

## NOTICE INVITING TENDER

No. 15 /2021-22, Dated: 25.11.2021

1	Name of the work	<b>Tender for Engagement of Courier Service Providers for Chennai Circle branches and offices in Tamil Nadu and Puducherry</b>
2	Date of issue of tender through Bank's web site	<b>From 25-11-2021 To 24-12-2021</b>
3	Date and Time of Pre Tender Meeting for the bidders	Date : 15-12-2021 Time :3.00 pm
4	Last date and time of receipt of tenders	On or before 24-12-2021 up to 3.00 p.m.
5	Address at which the tenders are to be submitted	Assistant General Manager State Bank Of India BPMM Department, 6 <sup>th</sup> floor Local Head Office, Chennai Circle 16, College Road, Nungambakkam Chennai 600 006.
6	Date and Time of opening of tenders	24-12-2021 at 04.00 p.m
7	Place of opening of tender	Assistant General Manager State Bank Of India, BPMM Department, 6 <sup>th</sup> floor Local Head Office, Chennai Circle 16, College Road Nungambakkam, Chennai 600 006.
8	Earnest Money Deposit	Rs.10000/- (Rupees Ten Thousand only) in the form of Demand Draft / Banker's Cheque in favour of "State Bank Of India, LHO, Chennai" [EMD refundable on completion of the Tender Process.
9	Contact Details	Assistant General Manager (BPM & MIS) Mobile No. +91 9445866267

- (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 / reject any / all the tenders without assigning any reason.
- (iii) The EMD will be forfeited once the bidder opts out during tendering process.

Assistant General Manager  
State Bank of India,  
BPMM Department, Local Head Office, Chennai Circle



STATE BANK OF INDIA  
BPMM DEPARTMENT  
LOCAL HEAD OFFICE, CHENNAI CIRCLE  
16, COLLEGE ROAD, NUNGAMBAKKAM  
CHENNAI – 600 006  
PHONE: 044-2830 8616, FAX: 044-2830 7852

No.: 15 /2021-22

Date : 25 .11.2021

**NOTICE INVITING TENDER**

**TENDER FOR ENGAGEMENT OF COURIER SERVICES FOR BRANCHES  
/AO's/RBO's/CAC's/CPPC/CCPC/SBLCs/LCPC/SMECC/RACPC/LHO/BRANCHES IN  
CENTRAL OFFICE ESTABLISHMENT IN TAMIL NADU AND PUDUCHERRY FOR ABOUT 1400  
BRANCHES / OFFICES**

Sealed Tender applications are invited from interested reputed Courier Agencies for consideration as courier service providers in the State of Tamil Nadu and Union Territory of Puduchery, fulfilling the following conditions.

**ELIGIBILITY CRITERIA**

- (a) Experience of **07 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 from all our Branches and Offices in Tamil Nadu and Puducherry.(Proof to be enclosed)
- (c) Having office space, preferably in ground floor, in all District Head Quarters 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 31.03.2021). Audited / Certified Balance sheet (by Chartered Accountant) for the years 2018-19, 2019-20,2020-21 (copy of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant to be attached)

[2] The tender applications can be down loaded from the Bank's web-site [www.sbi.co.in](http://www.sbi.co.in) under head "Procurement News". Tenders should reach us on or before **24/12/2021** 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 opened and the lowest rate quoted agency will be awarded. The Bank reserves the right to cancel, postpone the dates and also to reject any/all applications without assigning any reasons.

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

Envelope-2 : Price Bid - Annexure-III

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

Chennai

Date: 25.11.2021

Assistant General Manager (BPMM)

To

**The Assistant General Manager  
State Bank Of India,  
BPMM Department  
Local Head Office, Chennai Circle  
16, College Road,  
Nungambakkam,  
Chennai 600 006.**

**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 (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 will be reckoned as on 31.03.2021) (enclose proof)		
2	Date of establishment /incorporation /Commencement of Business (if applicable) (Enclose Proof)		
3.1	Business address with Telephone/Telex/Fax Nos, E-Mail address		
3.2	Registered office		
3.3	GST Registration details		
3.4	PAN Number		
3.5	Trade License Number		
3.6	Administrative office		
3.7	Branches in the state of <b>Tamil Nadu and UT of Puducherry</b>		
3.8	Domestic Net Work a) No. of Service Stations/ Locations/ Points / Branches / Offices in the state of <b>Tamil Nadu and UT of Puducherry</b> (Enclose list)		
	b) No.of Vehicles deployed.		
	c) No.of pickup/Delivery staff (proof to be enclosed)		
3.9	Names of important clientele		
4.1	Past Performance		
Turnover	In the year ended 31.03.2019	In the Year ended 31.03.2020	In the Year ended 31.03.2021

**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)

	2018-2019	2019-2020	2020-2021
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 (Tamil Nadu and Puducherry) during

	2018-2019	2019-2020	2020-2021
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 :

8. Delivery Schedule :

9. No.of Service stations in Tamil .Nadu and Puducherry :

(List to be enclosed)

Declaration by the bidder:

I / We hereby confirm that all information, particulars, copies of Certificate and testimonials submitted are correct and genuine. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them

**SIGNATURE OF THE  
AUTHORISED PERSON WITH SEAL**

**Note:**

1. If the space provided is not sufficient for furnishing the relevant information, use separate sheets.
2. The applications in a sealed cover should be sent to:  
The Assistant General Manager, State Bank of India, BPMM Department  
Local Head Office, Chennai Circle, “ Circle Top House” 6<sup>th</sup> Floor 16, College Road,  
Nungambakkam, Chennai – 600 006  
with a superscription " **Tender for Engagement of Courier Service Providers**".
3. Any change will be informed by corrigendum in the Banks website. However, all the participants here by informed to furnish their telephone numbers / mail addresses /fax numbers at the time of submitting the application forms.

