



Banking Operation Department, Local Head Office,
16, College lane, Chennai- 600 006,
Tel: 044 2830 8616/8633

NOTICE FOR EMPANELMENT OF VENDORS FOR COURIER SERVICE

SBI invites applications for “Empanelment of Vendors for Courier Services” for Chennai Circle Branches and Offices. For details and application, log on to: <https://bank.sbi> > SBI in the News > Show more > Empanelment of vendors. Last date for submission is 30.10.2024. Corrigendum, if any, will be published only in website.

Chennai
17.10.2024

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Assistant General Manager (BOD)

NOTICE INVITING TENDER

No. 40/2024-25, Dated: 17.10.2024

1	Name of the work	EMPANELMENT OF VENDORS FOR COURIER SERVICE FOR CHENNAI CIRCLE
2	Period of display in Bank's web site to download application	From 17.10.2024 To 30.10.2024
3	Date and Time of Pre-Tender Meeting for the bidders	Date: 15.11.2024 Time: 03:00 PM
4	Last date and time for receipt of application	On or before 30.10.2024 up to 03:00 PM
5	Address at which the application to be submitted	Assistant General Manager State Bank of India Banking Operation Department, Local Head Office, Circle Top House, 6 th Floor, 16, College Road, Nungambakkam, Chennai 600 006.
6	Contact Details	Assistant General Manager (BOD) Mobile No. +91 6380711348
<p>Assistant General Manager State Bank of India, Banking Operation Department, Local Head Office, Chennai Circle</p>		



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

No.: 40/2024-25

Date:17.10.2024

NOTICE INVITING TENDER

**EMPANELMENT OF VENDORS FOR COURIER SERVICES FOR CHENNAI CIRCLE BRANCHES
AO's/ RBO's/ CAC's/ CPPC/ CCPC/ SBILDS/ LCPC/ SMECC/ RACPC/ LHO/ BRANCHES IN
CENTRAL OFFICE ESTABLISHMENT IN STATE OF TAMIL NADU AND UNION TERRITORY OF
PUDUCHERRY**

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

ELIGIBILITY CRITERIA

(a) Applicants must have been in the active business/field for minimum 07 years as courier agency as on 31.08.2024(Proof to be enclosed)

(b) Must have satisfactorily completed **“Similar Contracts”** during last 7 years ending 31.08.2024,

One Contract of ₹ 2.40 Crore per annum

or

Two contracts of ₹ 1.50 Crore each per annum

or

Three contracts of ₹ 1.20 Crore each per annum

“Similar Contracts” means applicants should have experience in handling courier services for PSUs, State/Central Govt / PSBs / Financial institutions etc for the contracts of value as prescribed above during the last 7 years ending on 31.08.2024. The information must be supported with the copies of Work Order, Satisfactory Certificate, etc, proof of payment /Form 26 AS etc.

(c) Applicants should have minimum average annual turnover of ₹ 1.00 Crore during last 3 years ending as on 31st March of last financial year i.e., 31.03.2024. Copy of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant should be enclosed. Average turnover of last 3 years as on 31.03.2024 must be minimum ₹ 1.00 Crore.

(d) Applicants/Vendors who have pending litigation/disputes with the Bank or debarred by the Bank will not be eligible to apply.

(e) Applicants/Vendors meeting above eligibility criteria will be empaneled for Chennai Circle which will be valid for a period of one year which may be extended for another two years subjected to the Annual Review/Renewal. Online price bid will be invited among empaneled vendors to select the lowest bidder for the services. Empaneled vendors must possess Digital signature with encryption for participating in the online tender. Instructions for the same will be conveyed at the time of tendering process.

(f) The applicant must furnish PAN No, GST Registration details etc. along with supporting documents.

(g) Applicant must submit valid e-mail ID, cell no. and Digital Certificate for participation in the online procurement/e-tendering. Applicants who gets empaneled in this empanelment process shall frequently visit Bank's website <https://bank.sbi/> (Procurement news) for getting latest information regarding the tenders issued by Chennai Circle.

