भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
(भारत सरकार का उपक्रम)
शाखा कार्यालय : इंडस्ट्रियल इस्टेट, मेट्टुगड्डा
महबूबनगर-509001
दूरभाष : 08542-222210, फैक्स: 08542-222211

The Cotton Corporation of India Ltd.
(A Government of India Undertaking)
District Industrial Estate, Mettugadda,
Mahabubnagar -509 001.
Tel. No. : 08542-222210; Fax: 08542-222211

Website: www.cotcorp.org.in www.ministryoftextiles.gov.in
E-Mail: mahabubnagar@cotcorp.com CIN: U 51490 MH 1970 GOI 014733

Ref: CCI/MBN/ADM/Courier/2025/ Date:12 /02/2025

TENDER NOTICE FOR COURIER SERVICE – 2025-26

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 **24-02-2025 by 12.00 P.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 **24-02-2025 by 02.00 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, MAHABUBNAGAR

Sealed tender is invited from the interested Courier Service Provider in prescribed quotation form annexed hereto.

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 list of their client is required to be furnished with the quotation.
2. They must have either own offices or direct franchise having telephones at the places where our branch offices are situated.
3. They must have Income Tax, PAN No. and also its copy must be submitted with the quotation.
4. They must have GST Registration Number **(**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 a 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 24 working hours in Metro Cities which are connected by air while same for other major cities/towns within 48 working hours and within 96 hours in smaller places/remote stations.
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 service provider should have offices or franchises in all the places where our Branch Offices/head Office & other 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.
2. The service provider will send their authorized representative 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.
3. 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.
4. The service provider shall ensure the safe delivery and confidentiality of the document entrusted to it.
5. The service provider shall observe the highest standard of ethics during the execution of the contract.

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

7. 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.

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

9. The contract for the appointment of a Courier Service Provider is 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.

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

11. 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 failing of returns through GSTR-1 and GSTR-3B by the party to the concerned department, same shall be informed to us with details, etc.

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

13. The Tender should be submitted in two bid system i.e. **Technical Bid-I** to be submitted in the enclosed ANNEXURE" A" accompanied by 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-II** as per Annexure "B" i.e. 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.

14. The quotation should accompany an EMD amounting to **Rs.2,000**/- (Two Thousand only) by way of a e-payment or Demand Draft favoring "THE COTTON CORPORATION OF INDIA LTD" payable at Mahabubnagar. 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.

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

16. 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**, **District Industrial Centre, Industrial Estate, Mettugadda**, **Mahabubnagar-509 001** and shall drop the same in the Tender box kept at the office address as above on or before **2.00 p.m. of 24-02-2025** as under:-

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

    b) **Envelope "B" Financial Bid-II**

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

17. Tender received shall be opened on the same day (**24-02-2025**) at **3.00 p.m.** at the above office address in presence of tenderer who wish to remain present.

18. In case of any disputes, it will be subject to the Jurisdiction of Mahabubnagar only.

19. The rates finalized in the tender shall be kept valid for one year from the date of the work order. No offer/quotation 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.

20. Bank Account details are as under:

Name: The Cotton Corporation of India Ltd.,
Bank Name: Union Bank of India, Mahabubnagar
Account No: 331001010171094
IFSC Code: UBIN0533106

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: MAHABUBNAGAR

ANNEXURE "A"

TECHNICAL BID-I

1. Name & Address of the Firms/Company**:**	M/S._____ Official Address:_____ _____ City:-_____PIN:_____ Tel.No._____ (O) _____ (_R) _____ Mobile No._____ E Mail ID _____
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. a) 3 years working experience as Courier Service provider. List of clients served by them 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)	b) PAN No._____
5. Authorization letter representing the party and signing the Tender documents. Note: Authority letter on the letterhead of the firm / Co. should be attached.	Name of the Authorized Person: _____
6. GST Registration No. **(Xerox copy to be enclosed.**	GST No._____

Note: - The technical bid should be evaluated as per the above criteria.

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

Name of the Tenderer :

Signature with seal :

Place :

Date :

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	Mahabubnagar to Anywhere in Telangana State	Mahabubnagar to Anywhere in Maharashtra State		Mahabubnagar to Anywhere in South State		Mahabubnagar 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	Mahabubnagar to Anywhere in Telangana State	Mahabubnagar to Anywhere in Maharashtra State		Mahabubnagar to Anywhere in South State		Mahabubnagar 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	500 gms & Up to 999 gms									
02	Per 1 Kg									

Signature of Tenderer _____ Firm/Company Seal _____

Name of the Person _____ Date _____ Place _____

Signature of Tenderer with seal