

**PUNJAB NATIONAL BANK
(A GOVERNMENT OF INDIA UNDERTAKING)
PRINTING AND STATIONARY DEPARTMENT
C-13 SECTOR 1, NOIDA, UTTAR PRADESH.
PIN CODE - 201301**

TENDER NOTICE FOR COURIER AND CARGO SERVICES

PUNJAB NATIONAL BANK INVITES SEALED QUOTATIONS FROM EXPERIENCED AND REPUTED COURIER COMPANIES HAVING NETWORK TO COVER ALL OVER METRO / URBAN / SEMI-URBAN AND RURAL BRANCHES AND HAVING ANNUAL TURNOVER OF RS. 15 CRORE AND ABOVE.

THE COMPLETE TENDER DOCUMENTS MAY BE COLLECTED FROM PRINTING AND STATIONARY DEPARTMENT, C-13, SECTOR 1, NOIDA ON ANY WORKKNG DAY UPTO 07.04.2010 DURING OFFICE HOURS .

THE LAST DATE OF SUBMISSION IS 12.04.2010 BY 3 P.M. THE DETAILED INFORMATION / COMPELTE TENDER DOCUMENTS CAN ALSO BE DOWN LOADED FROM BANK WEBSITE [www. pnbindia.com](http://www.pnbindia.com) \ tps.htm.

CHIEF MANAGER (P&S)

पँजाब नैशनल बैंक
प्र. का.: मुद्रण एवं लेखन सामग्री विभाग
सी - 13, सेक्टर - 1, नोएडा (उ. प्र.)

कोरियर तथा कार्गो सेवाओ हेतु निविदा सूचना

पँजाब नैशनल बैंक द्वारा उन अनुभवी तथा प्रतिष्ठित कोरियर कम्पनियों से मुहरबन्द निविदायें आमंत्रित की जाती हैं जिनको हमारे सभी मेट्रो शहरी अर्धशहरी ग्रामीण शाखा कार्यालयों तक अपनी सेवाएं प्रदान करने का अपना नेटवर्क हो और जिनका वार्षिक कारोबार पन्द्रह करोड और उससे अधिक हो ।

सम्पूर्ण दस्तावेज पँजाब नैशनल बैंक मुद्रण एवं लेखन सामग्री विभाग सी - 13, सेक्टर - 1, नोएडा (उ. प्र.) से किसी भी कार्यदिवस को 07.04.2010 तक प्राप्त किये जा सकते हैं ।निविदा जमा कराने की अन्तिम तिथी 12.04.2010, 3 बजे अपराहण तक है ।विस्तृत सूचनाओं सहित सम्पूर्ण दस्तावेज हमारी वेबसाइट <https://www.pnbindia.com/tps.htm> से डाउनलोड किये जा सकते हैं ।

मुख्य प्रबन्धक(मु.ले.)

**PUNJAB NATIONAL BANK
PRINTING & STATIONERY DEPTT.
C-13, SECTOR 1, NOIDA - 201301 (UP)**

Tender No. PS/Courier/2010-11

Date: _____

M/s _____

Dear Sirs,

Reg: Notice inviting tenders for Courier & Cargo Services 2010-2011.

Sealed tenders are invited in two parts- **Technical Bid and Financial Bid** (As explained in **Annexure I**)- from experienced and reputed Courier and Cargo Companies having network to cover our Metro/Urban/semi-Urban and Rural Branches spread all over the country.

