SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.  
(SBIIMSPPL)  
(A wholly owned subsidiary of State Bank of India)  
CIN: U9300MH2016PTC282507  
CIRCLE OFFICE, KOLKATA  
SAMRIDDHI BHAVAN, BLOCK D, 9TH FLOOR,  
1, STRAND ROAD, KOLKATA - 700001.  

NOTICE INVITING e-TENDER  
FOR  
EMPANELMENT & FINALIZATION OF SERVICE PROVIDERS  
FOR DOMESTIC COURIER SERVICES  

FOR COLLECTION/PICK-UP OF PACKETS CONTAINING VALUABLE DOCUMENTS FROM OUR VARIOUS  
BRANCHES / OFFICES OF ALL OVER WEST BENGAL, SIKKIM & UNION TERRITORY OF  
ANDAMAN & NICOBAR ISLANDS  

TENDER SUBMITTED BY:  

NAME OF CONTRACTOR: ………………………………………………………………………………  
ADDRESS: ……………………………………………………………………………………………  
GSTIN: ………………………………………………………………………………… DATE: …………………  

Note:  
1. Contractor should possess valid Digital Signature for this e-Tender.  
2. Contractor should submit Tender Processing Fee (TPF) through Online Mode only as mentioned in this  
NIT. TPF in the form of Demand Draft (DD) will not be accepted. Such tenders without Online  
Payment Receipt will be rejected.  

For amendments/corrigendum if any, interested vendors are requested to keep monitoring Bank’s e- 
tendering website https://etender.sbi as further amendments/corrigendum will not be published in  
newspaper.  

For any clarifications, please e-mail to headkol.sbiims@sbi.co.in / bprit.kolkata@sbi.co.in
SBI Infra Management Solutions Pvt. Ltd., (hereinafter mentioned SBIIMS) having Circle Office at Block-D, 9th floor, State Bank of India, LHO Building, Kolkata-700 001, for and on behalf of State Bank of India invite two-bid online tenders for “Empanelment & finalization of service providers for domestic courier services for collection/pick-up of packets containing valuable documents from our various branches / offices of all over west bengal, sikkim & union territory of andaman & nicobar islands for eventual delivery to the addressee (i.e. Branches/Offices/Customers/Others) with in India”. The Empanelment will be for a period of three (03) Years. For eligible Criteria Refer to Page- No-10

2. The other details of the tender are as under:

<table>
<thead>
<tr>
<th>1. Name of the Work</th>
<th>Empanelment &amp; finalization of service providers for Domestic Courier services for Collection/Pick-up of packets containing valuable documents from our various branches / offices of all over West Bengal, Sikkim &amp; Union Territory of Andaman &amp; Nicobar Islands</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Tender Processing Fee (TPF)/ Tender fee</td>
<td>Rs. 5,000/- (Rupees Five Thousand only) - A Non-Refundable Tender &amp; Processing Fee</td>
</tr>
<tr>
<td>TPF is to be credited through State Bank Collect (SB Collect, an efficient MIS report generation tool) only. The steps involved in making the payment is provided in Annexure II. The receipt generated with reference number is to be submitted along with Technical Bid (Cover - I). GSTIN of contractor is to be mentioned on it. Please submit TPF through Online Mode only as mentioned in this NIT. TPF in the form of DD will not be accepted. Such tenders without Online Payment Receipt will be rejected.</td>
<td></td>
</tr>
<tr>
<td>3. Earnest Money Deposit (EMD)</td>
<td>Rs. 1,00,000/- (Rupees One Lacs only)</td>
</tr>
<tr>
<td>EMD is to be submitted under Cover - I (Technical Bid) to the following address in the form of DD only (valid for a period of 90 days from the date of publication of the tender in the aforesaid System Portal), drawn from any scheduled Nationalized Bank favour of State Bank of India, Payable at Kolkata (To be enclosed in sealed envelope as a part of Technical Bid).</td>
<td></td>
</tr>
<tr>
<td>4. Date for downloading of Tender</td>
<td>23.06.2020 to 07.07.2020</td>
</tr>
<tr>
<td>5. Tender Downloading websites</td>
<td>Bank’s website <a href="https://www.sbi.co.in/portal/web/home/procurement-news">https://www.sbi.co.in/portal/web/home/procurement-news</a> or SBI e-tender portal &amp; <a href="https://etender.sbi/SBI">https://etender.sbi/SBI</a> w.e.f 23-06-2020 up to 07-07-2020 (up to 3.00 PM).</td>
</tr>
<tr>
<td>PREBID MEETING : 30-06-2020 at 11-30 AM</td>
<td></td>
</tr>
<tr>
<td>VENU: 7 Th FLOOR, BOCK-D</td>
<td></td>
</tr>
<tr>
<td>Tender to be submitted: in the Tender Box at 9th floor, Block-D, SBIIMSPL Office within 30-06-2020 upto 3.00 PM</td>
<td></td>
</tr>
<tr>
<td>6. Last Date and Time of Submission of Tender (Technical bid in hard copy &amp; soft copy as well as price bid in online)</td>
<td>Up to 3:00 PM on 07.07.2020</td>
</tr>
</tbody>
</table>
### Tender no: KOL202006004