## ANNEXURE - II

### TERMS AND CONDITIONS

1. The services will consist of collection and delivery of covers / packets containing valuable documents from various branches, Offices and Regional Business Offices / Administrative offices / Central Office establishments of State Bank of India in **Chennai Circle (in the state of Tamil Nadu and UT of Puducherry)** and delivery thereof to our various offices/customers/branches/other parties all over Tamil Nadu State and UT of Puducherry, as intimated to them in advance, at timings mutually agreed to between the Courier Agency and the concerned offices of the Bank.
2. The delivery of packets collected from any of the said offices of the Bank will be done 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 morning of the 2<sup>nd</sup> working day.
3. 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 authorized 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.
4. It shall be the absolute responsibility of the Courier Agency, once the packets are delivered to its authorized representative, 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.
5. 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, mal performance, non-delivery, tampering or damage to any packets, etc. All claims lodged by the Bank in this regard will be settled/paid by the Courier Agency within a period of one month from the date thereof.
6. The Courier Agency will submit a security deposit for an amount of **Rs. 5.00 lacs** (excluding 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, BPMM Department.
7. 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.
8. The Courier Agency shall ensure absolute security, safety, secrecy and confidentiality of the documents.
9. The Charges of services rendered by the Courier Agency will be paid as agreed by the respective AO's/RBO'S/FIMM's/CAC'S/CPPC/CCPC/GITC/SBLCS/LCPC/SMECC/Branch etc., on monthly basis on submission of bills.
10. For delay in delivery of parcels beyond the time mentioned in clause (2) 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.

11. The Penalty will be recovered by the branch(s) / Office(s) of the Bank against the settlement of its / their own bill (s)
12. 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.
13. The agreement entered into by the Bank and Courier Agency shall be binding for a period of Two years 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.
14. 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.
15. The charges / rates as agreed will also be applicable to documents sent from / to any other administrative office(s) / branches of State Bank of India, other addresses of interest of the Bank.
16. 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 .
17. The Courier Agency shall obtain necessary license, permit, consent, sanction, etc. as may be required or called for from / by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time of Central / State or Local Govt. as applicable to him or to this contract without any liability and responsibility to SBI whatsoever it may be.
18. The Courier Agency shall be responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by Courier Agency for the purpose at the premises of SBI Office/Branches or for any injury/ accident that may cause to them and SBI shall not be liable to bear any expense in this regard.
19. In case of any changes of constitution of the Agency, the rights of SBI should not suffer.
20. All personnel engaged by Agency shall not disclose the information of the letters/parcel to anyone. In case the same is proved, the stringent action shall be taken against the Agency, including remedy under Civil and Criminal laws.
21. A senior level representative of the Agency shall visit SBI premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the SBI Officer dealing with services under the contract for

mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The day to-day functioning of the services shall be carried out in consultation with and under direction of SBI.

22. The Agency shall not discontinue the service, if so desired by the SBI at any time without assigning any reason whatsoever.
23. The Agency should ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the SBI / Govt. of India / any State / or any Union Territory.
24. The Agency shall ensure that all personnel deployed for the service is fully loyal-to and assist the SBI during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the SBI.
25. The SBI shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
26. No request for making advance payment on any ground shall be entertained.
27. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
28. The income tax as applicable shall be deducted from the bill unless exempted by the Income Tax Department.
29. The decision of SBI in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
30. An agreement shall be signed with the successful agency.
31. The Authorized Officer / Committee of SBI shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.
32. At the end of contract period / Termination of the contract, the Agency shall handover the charge to the new service provider (appointed by SBI) without any hindrance. In case of non-compliance of any terms and conditions mentioned herein, the Security Deposit shall be forfeited.
33. In case of loss of documents, Contractor / Courier Service Provider will lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by SBI.
34. Termination : The contract may be terminated by giving one months notice, in case the agency:
  - a) Assigns or sub-contracts any of this service.
  - b) Violation / Contravention of any of the terms and conditions mentioned herein.
  - c) Does not improve the performance of the service in spite of instructions.
  - d) Any violation of instructions / agreement or suppression of facts.



On termination of the contract, it shall be the responsibility of the agency to discontinue the services.

35. Arbitration: In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by Sole Arbitrator to be appointed by both parties to the agreement mutually. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.

36. Jurisdiction: In case of any dispute, the jurisdiction shall be for the Court at Chennai.

37. 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 Tamil Nadu and UT of Puducherry to any place within Tamil Nadu / Pondicherry**

<b>Weight</b>	<b>Within Tamil Nadu &amp; Puducherry</b>
	<b>Rate (Rs.)</b>
<b>a) First 250 gms or part thereof</b>	
<b>b) Every additional 250 gms or part thereof</b>	
<b>Note:</b> <b>(i) The rates valid for 2 years from the date of issuing work order.</b> <b>(ii) The rates excluding GST.</b>  <b>Place :</b> <b>Date :</b>	
<b>SIGNATURE OF THE AUTHORISED PERSON WITH SEAL</b>	