

Ref:ZOVZ/ADMN/2020-21/181

Date: 21.11.2020

**Re: Tenders from Courier Firms for
Couriering of various Documents \ Security documents**

Bank of India Vadodara Zonal office invites Tenders from renowned Courier firms having:

- i) Infrastructure-in terms of manpower and computers,
- ii) A sound Logistic Solution software capable of handling the huge load to courier Documents \ Security Documents to different parts of the state \ country.

Firms are requested to submit their tenders which should reach us before **14.12.2020**. The Tenders can also be dropped at the office of the

The Zonal Manager
Bank of India,
Vadodara Zonal Office
1st floor, Bank of India Building,
Ellora Park, Subhanpura,
Vadodara – 390 023

Tenders duly signed by Authorised Signatory with name & Designation to be submitted in TWO separate envelopes, duly sealed-

COVER No 1

Containing various documents as per annexure A and super scribed: "**Technical Bid**". It will be opened first and if any of the specifications are not matching with our requirements, the offer will be rejected and no representation will be entertained whatsoever and their commercial bid will not be opened at all. Technical Bid should **not contain any rates**. Please mention full address, Name of contact person, Tel. No. and email id to enable us to contact bidders for advising changes, if any.

TENDER FEE: Rs.500/- (Cheque/DD/PS) in favour of Bank Of India.
RMD : Rs.50,000/- (Cheque/DD/PS) in favour of Bank Of India.
(RMD of successful bidder will be retain by the Bank)

COVER No 2

Commercial Bid -Envelope containing the rates separately for different pickup points vis-à-vis delivery destinations as per Annexure II and super scribed: "**Commercial Bid**" and this cover will be opened only after acceptance of Technical bid.

Technical & Financial bids will be opened on 17.12.2020 at 3.00 p.m.

Venue: Bank of India, Vadodara Zonal Office,

Interested participants may remain present at the time of opening of tender. Date of opening of Commercial bids of qualified bidders will be advised separately.

Dy.ZONAL MANAGER

Services Required & Terms & Conditions:

- A. The Documents to be collected from Zonal Office, Bank of India, Vadodara and despatch to our branches or customers at the given address.
- B. The Courier agency should possess a software package/solution whereby they should be able to assign bill reference number of each of the pick ups and immediately thereafter should be able to convey the details to us via-email in excel format.
- C. Pick up will be done on a daily basis from Zonal Office / Service Branch or any other place stipulated by us and to be delivered within 24 hours if it is within the same city and within 48 hours in the rest of the places from the above centre/s.
- D. Your rates will be valid for a minimum period of three years from the date approved. Your quotation should show basic charges and GST rates applicable, separately and should be signed by authorized signatory/agent with stamp/seal of the Firm/Company.**
- E. It may be noted that once the tender is accepted, you will be bound to carry out the job within the period specified and **no request for any increase in rate subsequently nor any excuse for not executing the order will be entertained.**
- F. The vendors should fill up the Technical Bids as per the format Annexure I and submit copies of the documents called for in separate cover super scribed "Technical Bid". The rates should be quoted as per the format given in Annexure II on your Letter Head signed by authorized signatory/agent with stamp/seal of the Firm/Company duly super scribed "Commercial Bid".**
- G. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final.**
- H. Penalty for delayed deliveries as decided by the Bank will be levied, which please note.
- I. The Bank shall be entitled to split up the deliveries as per set up of Courier Agency service centres vis-à-vis our branches.
- J. Bills to be submitted (along with statement showing date of the consignments delivered) to: The Zonal Manager
Bank of India,
Vadodara Zonal Office
1st floor, Bank of India Building,
Ellora Park, Subhanpura,
Vadodara – 390 023
- K. Bank reserves its right to reject any/all Tenders, without assigning any reasons for cancellation.
- L. Document / details to be submitted:
- ✓ Registration Details
 - ✓ PAN No. (Individual/Ltd. Co.).
 - ✓ GST Number
 - ✓ List of PIN codes serviced (Give the name of state along-with the PIN Code).
 - ✓ List of major clients esp. Public Sector Banks / Private Banks for whom such type of business is undertaken, and their standing in the field (documentary proof to be enclosed).
 - ✓ Name of the Key Persons to be contacted: (along with telephone / mobile no. :)
 - ✓ A brochure of the Firm.
- M. **Enplanement period for the year FOR 3 YEARS subject to review every year.**

ANNEXURE -I
TECHNICAL BID

To,
The Zonal Manager
Bank of India,

Sub : Ref:ZOVZ/ADMN/2020-21/181

Date: 21.11.2020

We refer to your enquiry and submit the following information:

- Name & Address in full:
- Registration Details.:
- PAN No.(Individual/Ltd. Co.):
- GST No.:
- Other Details as per table given below:

| Sr. No | Other Details | Please State Yes \ No | Deviations (If Any) |
|--------|---|-----------------------|---------------------|
| 1 | Own Transport for pickup | | |
| 2 | Insurance Coverage for deliveries | | |
| 3 | Bar Coded AWB | | |
| 4 | POD as per Bank's Format | | |
| 5 | Soft Copy of AWB | | |
| 6 | Soft copy of POD as per Bank's Format | | |
| 7 | Whether deliveries can be done at specified hours as per customers request. | | |
| 8 | Online software for tracking end to end delivery of document | | |
| 9 | Closure of queries within 24 hours | | |

Documents Enclosed:

- List of PIN codes serviced (Give the name of state along with the PIN Code).
- List of major clients esp. public sector banks / private banks for whom such type of business is undertaken.
- Name of the Key Persons to be contacted: (along with telephone / mobile no. :)
- Other infrastructure details including customer care centre / cell for dealing complaints

The above details are submitted as per your specifications. We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.

(Tender fee and RMD should be in Technical Bid Cover)

TENDER FEE: Rs.500/- (Cheque/DD/PS) in favour of Bank Of India.
RMD : Rs.50,000/- (Cheque/DD/PS) in favour of Bank Of India.
(RMD of successful bidder will be retain by the Bank

AUTHORISED SIGNATORY

IN SEPARATE COVER

ANNEXURE -I1 COMMERCIAL BID

Pick up Point: Zonal Office, Branches/Offices of Vadodara Zone or as stated by us from time to time. (Presently 111 Branches and 10 Offices)

PART -I

Classification of Area / Region

Area covered

Within city

Rest of District

Rest of State

PART-II

Rates

Table I

| Sr. No | Rates for | Within City | With in District | Rest of State | Rest of India |
|--------|-----------------|-------------|------------------|---------------|---------------|
| 1 | Up to 100 grams | | | | |
| 2 | Up to 200 grams | | | | |
| 3 | Up to 250 grams | | | | |

Plus: GST

Table II

| Sr. No | Rates for | Within City | With in District | Rest of State | Rest of India |
|--------|-----------------------|-------------|------------------|---------------|---------------|
| 1 | Up to 500 grams | | | | |
| 2 | Up to 1000 grams | | | | |
| 3 | Every additional 1 Kg | | | | |

Plus: GST

AUTHORISED SIGNATORY