank DD/Pay Order on any scheduled bank in favour of The Cotton Corporation of India Ltd., payable at Mumbai/Navi Mumbai must be enclosed alongwith Technical Bid-I of tenders. Tenders without EMD shall be rejected.
4. Last date for submission of sealed tenders in tender box situated at 4th floor, The Cotton Corporation of India Ltd, is upto 3.00 p.m. on 31.12.2019.
5. Date of opening of Technical Bid –I & Financial Bid- II shall be at 03.30 p.m. on 31.12.2019. The tender shall be opened in presence of tenderer who wish to remain present.
6. Tenderer should submit their sealed tender in the tender box placed at 4th floor, The Cotton Corporation of India Ltd, Kapas Bhavan, Plot No.3A, sector-10, C.B.D. Belapur, Navi Mumbai– 400 614 is as under:

   Envelope A : Technical bid-I shall include EMD amount and Technical Eligibility Criteria.
   Envelope B : Financial Bid-II shall include the price bid only.
   Envelope C : Envelope "C" should contain Envelope "A" & Envelope "B" .

Note: State clearly on each envelope the name and address of the tenderer. State clearly on each envelope 'A", 'B", & 'C" as per their contents as above.This document consists of total 8 pages. Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

General Manager (pur/Admin)

Encl: Tender document

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भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

कपास भवन, सीबीडी बेलापूर,

KAPAS BHAVAN, CBD BELAPUR,

नवी मुंबई – 400614

NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR
COURIER SERVICES

TECHNICAL BID-I

(should be placed in envelope marked " A ")

INDEX

No.	Particulars	Page No.
1	Submission of tender and Declaration	3
2	Technical Bid - I	4
3	Terms and Conditions	5
4	Check list of documents enclosed	6
5	Financial Bid	7 -8

Date :

Place :

Seal and Signature of tenderer

Name

Capacity/authority to sign

Full address

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(Partyshould be submitted on letter head)

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan, Plot No.3A, Sector-10,
CBD, Belapur
Navi Mumbai- 400614

Sub:- "Submission of tender for Courier Services at Kapas Bhavan, CBD, Belapur, Navi Mumbai- 400 614."

Dear Sir,

I/We have read and understood all the terms & conditions of the tender notice vide ref. no.CCI/Adm/Courier Services/2019-20/dated 18.12.2019 and other instructions and hereby undertake to abide by them.

I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ **Rs. 2000/-**dated. _____ drawn on _____ in your favour, towards earnest money deposit.

I/We have filled and signed each page of the tender documents and the same are enclosed here with.

I/We hereby declare that tender documents have been downloaded from CCI website www.cotcorp.org.in/www.eprocure.gov.inand it is submitted in original without any alterations/modifications/deletions/additions.

Date :

Place:

Seal and Signature of tenderer
Name
Capacity /authority to sign
Full address:

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Technical Eligibility Criteria

(Should be placed in Envelope marked "A")

1. Name of the firm with address:	M/s. _____ Official Address: _____ _____ Tel.No.(O)_____Mob.No._____
2. Earnest Money Deposit Amount & their details: **Drawn on any scheduled bank**	Rs. 2000/- (Rupees Two Thousand only) Drawn on_____Vide DD/PO No. ----- ---- dt. _____ in favour of The Cotton Corporation of India Ltd. Mumbai/Navi Mumbai is enclosed.
3. Registration with various authorities and their Nos.*(Self attested Copies of the same shall be enclosed)*	A. PAN No._____ B. Service Tax No. _____
4. For Letter/Document **I. A.) Local-** Mumbai/NaviMumbai/Thane Muncipal Area	Mention your service centre names-
B.)Beyond Above Muncipal Area- Panvel , Kalyan-Dombivli, Mira-Bhynder and Vasai-Virar Muncipal area.	
II. Domestic- i)WithinMaharashtra, Goa, Gujarat & M.P. and CCI Branch Offices at Akola, Aurangabad, Ahemadabad, Rajkot.	
ii) **South Zone**:- A.P. Karnataka, Kerala, T.N. and CCI Branches at Madurai, Coimbatore,-Adilabad, Warangal, Guntur, Hubli, Raichur.	
iii) **North Zone**:-Rajstan, Punjab, Haryana, U.P. and CCI Branch Offices at Bhilwara, Srigaganagar,Bhatinda, Sirsa.	
iv) **North East Zone**:-West Bengal, Orisa and CCI Branch Offices at Kolkata, Raygada.	
vi) **AnyOther States**	
Client list (self attested).	
5. Delivery schedule of the above locations	**Time in hrs.or days**
I. A.) Local- Mumbai/NaviMumbai/Thane Muncipal Area	
B.)Beyond Above Muncipal Area- Panvel , Kalyan-Dombivli, Mira-Bhynder and Vasai-Virar Muncipal area.	
II. Domestic- i)WithinMaharashtra, Goa, Gujarat & M.P. and CCI Branch Offices at Akola, Aurangabad, Ahemadabad, Rajkot.	
ii) **South Zone**:- A.P. Karnataka, Kerala, T.N. and CCI Branches at Madurai, Coimbtore,-Adilabad, Warangal, Guntur, Hubli, Raichure.	
iii) **North Zone**:- Rajstan, Punjab, Haryana, U.P. and CCI Branch Offices at Bhilwara, Srigaganagar,Bhatinda, Sirsa.	
iv) **North East Zone**:-West Bengal, Orisa and CCI Branch Offices at Kolkata, Raygada.	
vi) **AnyOther States**	