| 7. Date and Time of Opening of the Tender | Date & Time for opening of price bid will be informed in due course  
In case the tender opening date is declared as holiday, the tender will be opened in the next working day at the same time. |
|---|---|
| 8. Technical Bid | The Technical Bid (Hard copy) with all supporting documents should be submitted in a sealed cover containing the name and complete address/contract number of the vendor on the cover and bear the title “TECHNICAL BID FOR EMPANELMENT & FINALIZATION OF SERVICE PROVIDERS FOR DOMESTIC COURIER SERVICES FOR COLLECTION/PICK-UP OF PACKETS CONTAINING VALUABLE DOCUMENTS FROM OUR VARIOUS BRANCHES / OFFICES OF ALL OVER WEST BENGAL, SIKKIM & UNION TERRITORY OF ANDAMAN & NICOBAR ISLANDS” addressed to the VP & Circle Head, SBIIMS, Kolkata Circle, SBI Local Head Office Building, in the “TENDER BOX” kept at the dept on or before 07.07.2020 up-to 03:00 PM along with the followings:—  
(i) Online receipt copy of Tender Processing Fee amounting to Rs. 5000.00 (Rupees Five thousand only) (Non-Refundable)  
TPF is to be credited through State Bank Collect (SB Collect, an efficient MIS report generation tool) only. The steps involved in making the payment is provided in Annexure III. The receipt generated with reference number is to be submitted along with Technical Bid (Cover - I). GSTIN of contractor is to be mentioned on it. Please submit TPF through Online Mode only as mentioned in this NIT. TPF in the form of DD will not be accepted. Such tenders without Online Payment Receipt will be rejected.  
(ii) Earnest Money Deposit (EMD) amounting to Rs.1,00,000.00 (Rupees One Lacs only)  
By crossed Bank Draft/ Banker’s Cheque drawn in favour of State Bank of India, Payable at Kolkata (To be enclosed in sealed envelope as a part of Technical Bid). Authorized representatives of vendors may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the vendors representatives.  
(iii) Process compliance statement (Page-9) duly signed by authorised person of service provider.  
(iv) Tender application form (Page 18- page-20) with supporting annexure (A to F) duly filled in & signed by bidder  
& |
9. **Price bid**

   (iii) Other documents related to the eligibility criteria.

   After opening, the Technical Bids will be evaluated on the basis of the minimum eligibility criteria specified in this Tender including deposit of specified amounts for the Tender Processing Fee and Earnest Money as mentioned above.

   The Price Bid is to be submitted through e-tendering portal [https://etender.sbi](https://etender.sbi) site only on or before 07.07.2020 up to 3.00 P.M.

   Price bid of technically qualified bidders will only be evaluated.

   A. The accepted tendered rate will be valid for 3 (Three) year for placing the work order.

   The bidder should have valid digital signature for participation in e-Tendering.

   Price bid in offline mode will not be accepted.

10. **Security Deposit**

    The L1 Courier service provider/providers shall provide a **Bank Guarantee of Rs.8.00 lacs** (Rupees Eight lacs only) for each service area in favor of State Bank of India, Local Head Office, Kolkata issued by a Public Sector Bank other than the State Bank of India for performance of its obligation under this agreement and in default or breach of the conditions mentioned in paragraphs under Tender terms & conditions. (Page 21 to page 24)

    **Up to 07.07.2020 upto 15:00 Hrs**

    at the office of

    The Vice President & Circle Head

    SBI Infra Management Solutions Pvt. Ltd.

    CO Kolkata, “Samriddhi Bhavan” , Block D, 9thFloor,1, Strand Road, Kolkata - 700001.

    Mobile No.: +91 9437026189

    e-Mail ID: s.kushari@sbi.co.in

   **Note:**

   1. It is sole responsibility of the bidder to ensure submission of their Tender by stipulated date and time at specified address. The SBIIMS Pvt. Ltd. shall not entertain bids received late due to any delay on account of delivery by the courier agency/speed post or any other mode for the reasons whatsoever.

2. Tender received without Tender Processing Fee/Tender fee shall be summarily rejected.

11. **Place & Address for submission of Tender**

    **Note:**

    For eligible criteria for participating in the tendering process, kindly refer to Page no.-9 of this Notice

12. **Income Tax and GST**

    A) Income Tax/GST will be deducted at source as per Govt. Guidelines.

    B) Reimbursement of GST on work contract will be made only on submission of proper GST invoice as per applicable GST provision. The Bidder should comply with the following:

    i. Bidder should have GST Registration Number

    ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision

    Bidder should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the Bidder.
13. For any details, please contact The Vice President & Circle Head  
SBI Infra Management Solutions Pvt. Ltd. 
CO Kolkata, “Samriddhi Bhavan”, Block D, 9th Floor, 1, 
Strand Road, Kolkata - 700001. 
Mobile No.: +91 9437026189 
e-Mail ID: s.kushari@sbi.co.in

14. For e-Tender related queries Service provider:  
M/s. e-Procurement Technologies Limited  
(abc procurement / Auction Tiger) 
B - 705, Wall Street - II, Opposite Orient Club, Ellis 
Bridge, Near Gujarat College, Ahmedabad - 380006, 
Gujarat. 
Help Desk: Contact Persons: 1. Geeta Goutam, Mobile: +91 6354919566, Telephone: +91-79-68136814 e- 
Mail: geeta@auctiontiger.net 2. Sujith Nair (Shark ID - SUJITHN), Sr. Executive - Implementation & Support e- 
Mail: sujith@eptl.in 
Phone: +91-79-68136857 / 6863 / 6835 / 6829 / 6831 / 6840 (Monday to Friday: working hours between 10 AM to 7 PM) (Saturday: working hours between 10AM to 4PM) 
Other Contacts: 
1. JAYMEET RATHOD: 079-6813 6829, jaymeet.rathod@eptl.in 
2. VINAYAK KHAMBE: 079-6813 6835, vinayak.k@eptl.in 
3. NADEEM MANSURI: 079-6813 6853, nadeem@eptl.in 
4. NANDAN VALERA: 079-6813 6843, nandan.v@eptl.in 
5. HEMANGI PATEL: 079-6813 6852, hemangi@eptl.in 
6. KANCHAN KUMARI:079-68136820, kanchan.k@eptl.in 
7. DEEPAK NAREKAR:079-68136863, deepak@eptl.in 
8. ANSHUL JUNEJA: 079-68136840, anshul.juneja@eptl.in 
9. SALINA MOTANI:079-68136831, salina.motani@eptl.in 
10.DEVANG PATEL:079-68136859, devang@eptl.in

