

NOTICE INVITING TENDER

NIT No.02/2018-19, Dated:26.07.2018.

1	Name of the work	Tender for Courier Service Providers for Hyderabad Circle.
2	Date of issue of tender through Bank's web site	From 26.07.2018 to 16.08.2018
3	Last date and time of receipt of tenders	On or before 16.08.2018 up to 3.00 P.M
4	Address at which the tenders are to be submitted	Asst. General Manager (Procurement), Circle Procurement Department, State Bank Of India, Hyderabad Circle, Local Head Office, Opp:Hyderabad Central University, Behind Nirikshan Bhavan, Gachibowli, Hyderabad.
5	Date and time of opening of tenders	16.08.2018 at 3.30 P.M
6	Place of opening of tender	Asst. General Manager (Procurement), Circle Procurement Department, State Bank Of India, Hyderabad Circle, Local Head Office, Opp:Hyderabad Central University, Behind Nirikshan Bhavan, Gachibowli, Hyderabad.
7	Earnest Money Deposit	Rs.60,000/- (Rupees Sixty Thousand only) in the form of Demand Draft/ Bankers Cheque in favour of "Asst. General Manager (Procurement), SBI,Gachibowli, Hyderabad
8	Contact Details	Manager (Procurement), Mobile No.9705857714

Please Note:

- (i) In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
- (ii) SBI has the right to accept any / reject any / all the tenders without assigning any reason.
- (iii) The EMD will be forfeited once the bidder is opted out during tendering process.

Asst. General Manager (Procurement),
Circle Procurement Department,
State Bank Of India,
Hyderabad Circle, Local Head Office,
Opp:Hyderabad Central University,
Behind Nirikshan Bhavan,
Gachibowli, Hyderabad.



**STATE BANK OF INDIA
CIRCLE PROCUREMENT DEPARTMENT
HYDERABAD CIRCLE - LOCAL HEAD OFFICE
OPP: HYDERABAD CENTRAL UNIVERSITY, BEHIND NIRIKSHAN BHAVAN,
GACHIBOWLI, HYDERABAD – 500019
PHONE: 040-23466959, FAX: 040-23466986.**

NIT No.:02/2018-19

Date : 26.07 .2018.

NOTICE INVITING TENDER

**TENDER FOR COURIER SERVICES
FOR AO's/RBO's/CAC's/CPPC/CCPC/GITC/SBLCs/LCPC/SMECC/BRANCHES IN
THE TELANGANA STATE**

Sealed Tender applications are invited from interested reputed courier agencies for consideration as courier service providers in the State of Telangana, fulfilling the following conditions.

ELIGIBILITY CRITERIA

- (a) Experience of 10 years and above as courier agency(Proof to be enclosed)
- (b) Possessing requisite infrastructure, including availability of manpower for pickup and delivery of covers/packets form all our Branches and Adminstrative Offices in Telangana State.(Proof to be enclosed)
- (c) Having office space, preferably in ground floor, in all state capitals and important centres (Proof to be enclosed)
- (d) The firm should have a minimum average annual turnover of Rs 18 lacs for the previous three years (as on 31.03.2018) . Audited / Certified Balance sheet (by Chartered Accountant) for the years 2015-16, 2016-17, 2017-18 (copy of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant)

[2] The tender applications can be down loaded from the Bank's web-site www.sbi.co.in under head "Procurement News" . Tenders should reach us on or before 16.08.2018 up to 3.00 p.m. The eligible Courier Agencies will be short-listed based on eligibility Criteria. The short listed firms price bid will be opned and the lowest rate quoted agency will be awarded. The Bank reserves the right to cancel, postpone the dates and also to reject all applications without assigning any reasons.