Place :Seal and Signature of Tenderer

Name :-

Date :Capacity/authority to sign

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Full Address

THE COTTON CORPORATION OF INDIA LTD. 5

CBD Belapur, Navi Mumbai - 400 614.

TERMS & CONDITIONS

1 A well established company/firm dealing with domestic courier services, having requisite expertise the resources and skilled personel for the courier service.

2 Evaluation of Technical Bid-I shall be as per technical eligibility criteria and Finacial Bids-II shall be opened of those tenderer who qualifies technically as per Technical Bid-I .

3 Tenderers should submit a certified list of their important clients.

4 Earnest Money deposit amounting to **Rs. 2000/-**(Rupees Two Thousand only) in the form of Crossed Demand Draft/Pay Order drawn on any scheduled Banks in favour of "The Cotton Corporation of India Ltd." payable at Mumbai/Navi Mumbai must accompany the Technical Bid-I. The EMD of the unsuccessful bidders will be refunded without any interest.

5 In case EMD of the party lying with the Corporation, they need not enclose again but clearly mention in the appropriate column.

6 If the tenderer is registered under MSEs (micro and small enterprises) or MSEs or NSIC owned by SC/ST entrepreneurs should enclose self attested Copies of their registration along with the Technical Bid- I. Such tenderes need not pay earnest money deposit. Tender should enclose self attested copies of their PAN &Service Tax No. registration certificates.

7

8 The tender should submit the latest list of their service net-work offices situated through out the country, along with the facilities available.

9 If the tenderer neglects or refuses to comply the terms and conditions of tender or any of them, the earnest money deposit already paid shall be forfeited.

10 The Parties may visit the office during office hours before submitting their quotations to understand the work required

11 Rates should be quoted in Indian Rupees and should be inclusive of all taxes, transportation etc., pick-up from office premises i.e. Kapas Bhavan, Plot no.3A, Sector 10,CBD Belapur, Navi Mumbai.

12 The Financial Bid should be submitted on the letter head of authorized firm/Company. The tender document consisting of (Page No. 2 to 6) duly signed shall be submitted with Technical bid-I and Page No. 7 & 8 in Financial Bid-II.

13 The sealed envelopes subscribing "Tender for Courier Services" should be dropped in the tender box kept at 4th Floor of this office i.e. The Cotton Corporation of India Limited, Kapas Bhavan, CBD,Belapur office on or before 31.12.2019 at 3.30 hrs, the tenders received shall be opened on the same day at 4.00 p.m. before the tenderers present.

14 First 3 months shall be initial trial period.

15 Party should collect document/parcel on every working day from 5.45 to 6.15 p.m.

16 Non delivered document/parcel if any should be returned at least within 5 days to this office with reason

17 Party should hand over document slip/POD next day by 10.30 a.m. at this office.

18 Party should give necessary Identity Card to its employees who collect the courier document/parcel etc.

19 Payment of the Courier service will be made within 7 woking days after receiving of the billafter deducting of applicable taxes.