15. Corrigendum Corrigenda, if any, is to be followed as published in https://etender.sbi/SBI portal only.

16. Notes:
a) In case the date of submission of Tender Processing Fee, EMD, e-Tendering is declared as a holiday, the 
respective date will be considered on the next working day at the same time. The bidder, who is the 
authorized representative and participating on behalf of company/ Dealer/vendor, should have a valid 
digital signature certificate (DSC) for this tender.
b) The SBIIMS reserves the right to cancel or postpone or modify the tender at any stage without assigning 
any reason thereof.
<table>
<thead>
<tr>
<th>Tender no: KOL202006004</th>
</tr>
</thead>
<tbody>
<tr>
<td>c) Vendors who do not fulfill the minimum eligibility criteria need not apply. Any incomplete application and / or not fulfilling the minimum eligibility criteria will be summarily rejected. Moreover, the conditional tenders are liable for rejection and will not be allowed to participate in e-tendering.</td>
</tr>
<tr>
<td>d) The EMD of the unsuccessful Bidders in Technical Bid shall be returned within two weeks from the date of Tender finalization.</td>
</tr>
<tr>
<td>e) All pages of the Technical Bid documents should be serially numbered and shall be signed by the authorized person(s) of the applicant only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page.</td>
</tr>
</tbody>
</table>

**Circle Head & Vice President (Civil)**  
SBIIMS, Circle office, Kolkata.

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**MODE OF SUBMISSION OF TENDER:**

The tender shall be submitted in both physical and online in two cover system in accordance with the procedure detailed herein below. Specified documents shall be sealed in envelopes of appropriate size each of which shall be sealed.

1. First Envelope marked *Cover 1* shall contain Earnest Money Deposit along with Covering Letter and Online receipt of Processing Fee of the Tender Document.

2. Envelope marked *Cover 2* shall be of adequate size and shall contain envelopes marked *Covers 1 & tender document related to the eligibly criteria & others* should be properly sealed & signed. This envelope shall be endorsed on the outside face asunder:

   “TECHNICAL BID FOR EMPANELMENT & FINALIZATION OF SERVICE PROVIDERS FOR DOMESTIC COURIER SERVICES FOR COLLECTION/PICK-UP OF PACKETS CONTAINING VALUABLE DOCUMENTS FROM OUR VARIOUS BRANCHES / OFFICES OF ALL OVER WEST BENGAL, SIKKIM & UNION TERRITORY OF ANDAMAN & NICOBAR ISLANDS”

Only the envelope marked *Cover 2* containing the tender documents & COVER -1 as per instructions mentioned above shall be submitted in the office of

**VICE PRESIDENT & CIRCLE HEAD, SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.,**

Circle Office, 9th Floor, Block-D, Samriddhi Bhawan, Kolkata - 700 001

Envelope marked Cover 1 & Cover 2 containing Earnest Money Deposit along with Covering Letter and online receipt of the Processing Fee of Tender Document, tender document will be opened if the Earnest Money Deposit, Processing Fee of Tender Document, tender document is not found as prescribed, the tender shall be rejected.

1. Conditional Tender Or Incomplete Tender Shall Be Summarily Rejected.

2. Corrigendum if any will be published on SBI e-tender portal [https://etender.sbi/SBIETENDER](https://etender.sbi/SBIETENDER)

3. Online price bid will be opened for only technically qualified vendor date of which shall be intimated in due course.

4. **Price bid in offline mode will not be accepted** which can be submitted online through [https://etender.sbi/SBIETENDER](https://etender.sbi/SBIETENDER) portal only.

**Circle Head & Vice President (Civil)**  
SBIIMS, Circle office, Kolkata.
PROCEDURE OF E-TENDERING

Online Tendering:

(a) The soft copy of the Technical as well as Price Bid is available on the Bank’s website during the period specified in the NIT.

(b) Online e-Tendering is open to all the eligible bidders.

(c) The Price Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-in their Item-wise rates for each item.

(d) The Contractors are advised not to wait till the last minute to submit their online item-wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item. In case, contractor fails to quote their rates for any one or more tender items, their tender shall be treated as “Incomplete Tender” and shall be liable for rejection.

1. LOG-IN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by M/s. e-Procurement Technology Limited. All bids made from the Login ID given to the bidder will be deemed to have been made by the Bidder.

2. BIDS PLACED BY BIDDER: Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid price. In case the L-1 Bidder backs out or fail to complete the work as per the rates quoted, SBIIMS shall at liberty to take action as deemed necessary including depaneling such contractors and forfeiting their EMD.

3. At the end of the e-Tendering, SBIIMS will decide upon the successful bidder. The decision of SBIIMS on Award of Contract shall be final and binding on all the Bidders.

4. SBIIMS shall be at liberty to cancel the e-Tendering process/tender at any time, before ordering, without assigning any reason whatsoever.

5. SBIIMS shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.

6. Other terms and conditions shall be as per the Techno-Commercial Bids and other correspondences till date.

7. OTHER TERMS & CONDITIONS:

   The Bidders shall not involve themselves or any of their representatives in Price Manipulation of any kind, directly or indirectly, by communicating with other suppliers/bidders.

   The Bidder shall not divulge either his Bids or any other exclusive details of SBIIMS to any other party.

   The decision of SBIIMS on Award of Contract shall be final and binding on all the Bidders.
Tender no: KOL202006004

SBIIMS reserve their rights to extend, re-schedule or cancel any e-Tendering within its sole discretion.

SBIIMS or its authorized service provider shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.

SBIIMS or its authorized service provider is not responsible for any damages, including damages that result from their works, but are not limited to negligence.

SBIIMS or its authorized service provider will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information, etc.

**N.B.:** All the Bidders are required to submit the Process Compliance Statement (Annexure - I), duly signed, to the Service Provider.

All the bidders are requested to ensure that they have a valid Digital Signature Certificate (DSC) well in advance to participate in the online event.
Tender no: KOL202006004

PROCESS COMPLIANCE STATEMENT (Annexure I)

(The bidders are required to print this on their company’s letter head and sign, stamp and submit with technical Bid)

To,

M/s. e-Procurement Technologies Limited
B - 705, Wall Street - II, Opposite Orient Club, Ellis Bridge,
Near Gujarat College, Ahmedabad - 380 006, Gujarat.

AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS FOR THE ONLINE e-TENDERING FOR THE WORK

Tender No.: KOL202006004

Dear Sir,

This has reference to the Terms & Conditions for the e-Tendering mentioned in the Tender Document.

This letter is to confirm that:

1) The undersigned is authorized representative of the company.

2) We have studied the Commercial Terms and the Business Rules governing the e-Tendering as mentioned in NIT / RFP / GCC of SBIIMS as well as this document and confirm our agreement to them.

3) We also confirm that we have taken the training on the e-Tendering Tool and have understood the functionality of the same thoroughly.

4) We confirm that SBIIMS and M/s. e-Procurement Technology Limited shall not be liable and responsible in any manner whatsoever for my/our failure to access and bid on the e-Tendering Platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC or any other unforeseen circumstances, etc., before or during the e-Tendering event.

5) We confirm that we have a valid Digital Signature Certificate (DSC) issued by a valid Certifying Authority.

6) We hereby confirm that we will honour the bids placed by us during the e-Tendering process.

With regards,

Date:

Signature with company seal Name:
Company / Organization:
Designation within Company / Organization:
Address of Company / Organization:
e-Mail ID:
Phone No.:
ELIGIBILITY CRITERIA

e-TENDER FOR EMPANELMENT & FINALIZATION OF SERVICE PROVIDERS FOR DOMESTIC COURIER SERVICES

SBIIMPSLP, CO-Kolkata on behalf of State Bank of India, Local Head Office, Kolkata invites e-Tender from reputed vendors into Single cover system (for the following jobs:

Collection/picking of packets containing valuable documents from our various branches/offices of all over West Bengal, Sikkim & Union Territory of Andaman & Nicobar Islands for eventual delivery to the addressee (i.e. branches/offices/customers/others) within India.

2. The minimum criteria for prequalification will be as under:

A) i) The Vendor should have all the required statutory licenses to carry on the business of domestic courier services which should be the primary activity of the vendor. The vendor should comply at its own cost with all applicable laws, rules and regulations of State, Central Government or local body 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 Vendor should have the collection/Service Centers/Offices in Kolkata and other major Centers of West Bengal/Sikkim/A & N Islands. [please enclose copy of same].

iii) The applicant should have valid Trade License. [please enclose copy of same].

iv) The applicant courier agency should be an Income Tax assessed with valid Pan. Please enclose Income Tax return for the last three (03 years).

v) The applicant should have valid GST Registration as applicable [please enclose copy of same]. GST must be up to date (please enclose the copy of same).

vi) The Vendor must have an excellent track record as proven from records in servicing reputed Corporate Customers, Commercial Banks, Central and State Govt. Departments etc.. The contract of the Courier Agency must not have been terminated by said reputed Corporate Customers, Commercial Banks and State Govt. Departments for improper service on the part of courier agency.

vii) The Courier agency should have average annual turnover of 30.00 lacs for last preceding three financial years, from courier activity and not incurred any losses during the last three financial years (copy of last 3 years Audited Financial Statement to be attached with the Tender ). [please enclose copy of same].

viii) Experience of having successfully completed similar works in Public Sector Undertakings / Govt Organizations /reputed Private Sector/ IT Companies/ Banks/ Reputed national/ Multi-National Companies during last 3 years ending last day of months with uninterrupted service. [please enclose copy of same].

B) Vendors submitting Technical Bid should enclose the photocopy of documents as proof of their qualification as mentioned above. The Bank will have the right to relax the minimum pre-qualification criterion in exceptional circumstances.

3. Interested vendors will have to submit

i. the technical bid viz; Tender for EOI for the job mentioned above in above mentioned mode.

ii. e-Tenders will be called from eligible/qualified bidders in due course.
4. Tender s complete in all respect should reach the office of The Vice President & Circle Head SBI Infra Management Solutions Pvt. Ltd.CO Kolkata, “Samriddhi Bhavan”, Block D, 9thFloor, 1, Strand Road, Kolkata - 700001. Mobile No.: +91 9437026189 by 3.00 P.M on 03.07.2020. Tender s received after 3.00 P.m. on 07.07.2020 will not be entertained.

5. Mere fulfilment of the criteria does not necessarily ensure short listing / empanelment. The Bank reserves the right to accept or reject any or all Tender s without assigning any reason whatsoever.

6. Considering the geographical dispersion of the Circle the Bank will be within its rights to empanel and distribute the work under the above tender to more than one vendor in the interest of the Bank. For this purpose, the entire Circle will be allocated among six service areas, for picking up of packets for onward transmission to the addressee branches/other offices / customers with a view to have near equitable distribution of the entire work. Estimated turnover for the job in each service area will be around Rs. 20 lakhs per annum. Separate rate for each area is to be submitted.

7. The empanelment will be valid for a period of three (03) years.

8. The Bank may, for any reasons whatsoever, discontinue the arrangement earlier in respect of one or more or all offices / branches covered by this arrangement by issuing a notice of 30 days to the Couriers at their address as recorded with the Bank. The Couriers may also terminate this agreement after completing the minimum tenure of 2 (two) years from the date of the empanelment by giving 30 days' previous notice delivered to the Local Head Office, Kolkata of the Bank. The termination of the agreement, as aforesaid, shall not absolve the Couriers’ liability regarding delivery of the covers, packets, documents etc. already entrusted to them prior to the date of termination of the Agreement in accordance with the directions as to delivery and / or any other claims lodged in terms of paragraphs 11, 12 & 14 above. Further vendor has to continue their services till selection of the new vendor start of services by themselves. Pre termination of this agreement by the Couriers will attract invocation and forfeiture of the Bank Guarantee amount.
9. THE SERVICE AREA WILL BE DIVIDED AS UNDER:

