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/Admin/Courier/2022-23/899 Date: 03.11.2022

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. The tender documents can be obtained from our office on any working day during office hours on or before **14.11.2022 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 **14.11.2022 by 03.00 P.M** which shall be opened at **03.30 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 of Courier services.
3. The criteria to qualify the Technical Bid-I 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 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 **Branch Manager, The Cotton Corporation of India Ltd., 3rd Floor, W.B. Plaza, New Cotton Market, Hubli – 580029** on or before **14.11.2022 by 03.00 P.M** which shall be opened on the same day at **03.30 P.M** 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 the 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.** However, the party will have to charge the GST at applicable rates which will be paid by the Corporation as per the GST Act / Rules.
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 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 needs to be provided if required.
11. 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 the charges will 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 continuous service for the period mentioned in work order, such tenderer may get blacklisted and the bills submitted if any will not be paid.
13. The successful tenderer to whom the work is allotted, will indemnify for any loss occurred due to non-delivery of documents & samples.
14. Initially the appointment of courier service will be for 12 months only from the date of work order. However, the same can be extended for further period of 12 months on the same rates, terms and conditions based on the requirement of the Corporation, if mutually agreed.
15. If the courier services are not found satisfactory it can be terminated at any time without any notice.
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 :
Telephone / Mobile No. :

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:

i. The above rates are quoted with all incidental charges, levies, taxes & **excluding GST only.**

ii. Volumetric Calculation rate will not be considered.

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 :