**Envelop-1 : i) : Application Form (2 pages) – Annexure-I
ii): Terms and conditions - Annexure-II**

Envelop-2 : Price Bid - Annexure-III

Envelop-3: Sealed cover of Envelop-I & Sealed cover of Envelop-2

**Hyderabad
Dt: 26.07.2018**

Asst. General Manager (CPD)

To

**The Asst. General Manager,
State Bank Of India,
Circle Procurement Department
Hyderabad Circle - Local Head Office,
Opp: Hyderabad Central University,
Behind Nirikshan Bhavan,
Gachibowli, Hyderabad – 500019**

TENDER APPLICATION FOR COURIER SERVICE

1.1	Name of the Courier Agency		
1.2	Constitution (Please strike out which is not applicable)		Proprietary/Partnership/Pvt.Ltd./Public Limited Concern. Partnership Deed/Memorandum and Articles of Association etc. To be attached
1.3	Name (s) of the Proprietor/Partners/Directors		
1.4	No.of years of experience in the field (minimum experience years as on 28.02.2018) (enclose proof)		
2	Date of incorporation/Commencement of Business (if applicable)		
3.1	Business address with telephone/Telex/Fax Nos, E-Mail address		
3.2	Registered office		
3.3	Administrative office		
3.4	Branches in the state of Telangana		
3.5	Domestic Net Work a) No.of Service stations/Locations/Points/Branches/ Offices in the state of Telangana (Enclose List)		
	b) No.of Locations serviced outside Telangana		
	c) No.of Vehicles deployed.		
	d) No.of pickup/Delivery staff(proof to be enclosed)		
3.6	Names of important clientele		
4.1	Past Performance		
Turnover	In the year ended 31.03.2016	In the Year ended 31.03.2017	In the Year ended 31.03.2018
Please attach audited financial statements for the last three years			

4.2 Important Financial Parameters for the past three years (audited balance sheets with Trading, Profit and Loss for the past three years to be enclosed)

	2015-2016	2016-2017	2017-2018
a) Capital			
b) Gross Profit			
c) Net Profit			
d) Current Ratio			
e) Sales/Net profit			
f) Capital/Turnover			
g)Dividend			

4.3 Average number of covers/consignments handled (Telangana) during

	2015-2016	2016-2017	2017-2018
Per Day			
Per Week			
Per Month			

5. Name and address of Bankers with :
particulars of credit limits if any, (with
telephone/fax/telex no.of bank branch)

6. Particulars of existing key executive staff: Please furnish data for existing as well as
proposed Staff separately with qualification
and experience.

7. Technology under pinning's :

8. Delivery Schedule :

9. No.of Service stations in Telangana State :
(List to be enclosed)

Note:

1. If the place is not sufficient for furnishing the relevant information, use separate sheets.
2. The applications in a sealed cover should be **sent to:** The Asst. General Manager,
Circle Procurement Department, State Bank Of India,Hyderabad Circle, Local Head Office,
Opp:Hyderabad Central University, Behind Nirikshan Bhavan,Gachibowli, Hyderabad -with
a superscription " **Tender for Courier Service Providers**."
3. Any change will be informed by corrigendum in the Banks website atleast two weeks before
last date. However all the participants here by informed to furnish their telephone
numbers/mail addresses/fax numbers at the time of submitting the application forms.