**SERVICE AREA NO.'A'**

<table>
<thead>
<tr>
<th></th>
<th>To be Originated from</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>i) Howrah A.O., RBO, Branches and BPR outfits under Howrah A.O.</td>
<td>Howrah A.O., Branches, all other offices and BPR outfits under Howrah A.O.</td>
</tr>
<tr>
<td></td>
<td>ii) Howrah A.O., RBO, Branches and BPR outfits under Howrah A.O.</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal excepting the destinations mentioned under a(i) above</td>
</tr>
<tr>
<td></td>
<td>iii) Howrah A.O., RBO, Branches and BPR outfits under Howrah A.O.</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices outside West Bengal (within India)</td>
</tr>
</tbody>
</table>
| (b) | i) RBO Howrah (FI & MM), DSH & RACC  
- All the DSH/RACC & Branches Under RBO Howrah (FI & MM) | Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal |
|   | ii) RBO Howrah (FI & MM), DSH & RACC  
- All the DSH/RACC & Branches Under RBO Howrah (FI & MM) | Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices **outside** West Bengal (within India) |
| (c) | i) RBO Midnapore (FI & MM), DSH & RACC  
- All the DSH/RACC & Branches Under RBO Midnapore (FI & MM) | Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal |
|   | ii) RBO Midnapore (FI & MM), DSH & RACC  
- All the DSH/RACC & Branches Under RBO Midnapore (FI & MM) | Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices **outside** West Bengal (within India) |

Note: New structure of FI & MM has been formed, administrative offices of control of those has been changed. But the Location of Branches are same as before.
### SERVICE AREA NO. 'B'

<table>
<thead>
<tr>
<th></th>
<th>To be Originated from</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Bidhannagar A.O., RBO, Branches and BPR outfits under Bidhannagar A.O. and SBLC, Salt Lake.</td>
<td>Bidhannagar A.O., Branches, all other offices and BPR Outfits under Bidhannagar A.O. and SBLC, Salt Lake.</td>
</tr>
<tr>
<td>ii)</td>
<td>Bidhannagar A.O., RBO, Branches and BPR outfits under Bidhannagar A.O. and SBLC, Salt Lake.</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal excepting the destinations mentioned under a(i) above</td>
</tr>
<tr>
<td>iii)</td>
<td>Bidhannagar A.O., RBO, Branches and BPR outfits under Bidhannagar A.O. and SBLC, Salt Lake.</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices outside West Bengal (within India)</td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td></td>
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<tr>
<td>i)</td>
<td><strong>RBO Berhampore (FI &amp; MM)</strong>, DSH &amp; RACC offices - All the DSH/RACC &amp; Branches Under RBO Berhampore (FI &amp; MM)</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal</td>
</tr>
<tr>
<td>ii)</td>
<td><strong>RBO Berhampore (FI &amp; MM)</strong>, DSH &amp; RACC offices - All the DSH/RACC &amp; Branches Under RBO Berhampore (FI &amp; MM)</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices outside West Bengal (within India)</td>
</tr>
</tbody>
</table>
## SERVICE AREA NO. ‘C’

<table>
<thead>
<tr>
<th></th>
<th>To be Originated from</th>
<th>Destination</th>
</tr>
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<tbody>
<tr>
<td><strong>(a)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Kolkata A.O., RBO, Branches and BPR outfits under Kolkata A.O.</td>
<td>Kolkata A.O., Branches and BPR Outfits under Kolkata A.O. and all other offices within Kolkata Postal Zone</td>
</tr>
<tr>
<td>ii)</td>
<td>Kolkata A.O., RBO, Branches and BPR outfits under Kolkata A.O.</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices within West Bengal excepting the destinations mentioned under a(i) above</td>
</tr>
<tr>
<td>iii)</td>
<td>Kolkata A.O., RBO, Branches and BPR outfits under Kolkata A.O.</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices outside West Bengal (within India)</td>
</tr>
<tr>
<td><strong>(b)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Kolkata Main Branch and CCPC</td>
<td>All Branches/Offices/BPR outfits in Kolkata Postal Zone</td>
</tr>
<tr>
<td>ii)</td>
<td>Kolkata Main Branch and CCPC</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal excepting the destinations mentioned under b(i) above</td>
</tr>
<tr>
<td>iii)</td>
<td>Kolkata Main Branch and CCPC</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices outside West Bengal (within India)</td>
</tr>
<tr>
<td><strong>(c)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>LHO Kolkata, MCGRO &amp; its own branches, CAG &amp; all Central Office, Establishments &amp; Subsidiaries in Kolkata VIZ. SBICAPs, SBI Life, SBICPSL, SBIFM etc.</td>
<td>All Branches/Offices/BPR outfits in Kolkata Postal Zone</td>
</tr>
<tr>
<td>ii)</td>
<td>LHO, Kolkata, MCGRO &amp; its own branches, CAG &amp; all Central Office, Establishments &amp; Subsidiaries in Kolkata VIZ. SBICAPs, SBI Life, SBICPSL, SBIFM etc.</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices within West Bengal excepting the destinations mentioned under b(i) above</td>
</tr>
<tr>
<td>iii)</td>
<td>LHO, Kolkata, MCGRO &amp; its own branches, CAG &amp; all Central Office, Establishments &amp; Subsidiaries in Kolkata VIZ. SBICAPs, SBI Life, SBICPSL, SBIFM etc.</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices outside West Bengal (within India)</td>
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</table>
**SERVICE AREA NO. 'D’**