The application not meeting any of the above minimum eligibility criteria will summarily be rejected without further communication in this regard.

[2] The tender applications can be downloaded from the Bank's website <https://bank.sbi/> > SBI in the news > Show more > Empanelment of vendors. Applications should reach us on or before 30/10/2024 up to 03:00 PM The eligible Courier Agencies will be short-listed based on eligibility Criteria. 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**

Chennai
Date: 17.10.2024

Assistant General Manager (BOD)

To

The Assistant General Manager
State Bank of India
Banking Operation Department,
Local Head Office,
Circle Top House,
6th Floor, 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 31.08.2024) (enclose proof)			
2.1	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 Tamil Nadu and UT of Puducherry			
3.8	Domestic Network			
	a) No. of Service Stations/ Locations/ Points / Branches / Offices in the state of Tamil Nadu and UT of Puducherry (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	31.03.2022	31.03.2023	31.03.2024

Please attach audited financial statements for the last three Financial 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)

FY	2021-22	2022-23	2023-24
a) Capital			
b) Net Profit			
c) Sales			
d) Turnover			

4.3 Average number of covers/consignments handled in Tamil Nadu and Puducherry

During	2021-22	2022-23	2023-24
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 branches) :
- 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

I / We further declare that there are no pending litigation/disputes with the Bank and also I have not been debarred by the Bank for providing courier services.

**SIGNATURE OF THE
AUTHORISED PERSON WITH SEAL**

Note:

1. Please use separate sheets, if the space provided is not sufficient for furnishing the relevant information.
2. The applications in the prescribed format with all supporting documents in a sealed envelope with a superscription "**Tender for Engagement of Courier Service Providers**" shall be submitted to following address:
The Assistant General Manager
State Bank of India
Banking Operation Department,
Local Head Office,
Circle Top House,
6th Floor, 16, College Road,
Nungambakkam,
Chennai - 600 006
3. Any amendments/ corrigendum for empanelment of vendors will be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued. 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

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 India 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 2nd working day in case of delivery within the state of Tamil Nadu and UT of Puducherry and for the domestic deliveries outside (other than the Tamil Nadu and UT of Puducherry), it has to be according to the Industry Standards/India Post norms.
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 **₹ 5.00 Lakh** (excluding EMD). The deposit will be kept in fixed deposit for 3 years in the joint names of the courier service provider and The Asst. General Manager, Banking Operations 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 for services rendered by the Courier Agency will be paid by the respective AO's/ RBO'S/ FIMM's/ CAC's/ CPPC/ CCPC/ GITC/ SBLCS/ LCPC/ SMECC/ Branch etc. as per agreement on monthly basis after submission of bills and scrutiny by Bank.
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 one year which may be extended for another two years or till such further period as may be agreed upon between the parties subjected to the Annual Review/Renewal. 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, Chennai 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 discontinue the service, if so desired by them by giving three months' notice thereby giving reasonable explanation.
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. The Agency shall be responsible for any fraud/ malpractices committed by any of the personal engaged by them for the services. In such an event, Bank shall have the right to initiate appropriate civil/criminal action against the Agency or its employees.
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 after proper scrutiny. 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 the 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. Force Majeure: Neither party shall be liable to the other for any loss or damage which may be suffered by other directly to the extent and for the duration of any cause beyond the control of party unable to perform (force majeure) events such as but not limited to acts of God not confined to the premises of the party claiming the Force Majeure, flood, drought, lightning or fire, earthquakes, strike, lockouts beyond its control, labour disturbances not caused at the instance or limited to, the party claiming Force Majeure, acts of Govt or other competent authority, war, terrorist activities, military operations, riots, epidemics, civil commotions etc., However, the Agency shall take all efforts to resume its operations at an early point of time and shall be liable for delay in performance of its obligations if it has not resumed its services within a reasonable period of time determined by the Bank after the Force Majeure event .
35. 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.

36. 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.
37. Jurisdiction: In case of any dispute, the jurisdiction shall be for the Court at Chennai.
38. 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**