

**EMPANELMENT OF DOMESTIC COURIER PROVIDER FOR BRANCHES /
OFFICES OF STATE BANK OF INDIA, CHANDIGARH CIRCLE**

INSTRUCTIONS AND ELIGIBILITY CRITERIA:

The **eligibility criteria** are as under: -

- (i) The courier agency should confirm that they possess all the required statutory licenses to carry on the business of domestic courier services which should be the primary activity of the courier agency. The agency shall comply at its own cost with all applicable laws, rules and regulations of State, Central Government or Local Bodies for time being in force and as applicable to it or to this contract without any liability and responsibility on the Bank whatsoever.
- (ii) The courier agency should be in the business of courier service for minimum period of 07 (Seven) years.
- (iii) The courier agency should have 200 branches / collection / service centers in PAN India and 100 in Punjab, Haryana, Himachal Pradesh, Chandigarh, Jammu & Kashmir and Laddakh for efficient and effective execution of the contract.
- (iv) The courier agency must have an experience of courier work with reputed Corporate Customers / Commercial Banks / Central / State Govt. Departments. The contract of the Courier Agency must not have been terminated by such reputed Corporate Customers for improper and defective courier service on the part of courier agency. (Agency should certify for the same).
- (v) The Courier agency should have minimum annual turnover of Rs.5.00 crore (Rupees five crore) for the last three years (i.e. for 2018-19, 2019-20 & 2020-2021).
- (vi) The Courier agency must not have incurred losses during the preceding three years.
- (vii) The agency should have on-line tracking system of delivery status.
- (viii) A Demand Draft / Banker's Cheque of Rs.20000/- (Rupees twenty thousand only) as Earnest Money in favour of "Chief Manager (Procurement), Circle Procurement Department, State Bank of India, Payable at Chandigarh must be attached with application. The application fee will be refundable and will be returned immediate after the completion of empanelment process.
- (ix) The successful bidder will have to submit a Bank Guarantee of Rs.2,00,000/- (Rs. Two lac only) at the time of executing agreement as security deposit, which shall remain in force twelve months after the expiry of the contract period.

The Bank reserves its right to accept / reject any or all the bids, at any stage of the tender process, without assigning any reason(s) and prior notice.

The firms / companies should also enclose copies of following documents:

- Certificate of Incorporation/ Partnership deed,
- Business license,
- Registration of GST
- Audited annual accounts for the last three financial years.
- List of own offices/ Service centers
- Experience related to Courier Services (in Years)
- Letters regarding empanelment from Bank/ PSU/ Govt. Units/Corporate Customer related etc.

On scrutiny of the documents if it is found at any stage that the Bidder has suppressed facts or has given wrong information / documents, Bank reserves its right to reject such tender or terminate the contract under such tender at its sole discretion.

Application complete in all respect (along with application fee and relevant documents) can be submitted through Registered Post / Courier / By Hand, at the office of the undersigned on or before 16.10.2021 at 5.00 pm. The applications received after the last date will not be entertained. If the said date happens to be a holiday, application can be submitted next working day.

Place:
Date:

Chief Manager (Procurement)
Circle Procurement Department,
State Bank of India,
Village Bhagwanpur, PO: Rampur Sainian
(Derabassi – Barwala Road)
Distt. SAS Nagar (Mohali) Punjab
Pin Code: 140507