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<tbody>
<tr>
<td><strong>(a)</strong> i)</td>
<td><strong>South 24 Pgs A.O., RBO, Branches and BPR outfits under South 24 Pgs A.O.</strong></td>
<td><strong>South 24 Pgs A.O., Branches and BPR Outfits under South 24 Pgs A.O. and all other offices within Kolkata Postal Zone</strong></td>
</tr>
<tr>
<td>ii)</td>
<td><strong>South 24 Pgs A.O., RBO, Branches and BPR outfits under South 24 Pgs A.O.</strong></td>
<td><strong>Letters/Parcels addressed to Branches/AOs/other offices within West Bengal excepting the destinations mentioned under b(i) above</strong></td>
</tr>
<tr>
<td>iii)</td>
<td><strong>South 24 Pgs A.O., RBO, Branches and BPR outfits under South 24 Pgs A.O.</strong></td>
<td><strong>Letters/Parcels addressed to Branches/AOs/other offices outside West Bengal (within India)</strong></td>
</tr>
<tr>
<td><strong>(b)</strong> i)</td>
<td><strong>Port Blair RBO, and Branches/Offices of Andaman &amp; Nicobar Bay Islands;</strong></td>
<td><strong>Port Blair RBO, and Branches/Offices of Andaman &amp; Nicobar Bay Islands;</strong></td>
</tr>
<tr>
<td>ii)</td>
<td><strong>Port Blair RBO, and Branches/Offices of Andaman &amp; Nicobar Bay Islands;</strong></td>
<td><strong>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal</strong></td>
</tr>
<tr>
<td>iii)</td>
<td><strong>Port Blair RBO, and Branches/Offices of Andaman &amp; Nicobar Bay Islands;</strong></td>
<td><strong>Letters/Parcels addressed to Branches/AOs/other offices outside West Bengal (within India) excepting the destinations mentioned under c(i) above</strong></td>
</tr>
</tbody>
</table>
### SERVICE AREA NO. 'E'

<table>
<thead>
<tr>
<th></th>
<th>To be Originated from</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td><strong>i)</strong> Siliguri A.O., Branches and BPR Outfits under Siliguri A.O. including Gangtok RBO, branches located in the State of Sikkim, SBLC Siliguri,</td>
<td>Siliguri A.O., Branches and BPR Outfits under Siliguri A.O. including Gangtok RBO, branches located in the State of Sikkim, SBLC Siliguri,</td>
</tr>
<tr>
<td></td>
<td><strong>ii)</strong> Siliguri A.O., Branches and BPR Outfits under Siliguri A.O. including Gangtok RBO, branches located in the State of Sikkim, SBLC Siliguri,</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices within West Bengal excepting the destinations mentioned under a(i) above</td>
</tr>
<tr>
<td></td>
<td><strong>iii)</strong> Siliguri A.O., Branches and BPR Outfits under Siliguri A.O. including Gangtok RBO, branches located in the State of Sikkim, SBLC Siliguri,</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices outside West Bengal (within India)</td>
</tr>
</tbody>
</table>
| (b) | **i)** RBO Siliguri (FI & MM), DSH & RACC offices  
- All the DSH/RACC & Branches Under RBO Siliguri (FI & MM) | Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal |
|     | **ii)** RBO Siliguri (FI & MM), DSH & RACC offices  
- All the DSH/RACC & Branches Under RBO Siliguri (FI & MM) | Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices outside West Bengal (within India) |
SERVICE AREA NO. 'F’

<table>
<thead>
<tr>
<th></th>
<th>To be Originated from</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) i)</td>
<td>Burdwan A.O., Branches and BPR Outfits under Burdwan A.O., S.B.L.C. Durgrapur</td>
<td>Burdwan A.O., Branches and BPR Outfits under Burdwan A.O., S.B.L.C. Durgrapur</td>
</tr>
<tr>
<td></td>
<td>ii) Burdwan A.O., Branches and BPR Outfits under Burdwan A.O., S.B.L.C. Durgrapur</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices within West Bengal excepting the destinations mentioned under a (i) above</td>
</tr>
<tr>
<td></td>
<td>iii) Burdwan A.O., Branches and BPR Outfits under Burdwan A.O., S.B.L.C. Durgrapur</td>
<td>Letters/Parcels addressed to Branches/AOs/other offices outside West Bengal (within India)</td>
</tr>
<tr>
<td>(b) i)</td>
<td>RBO Durgapur (FI &amp; MM), DSH &amp; RACC offices - All the DSH/RACC &amp; Branches Under RBO Durgapur (FI &amp; MM)</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices within West Bengal</td>
</tr>
<tr>
<td></td>
<td>ii) RBO Durgapur (FI &amp; MM), DSH &amp; RACC offices - All the DSH/RACC &amp; Branches Under RBO Durgapur (FI &amp; MM)</td>
<td>Letters/Parcels addressed to Branches/AOs/BPR Outfits and other offices outside West Bengal (within India)</td>
</tr>
</tbody>
</table>

Average of the rates quoted for the first 250 grams i.e. average of the rates quoted in a(i), a(ii) & a(iii), or a(i), a(ii) & a(iii) and b(i), b(ii) & b(iii) of each Service Areas, as the case may be, for letters/packets weighing up to 250 grams will be taken into account to arrive at L1 vendor for a particular service area, though the rates quoted for each destination will be applicable for payment of bills. The rate should be quoted according to the weight of the letter/packet.
ANNEXURE - 'II'

TENDER APPLICATION FORM (TO BE SUBMITTED BY BIDDER ALONG WITH TECHNICAL BID)
Please strike-off which is not applicable

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>a. Name of the Courier Agency</td>
</tr>
<tr>
<td></td>
<td>b. Constitution</td>
</tr>
<tr>
<td></td>
<td>c. Name of Directors</td>
</tr>
<tr>
<td>2.</td>
<td>Registered Office / Address for Communication / E-mail address / Telephone Nos.</td>
</tr>
<tr>
<td>a.</td>
<td>Registered Office</td>
</tr>
<tr>
<td>b.</td>
<td>City Office</td>
</tr>
<tr>
<td>3.</td>
<td>a. Date of incorporation / Registration</td>
</tr>
<tr>
<td>b.</td>
<td>Date of commencement of Business (Copy of Statutory license to be enclosed)</td>
</tr>
<tr>
<td>Annexure- A</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>List of major customers</td>
</tr>
<tr>
<td>Annexure - B</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>a. Number of branches / offices all over India (State-wise list of centres should be given as Annexure C)</td>
</tr>
<tr>
<td>b.</td>
<td>No. of locations serviced</td>
</tr>
<tr>
<td>c.</td>
<td>No. of vehicles deployed</td>
</tr>
<tr>
<td>d.</td>
<td>No. of pick up/delivery staff</td>
</tr>
<tr>
<td>e.</td>
<td>Arrangement for delivery from/to centres other than home centres</td>
</tr>
<tr>
<td>f.</td>
<td>Whether the Company provides Tracking facility</td>
</tr>
<tr>
<td>If Yes Website address</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Delivery time (please indicate the approximate time taken (in hours) for delivery)</td>
</tr>
<tr>
<td>a.</td>
<td>For Intra City consignments</td>
</tr>
</tbody>
</table>
## Tender no: KOL202006004