20 If any important cheque/document/parcel sent by courier service gets misplaced then appropriate deduction would be made from partie's monthly payment

21 Tender for Courier services invited for the period of 1 years from the date of work order. It shall be extendable for further period of two terms (one year each) at same rate mutually agreed, if the work is found satisfactory.

22 The tender document consisting of 2 to 6Pages duly signed shall be submitted with Technical bid - I and Page No. 7 & 8 in Financial Bid-II.

23 Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

24 L-1 will be decided on total rates quoted for the cover/ envelope upto first 250 grams for local,all india courier and parcel services including all taxes and Surcharge etc.

General Manager (pur/Admin)

Declaration by Tenderer

I/We have read above terms and conditions and we agree with the same.

Date

Place

Seal and Signature of tenderer

Name

Capacity/authority to sign

Full Address

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THE COTTON CORPORATION OF INDIA LTD.
CBD Belapur, Navi Mumbai - 400 614.

CHECK LIST

Please mark (√) as applicable

1. a. Blank tender document obtained from office		Yes		No	
b. Tender document down loaded from web site		Yes		No	
2. Earnest Money Deposit Amount of Rs. 2000/- in favour of The Cotton Corporation of India Ltd., Mumbai is enclosed.		Yes		No	
3. Registration of various authorities and their Nos. for Eligibility Criteria *(Self attested Copies of the following must be enclosed)*					
i)	PAN No.	Yes		No	
ii)	GST No.	Yes		No	
4. Whether clients list (self attested).		Yes		No	
5.Whether all the pages of the tender documents are signed and attached with Technical Bid and Financial Bid as the case may be.		Yes		No	
6.Delivery schedule of the various locations has been enclosed		Yes		No	
7 Whether registered withNSIC, SME etc.		Yes		No	

Date:

Place:

Seal and Signature of Tenderer
Name
Capacity/authority to sign
Full address

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भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
कपास भवन, सीबीडी बेलापूर,
KAPAS BHAVAN, CBD, BELAPUR,
नवी मुंबई - 400614
NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR

Courier Services

FINANCIAL BID -II

(should be placed in envelope marked " B ")

INDEX

Sr.No.	Particulars	Page No.
1.	Financial Bid	7 - 8

Date :

Place:

Seal and Signature of tenderer
Name
Capacity /authority to sign
Full address:

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(Party should submit FINANCIAL BID on their **letterhead** and placed in Envelope-B)

To, dt :
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.3A, Sector 10,
CBD Belapur,
NAVI MUMBAI – 400 614

Sir,

Sub: **Submission of tender for Courier Services**
Ref **: Your tender notice dated 18.12.2019.**

We are submitting our courier services charges rate as under.

Financial Bid-II

Sl. No.	Description	Up to 250 gms.	Additional 250 gms.	Parcels by Road up to 5 kg.	Parcels by Rail up to 5 kg.	Parcels by Air up to 5 kg.	Other charges if any
1.	**I. For Letter/Document Local-** **A.)** Mumbai/Navi Mumbai/Thane Muncipal Area,						
	B.) Beyond Above Muncipal Area- Panvel Muncipal , Kalyan-Dombivli Muncipal, Mira-Bhynder Muncipal and Vasai- Virar Muncipal Area.						
2.	**Domestic-** i)WithinMaharashtra, Goa, Gujarat&M.P. and CCI Branch Offices at Akola, Aurangabad, Ahemadabad, Rajkot.						
3.	ii) **South Zone**:- A.P. Karnataka, Kerala, T.N. and CCI Branches at Madurai, Coimbtore,-Adilabad, Warangal, Guntu, Hubli,Raichure.						
4.	iii) **North Zone**:- Rajastan, Punjab, Haryana, U.P. and CCI Branch Offices at Bhilwara, Srigaganagar,Bhatinda, Sirsa.						
5.	iv) **North East Zone**:-West Bengal, Orisa and CCI Branch Offices at Kolkata, Raigada.						
6.	vi) **AnyOther States**						
7.	PAECEL						
8.	Tax applicable would be extra . the detail of taxes may be given below						
i)	GST						
ii)	Any other taxes, Surcharge etc.						
	Total						

L-1 will be decided on total rates quoted for the cover /envelope/ parcels upto first 250 grams i.e, for item no 1 to 7 for local all india courier and parcel services including all taxes.

Date :

Place

Seal and Signature of tenderer
Name
Capacity /authority to sign
Full address:

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