TERMS AND CONDITIONS

- I. The services will consist of collection and delivery of covers/ packets containing valuable documents from various branches and Regional Business Offices / Administrative offices / Central Office establishments of State Bank of India in **Hyderabad Circle (in the state of Telangana)** and to our various offices/customers/branches all over Telangana State on all working days or any of the days, as intimated to them in advance, at timings mutually agreed to between the Courier Agency and the concerned offices of the Bank.
- II. The delivery of packets collected from any of the said offices of the Bank will be delivered by courier agency to the addressee generally on the morning of next working day or any other agreed time during the day which shall be so specified and in any case, not later than the following morning of the next (working) day.
- III. The Courier agency will depute its accredited representative for collection and delivery of packets from/to the designated offices. The representative will have to be provided with a suitable letter or authority/identity card without which he shall not be authorised to collect or deliver the packets. In case, the courier agency proposes to change the accredited representative, it should be notified to the branch(s) well in advance. He will acknowledge receipt of the packets delivered to him on a copy of the accompanying consignment note which will be retained by our offices. For delivery of packets to our offices, one copy of the consignment note will be handed over to the addressee and their acknowledgement shall be obtained on another copy which will be retained by the agency.
- IV. It shall be the absolute responsibility of the courier agency, once the packets are delivered to its authorized representative duly sealed/closed, to ensure that the contents of the packets are not tampered with in any manner whatsoever and the packets are not misplaced, lost or stolen.
- V. The courier agency will enter into suitable agreement with the Bank indemnifying it from any loss, damage, charge and expenses as the Bank may be put to or incurred and/or to be incurred by the Bank due to delay, non performance, malperformance, non delivery, tampering or damage to any packets, etc. All claims lodged by the Bank in this regard will be settled by the courier agency within a period of one month from the date thereof.
- VI. The Courier agency will submit a security deposit for an amount of Rs.1.20 lac (including EMD). The deposit will be kept in fixed deposit for Three years in the joint names of the courier service provider and The Asst. General Manager, Circle Procurement Department.
- VII. The Courier agency shall advise the dispatching office the date of delivery to the addressee office and submit the proof of acknowledgement (POD) at time of payment of concerned bills.
- VIII. The courier agency shall ensure absolute security, safety, secrecy and confidentiality of the documents.
- IX. The Charges of services rendered by the Courier Agency will be paid as agreed by the respective AO's/RBO'S/CAC'S/CPPC/CCPC/GITC/SBLCS/LCPC/SMECC/Branch on monthly basis on submission of bills.
- X. For delay in delivery of parcels beyond the time mentioned in clause (ii) above excluding the Sundays and holidays which fall between the said period and except on account of

imposition of curfew either at the originating centre or at the destination, the Bank may impose penalty, as under, if it is not satisfied with the explanation tendered by the Courier Agency:

- a) Delay of one day (24 hours) – 50% of the charges payable on such delayed consignment(s) will be deducted.
- b) Delay of more than one day – 100% of the charges payable on such delayed consignment(s) will be deducted.

XII. The Penalty will be recovered by the branch(s) / Office(s) of the Bank against the settlement of its / their own bill(s)

XII. The Courier agency will agree to provide adequate number of blank consignment notes to each office of the Bank (centre) with the name and address of that centre duly printed.

XIII. The agreement entered into by the bank and Courier Agency shall be binding for a period of one year or till such further period as may be agreed upon between the parties. However, the Bank may, for any reasons, discontinue the arrangement and / or terminate the agreement earlier in respect of one or more or all centers covered by this agreement by issuing One month written notice to the Registered office of the Courier Agency.

XIV. More centres/offices, as agreed to, may be added from time to time under the same terms and conditions on one month's advance written notice from the Bank to the Registered Office of the Courier agency.

XV. The charges/rates as agreed will also be applicable to documents sent from/to Central office and / or from/to any other administrative office(s)/branches of State Bank of India, other addresses of interest of the Bank.

XVI. That the bills for payment at the Bank's approved rates by the Courier Agency shall be submitted to the concerned Branch and all other offices controlled by local head office of the Bank accompanied with the proof on monthly basis .

XVII. Bank does not bind itself to accept the applications and reserves to itself the right to reject any or all applications received without assigning any reasons thereof.
The applications received after due date will be rejected.

I/We Agree
By Duly Authorised Signatory

PRICE BID

Name of Work : Schedule of Charges (from any branch/office of State Bank of India in the State of Telangana to any place:

Weight	Rate (Rs.)
a) Up to 250 gms	
b) Up to 500 gms	
c) Up to 1000 gms	
d) Above 1000 gms	

Note: (i) The rates valid for 3 years from the date of issuing work order.
(ii) The rates excluding GST.

Place :

Date :

**SIGNATURE OF THE
AUTHORISED PERSON WITH SEAL**