**b. For places within W.B. but outside Kolkata**

*Sundays/Holidays Excluded*

**c. For places outside W.B. but within India**


**8. PAN No. (Income tax)**

Enclose certified copies of document as evidence (Annexure E)

**8. Status of payment of statutory dues, if any**

**9. GST Registration No. with proof:**

Enclose certified copies of document as evidence (Annexure F)

**10. Whether in the approved panel of**

a. SBI

b. RBI/Other Financial Institutions

**10. Whether the Courier Agency has any banking relations with SBI or Associates, Present or past**

**11. a. Name of the Company’s present Banker and the name of the dealing branch**

b. Borrowing facilities enjoyed with the Bank, if any

**12. Complaint redressal system prevailing, if any**

**13. Any other relevant information**

---

We have read the terms and conditions (Annexure-2) enclosed with the Tender form and undertake to abide by them in case of my empanelment as authorized courier agency by the SBI, Kolkata LHO for their branches and other offices in Bengal Circle. We undertake to furnish required Bank Guarantee of **Rs 8.00 Lacs for each service area** at the time of execution of the Agreement with the Bank.

Seal Of The Firm | Signature Of Authorized Signatory
Name: | Designation:
Place: | Date:

Note: Please enclose all the Annexure with relevant supporting documents.
TERMS & CONDITIONS FOR EMPANELMENT & FINALIZATION OF SERVICE PROVIDER
FOR DOMESTIC COURIER SERVICE

1. Supply of Blank Consignment Notes:
The Couriers shall supply to each of the offices of the Bank covered under the Scheme as many books of their consignment notes as may be required with the name and address of the centre duly printed thereon.

2. Identity Card of the Couriers’ Representative:
On all working days and any other days, as may be specifically intimated by each office of the Bank covered by our Circle, the Couriers shall, at the timings stipulated by each office, arrange through their accredited representative(s) who will be provided with a suitable letter of authority or identity card by the Couriers for taking delivery of the packets containing documents of the Bank for delivery to any other office of the Bank. Delivery of covers, packets, documents etc. made to the representatives of the Couriers shall be deemed to be delivered to the Couriers themselves as named herein.

3. Preparation of Consignment Notes:
The delivering office of the Bank shall prepare the consignment note (to be supplied by the Courier Agencies) in sets of five and the Couriers shall acknowledge the same. One copy of the same shall be retained at the delivering office of the Bank and four copies of each consignment note along with the packets will be handed over to Couriers’ representative calling at the office for taking delivery of the packets.

4. Expeditious Despatch of the Documents:
Time being the essence of this contract, the Couriers shall, carry the packets handed over to them by the office / branch of the Bank, by Air flight / surface transport in the order of priority having due regard to the expeditious despatch of the documents and deliver the same to the addressee office within 24 to 48 hours from its receipt except due to circumstances beyond their control. In case of any strike of Surface Transport, the Couriers shall make its own arrangement for transportation/ carrying / delivery of the documents.

5. Delivery of Packets/Submission of POD:
The Couriers shall obtain the acknowledgement of the addressee office of the Bank in one of the consignment notes and deliver the packets along with one copy of the consignment note. The Couriers shall deliver to the Bank, proof of acknowledgement by the addressee office. It should be ensured by the Couriers that the couriers’ packets are delivered against full signatures, designation and stamp or telephone numbers of the consignee’s or his/their authorised representatives only. This will make it easier for identification of the person receiving the packets in case of doubt. For the purpose of ensuring good conduct on the part of the Couriers, submitting Proof of Delivery (POD) by the courier agency along with their bills on an on-going basis will be a pre-requisite before processing of the bills for payment at all the Banks’ establishments. In all cases, the Couriers shall advise to the dispatching Office the date of delivery to the addressee office.

6. Addition/Deletion of the Names of Branches:
The Bank shall be entitled to add or delete the names of Branches/ Offices and intimate the Couriers accordingly, which shall be binding on the Couriers from the date of such intimation by the Bank to them.

7. Security / Safety of the Documents:
8. **Schedule of Charges:**

The Bank will pay to the Couriers service charge for the above service at the rate as specified in the schedule of charges to be incorporated in the Agreement after opening of financial bids and finalisation of rates.

9. **Revision of Rate:**

The contracted rates are firm and no upward revision will be considered during the currency of this agreement unless special rates are considered by the Bank for special courier arrangements for which separate rate contract will be made by the Bank in deserving circumstances.

10. **Bill on Monthly Basis:**

The Couriers shall submit their bills along with the Proof of delivery (POD) at the office / branch of collection of the packets on a monthly basis within 15th of the following month, which will ordinarily be settled within a week from the date of receipt.

11. **Penalty:**

In respect of each case of delay beyond 48 hours excluding Sundays and holidays excepting on account of circumstances beyond their control like acts of God, perils of air, public enemies, war, civil commotion or acts of commission by Public Authorities, actual or apparent, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty, as under:

a) Delay of one day i.e. delay beyond 48 hours & upto 72 hours - 25% of the charges payable on such delayed consignment(s) will be deducted.

b) Delay of more than one day i.e. delay beyond 72 hours - 50% of the charges payable on such delayed consignment(s) will be deducted.

c) Delay of more than two days i.e. delay beyond 96 hours - 100% of the charges payable on such delayed consignment(s) will be deducted.

12. **Compensation for Damages:**

The Couriers shall be liable for damages due to mis-delivery, wrong delivery, non-delivery, partial / complete loss of or damage to the Bank's covers, packets and documents and / or the contents thereof. The Bank's decision as to any such acts as mentioned above shall be final and binding on the Couriers. The Couriers shall immediately on demand pay to the Bank the amount quantified by the Bank. The Bank, at its option, can also deduct the said amount from any amount payable to the Couriers.