Description of item	COURIER AND CARGO SERVICES FOR DESPATCH OF PRINTED STATIONERY MATERIAL
Quantum of Job	Rs.50-60 lac Approximately.
Earnest Money Deposit (EMD)	Earnest money Deposit in the shape of Demand Draft/Pay Order for Rs.1,00,000/- in favour of Sr. Manager, PNB, Printing & Stationery Department, NOIDA A/c _____ (Name of your firm)
Security Deposit	The successful tenderer shall have to make Security Deposit of Rs.3,00,000/- in the shape of FDR for one year in favour of Sr. Manager, PNB, Ptg. & Sty. Deptt. NOIDA A/c _____(Name of your firm). The Security Deposit is calculated as under:- a) 10% on the first Rs.1,00,000/- of the total amount of job. b) 7.5% on the next Rs.1,00,000/- of the total amount of job. c) 5% on the next amount up to Rs.2.00 crores of the total amount of job. d) 2% for the amount in excess of Rs.2.00 crores of the total amount of job, subject to a ceiling on the total security at Rs.25,00,000/-
Collection of Tender Proforma	On any working day upto 07.04.2010 by 12.00 noon during office hours from the address given above.
Submission of both bids	On any working day up to 12.04.2009 by 3.00 p.m. during office hours through Regd. Post/ Courier/By Hand addressed to Chief, Punjab National Bank, Ptg. & Sty. Deptt., C-13, Sector-1, Noida-201301 (U.P.),

	super scribing on the envelope ' TENDER FOR COURIER & CARGO SERVICES '.
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Opening of Technical Bid	12.04.2010 at 4.00 p.m.
Opening of Financial Bid	12.04.2010 at 4.00 p.m. Financial bids of only those bidders will be opened whose Technical bids are found in order.
Opening place :	The tenders will be opened in the chamber of Chief Manager, 1 st Floor, C-13, Sector-1, Noida –201301, (U.P.).

“Instructions to Bidders” along with “General Terms & Conditions” applicable to the tender are enclosed as **Annexure-I**.

Technical Bids and Financial Bids shall be opened separately on the date & time mentioned above. The representatives of the bidders who wish to be present during tender opening are welcome.

Thanking you,

Yours faithfully,

ASSTT.GENERAL MANAGER(P&S)

INSTRUCTIONS TO BIDDERS & GENERAL TERMS & CONDITIONS

TECHNICAL BID

The bidder shall furnish the following documents :-

- i) List of their offices / branches, covering all offices of the bank, with complete address and telephone number.
- ii) Copy of **Certificate of Incorporation/Partnership Deed**.
- iii) Copy of **Sales Tax Registration Certificate** & latest Income Tax Clearance Certificate (**ITCC**). Please quote your **PAN**.
- iv) Copy of **latest audited Balance Sheet** duly certified by Chartered Accountant (showing annual turnover of the firm not less than Rs.15 crore).
- v) The duly filled tenders must be accompanied with a **Demand Draft / Cash Order only of Rs.1,00,000/-** as Earnest Money Deposit, drawn on any bank in NOIDA/ Delhi, in favour of Senior Manager, (P&S), Punjab National Bank, NOIDA.
- vi) **Technical bids shall be opened and examined first and if found in order then only Financial bid/s will be opened.**

FINANCIAL BID

Financial Bid should be **strictly** submitted on the enclosed format (**Annexure-II**),

SPECIAL CONDITION

'Technical Bid' and 'Financial Bid' is to be put in two separate envelopes, which in turn, be put in another envelope duly sealed. This envelope should be superscripted 'Tender for Courier & Cargo Services" on it.

OTHER TERMS & CONDITIONS

1. Rates should be quoted on the enclosed format (**Annexure-II**) only. The format for Financial Bid must not be changed in any manner. Addition/deletion/alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.