13. **Loss of Documents:**

In case of loss of documents Couriers shall lodge FIR, claim insurance compensation and fulfill other formalities as deemed necessary for recovering the documents and making good the loss suffered by the Bank.

14. **Time limit for Claim Settlement:**
15. **Recovery of Penalty:**

The penalty shall be recovered by the office(s) of the Bank to whom the bills are to be submitted by the Couriers for settlement, under the arrangement.

16. **Undertaking by the Courier:**

The Couriers hereby undertake and agree to indemnify the Bank and shall always keep the Bank indemnified, saved, defended, harmless against any loss, damage, cost, claims demand, risks, charge and expenses as the Bank may be put to or incurred by the Bank due to delay, non-performance, mal-performance, mis-performance, non-delivery, shortage or damage etc. to any of the Bank's covers, packets or documents whatsoever handled by the Couriers.

17. **Maintenance of Transaction Record & Electronic Tracking System:**

The Couriers will maintain full, clear and up to date records of transactions evidencing the receipt of each collection of packet, cover, documents etc. and delivery thereof to the respective addresses, in a fully computerized system. The Couriers will provide a copy of the same as and when required by the Bank without any cost both during the currency of the agreement or even thereafter. The Couriers shall introduce computerized tracking system to known the status of documents accepted for delivery at a particular time.

18. **Security Deposit:**

The Couriers shall provide a Bank Guarantee of **Rs. 8.00 lacs (Rupees Eight lacs only)** for each service area in favour of State Bank of India, Local Head Office, Kolkata issued by a Public Sector Bank other than the State Bank of India for performance of its obligation under this agreement and in default or breach of the conditions mentioned in various paragraphs hereof in terms & condition (from page 21 to page 24). Bank will be entitled to invoke the Bank Guarantee and forfeit the amount and/or take any other step for recovering its losses, dues or costs payable by the Couriers.

19. **Non-assignment of Obligation etc.:**

The Couriers shall not assign its obligations, duties, rights, privileges etc. herein to any other person without prior written consent of the Bank.

20. **Responsibility of Courier Agency:**

It shall be the sole responsibility of the Couriers to discharge all its liabilities relating to its personnel and other representatives carrying out the Couriers' obligations hereunder and shall comply with the provisions of various statutes, Rules and Regulations as may be applicable to them or to their employees including Labour Laws under this agreement.
21. **Rules governing Despatch of Consignments:**

This agreement will be subject to Govt. Laws and Rules regarding despatch of consignments through courier agencies.

22. **Duration / Termination of Agreement:**

The Bank may, for any reasons whatsoever, discontinue the arrangement earlier in respect of one or more or all offices / branches covered by this arrangement by issuing a notice of 30 days to the Couriers at their address as recorded with the Bank. The Couriers may also terminate this agreement after completing the minimum tenure of 2 (two) years from the date of the empanelment by giving 60 days' previous notice delivered to the Local Head Office, Kolkata of the Bank. The termination of the agreement, as aforesaid, shall not absolve the Couriers’ liability regarding delivery of the covers, packets, documents etc. already entrusted to them prior to the date of termination of the Agreement in accordance with the directions as to delivery and / or any other claims lodged in terms of paragraphs 11, 12 & 14 above. Pre termination of this agreement by the Couriers will attract invocation and forfeiture of the Bank Guarantee amount.

23. **Bank’s Discretionary Powers:**

Notwithstanding anything contained in this agreement, the Bank shall, always have the discretion and liberty to send any letters, packets, covers, documents etc. directly to any of its Branches, Offices through its own representatives or by any other means without taking the services of the Couriers.

24. **Execution of Documents:**

The couriers hereby agree to execute any further document(s) as may be required by the Bank in this regard.

25. **Settlement of Dispute:**

All disputes and differences of any kind whatever arising out of or in connection with the instant agreement shall be referred to the sole arbitration of the Dy. General Manager & Circle Development Officer, State Bank of India, LHO, Kolkata and the decision of the arbitrator shall be final and binding. The arbitration is to be governed by the provisions of Indian Arbitration and Conciliation Act, 1996.
INSTRUCTIONS TO ALL THE APPLICANTS
EMPANELMENT & FINALIZATION OF VENDORS FOR DOMESTIC COURIER SERVICES

1. Each page of the Tender shall be signed. The Tender shall be signed by persons/persons on behalf of the organization having necessary authorization/Power of Attorney to do so (Certified copies to be enclosed).

2. If the space in the performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the performa and serial number. Separate sheets shall be used for each part. However, the format shall be as per performa.

3. Tender s containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.

4. While filling up the Tender, clarification, if any, may be obtained from the office of AGM (BPR), State Bank of India, 10th Floor, Local Head Office, 1, Strand Road, Kolkata-700001. Or Vice President & Circle Head, SBI Infra Management Solutions Pvt. Ltd., CO-Kolkata

5. Canvassing in any form in connection with selection is strictly prohibited and the Tender of such persons/organizations who resort to canvassing will be liable to rejection.

6. Incomplete/partly filled Tender s without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Kolkata.

7. Bank is not responsible for the late receipt/non receipt due to postal delay, strikes or any other reasons.

Signature of the Applicant with address & seal as acknowledgment
Refundable Tender Fees amount to be paid only through SBI Collect payment portal available in SBI site https://www.onlinesbi.com

GUIDELINES TO MAKE ONLINE TENDER FEES

Go to SBI Internet Banking website
https://onlinesbi.com

↓
Select SBI Collect from Top Menu

↓
Click Check box to Proceed

↓
Select "All India " in state Corporate/Institution and "Commercial Services" in type of Corporate / Institution after that click go

↓
Select " SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD. " in Commercial Services Name and Submit

↓
Select "Tender Fee" in Payment category and Enter "Tender No " and Submit

The bidder will have to fill up the fields properly. Upon making the payment a receipt will be generated with a reference Number on it. The bidder has to enclose the receipt along with The Tender form