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2. The tenderer must quote '**Firm Rates**' and should categorically state in their offer that rates are firm for one year from the date of acceptance of the offer/execution of the agreement, whichever is earlier.
3. The tenderers may quote their rates for all or any of the services, 1, 2, 3 & 4, as spelt out in Annexure-II. The Bank also reserves the right to accept wholly or partly any or all the tenders and distribute the work amongst more than one tenderer.
4. Rates should be quoted exclusive of Govt. levies, if any (e.g. Service Tax, Education Cess etc.)
5. The Bank reserves the right to accept or reject any or all tenders in whole or in part without assigning any reason whatsoever.
6. Bid/Rate Contract shall remain valid for one year after the date of approval of the contract and can further be extended with the sole discretion of the Bank.
7. The services will be utilised as per our requirement from time to time.
8. Conditional tender shall not be considered.
9. Tenders received at a place other than Printing & Stationery Department, C-13, Sector-1, Noida-201301 (U.P.) on or before the due date will not be considered.
10. Sub-tendering of job by the tenderer shall not be permitted.
11. Bank shall be entitled to adjust the whole or any portion of the Earnest Money Deposit /Security Deposit towards recovery of any amount due to Bank from the tenderer.
12. Tenders must be accompanied with **Earnest Money Deposit (EMD)** of Rs.1,00,000/- (Rs. One lac only) as per clause "Earnest Money Deposit" at page no.1. It will be forfeited in case the tenderer / Bidder withdraws or modifies his offer on his own after opening of tenders.
13. The successful tenderer(s) (**i.e. contractor**) shall have to furnish **Security Deposit** as per clause 'Security Deposit' at page no.1, besides executing an **Indemnity Bond**

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14. The Courier/Cargo Company to send its pick up van alongwith the staff at 12.00 noon every day to the bank to lift consignments. The staff will assist the bank officials in the despatch of consignments.
15. **In case of default**, bank shall have the right to get services from other companies and will claim the difference in cost from the contractor. Besides, Bank may impose penalty and/or may blacklist the Courier for next tender process.
16. **In case of loss** of consignment, besides recovering its cost, Bank shall be entitled to recover the financial loss, present or future, if any, from the courier Company that the Bank may suffer due to misuse of the lost consignment.
17. Similarly, Bank shall be entitled to recover the financial loss, present or future, if any, from the courier Company that the Bank may suffer due to mishandling, delay or damage of the delivered consignment.
18. The Courier/Cargo Company **to submit 100% proof of delivery** alongwith the bills.
19. Bills are to be submitted on the monthly basis, i.e. one consolidated bill is to be presented every month for the services provided during that month. The bill shall be paid within 30 days of its submission to the bank.
20. Contractor will have to **deliver security forms by close vehicles only** as these are very sensitive items and are of much value to the Bank.
21. **TDS at prevailing rates** as per Income Tax Act will be deducted from contractor's bill.
22. This contract shall be eligible for one more renewal of 12 months from the date of expiry of this renewal subject to the services provided by the contractor are found satisfactory by the bank. In case of unsatisfactory performance bank reserves its right to terminate the contract after giving a notice of 30 days (thirty).

23. Penalty Clause :

Without prejudice to the interest of the Bank, penalty will be imposed for delay in delivery of consignment as under :

Delay up to 1 day	5 % of the charges of the consignment.
Delay up to 2 days	10 % of the charges of the consignment
Delay up to 3 days	15 % of the charges of the consignment
Delay up to 5 days	40 % of the charges of the consignment
Delay up to 7 days	50 % of the charges of the consignment
Delay beyond 7 days	90 % of the charges of the consignment

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1. Demand Draft/ Cash Order No. _____ dated _____ for **Rs.1,00,000/- (Rs.One Lac only)** drawn on _____ favouring **Senior Manager, Punjab National Bank, NOIDA** is enclosed.
2. **We agree to abide by all terms & conditions unconditionally, as given in Annexure-I.**
3. Rates quoted are exclusive of Govt. Levies, if any.
4. We confirm that adequate precautions will be taken at our end so that bank is not put to any loss, any time.
5. We understand that penalty will be levied for loss of consignment /delay in delivery as explained in clause no. 15, 16, 17 & 22 of Annexure-I respectively.
6. We agree that security forms will be delivered by close vehicles only.

**SIGNATURE OF AUTHORISED
PERSON WITH SEAL OF
THE COMPANY/FIRM**