

# UCO



# BANK

HEAD OFFICE: 10, BRABOURN ROAD, KOLKATA – 700 001, INDIA

**REQUEST FOR PROPOSAL (RFP)  
FOR  
EMPANELMENT OF COURIERS,**

Printing & Stationery Department,  
18 N.S. Road, Kolkata-1

## **NOTICE FOR INVITATION OF BIDS**

1. **UCO BANK** intends to empanel, for three years, **Couriers**, for dispatch / delivery of letters in envelopes and other stationary in bags from its Central Store, Lal Bazar Kolkata to other offices / branches of the Bank or any other offices situated in Kolkata or outstation. The list of Offices/Branches of the Bank across the country, however, is available at its website, [www.ucobank.com](http://www.ucobank.com).
2. **UCO BANK** now invites sealed bids from eligible agencies for empanelment of Couriers, as per following details.

- |   |   |   |
|---|---|---|
| 2.1 Bid reference                               | : | HO/Sty/Quotation/Courier etc /14 / 2015-16  |
| 2.2 Date of commencement of RFP                 | : | 30.06.2015  |
| 2.3 Bid Price                                   | : | Nil   |
| 2.4 Last date and time for receipt of bid       | : | 28.07.2015 at 4.00 P.M.   |
| 2.5 Date and time of opening of Technical Bids  | : | 30.07.2015 at 3.00 P.M.   |
| 2.6 Date and time of opening of Commercial Bids | : | To be notified later to the eligible bidders.   |
| 2.7 Address for communication                   | : | <b>The Chief Manager,<br/>Stationery Department<br/>18, N.S. Road , Head Office,<br/>Kolkata- 700 001</b> |

Tel. :

e-mail : [hoptgsty @ ucobank.co.in](mailto:hoptgsty@ucobank.co.in)

3. All the bid documents must be submitted together, as described in clause no. 04 of Instructions to Bidders giving full particulars at the Bank's address as mentioned above.
4. Bank may empanel any number of Couriers as deemed fit who have quoted lowest rates and distribute its total dispatch amongst the empanelled couriers, depending upon the urgency and availability of services of the agencies to that particular station.
5. The Bank may, at its own discretion, ask all the eligible bidders to undertake the job at the lowest agreeable rates quoted by them.
6. No further discussion / interface will be granted to bidders whose bids have been technically disqualified.
7. UCO Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

**CHIEF MANAGER,  
STATIONERY DEPARTMENT,  
UCO BANK, HEAD OFFICE.**

### **INSTRUCTIONS TO BIDDERS (ITB)**

#### **1. ELIGIBILITY CRITERIA (TECHNICAL BID):**

##### **1.1 COURIERS:**

- 1.1.1 The bidder should be reputed having an experience of at least five years in this line.
- 1.1.2 The bidder should have an all India network for delivery of Dak / Bulk Boxes/Bags from one location to any location in India within the stipulated time (as per para 2.1.6 & 2.2.7 below) from the time of receipt.
- 1.1.3 The bidder should be capable of providing "Online Tracking System on Internet".
- 1.1.4 The bidder should be an income Tax Assessee and have an annual turn over of Rs. 1 Cr. or above from courier service only in the last financial year.
- 1.1.5 The bidder must be engaged with other Nationalized Banks or Government / Semi Government Offices / Public Undertaking.
- 1.1.6 The bidder must not have been delisted by UCO Bank in the past from their services.
- 1.1.7 The bidder must not be an agent of any other organization, having their nomenclature or constitution different from that of its parent organization.

## 2 GENERAL CONDITIONS OF PERFORMANCE:

### 2.1.COURIERS AGENCIES:

- 2.1.1 The couriers service agencies finally selected for empanelment will have to enter into an Agreement with the Bank in the prescribed format (Form 5).
- 2.1.2 The couriers agencies will be required to deposit a Performance Security as described in para 7 below, which may be adjusted by the Bank for the loss / damage if any, suffered by the bank due to the act of such courier / cargo service agency.
- 2.1.3 The couriers will receive dak daily from the Despatch Department or any other Department of the Head Office at 10, Brabourn Road, Kolkata – 700 001 or any other address in Kolkata after duly acknowledging
- 2.1.4 The service providers will receive envelopes ,bulk boxes, bags from Bank's Stationery Godowns or any other office in Kolkata, as the case may be after duly acknowledging receipt.
- 2.1.5 The service providers /the Couriers shall pay first all the relevant insurance charges, octroi, levies, taxes, etc. to be paid in the tra00
- 2.1.6 nsit of goods and may claim the same in the bill.
- 2.1.7 The Couriers will be required to deliver the dak / envelopes / packets within the following stipulated time after acceptance of dak / envelopes / packets:

<u>S.N.</u>	<u>Zone</u>	<u>Stipulated Time Scheduled for Delivery</u>	
		<u>By Air</u>	<u>By Surface</u>
i.	Local & within W.B.	Not applicable	Within 24 hrs.
ii.	Out of W.B.	Within 24 hrs.	Within 72 hrs.

- 2.1.8 The couriers Agents will submit their bills on monthly basis along with the PODs (Proof of Deliveries) which will be paid after the due checks and deducting the penalty, if any, as applicable within a fortnight.

### 3. PENALTY:

3.1 In cases of delivery, a penalty may be imposed at the following rate, if the cause of delay is other than natural calamity or any other condition not acceptable to Bank:

a. Delay more than 48 hrs.	10% of the bill amount for that delivery
b. Delay more than 72 hrs. but upto 120 hrs.	25% of the bill amount for that delivery
c. Delay more than 120 hrs. but upto 240 hrs.	50% of the bill amount for that delivery
d. Delay more than 240 hrs.	100% of the bill amount for that delivery

3.2 If cases of recurrence of delay beyond 96 hrs. occurs more than three times in a month the Bank may consider delisting of such Courier.

3.3 Courier shall pay any loss suffered by the Bank due to non delivery of the articles by the courier to the Bank.

3.4 Bank may invoke the guarantee for compensation of any loss or damage suffered by them due to an act of omission, wrong delivery and loss of dak or else by the Courier

### 4. PREPERATION OF BILL:

4.1 The Competitive Bids shall be prepared in two parts viz. Technical Bid and Commercial Bid and put inside two separate sealed envelopes. These two envelopes should again be put in a single sealed envelope which shall be superscribed as "Application for empanelment of **Couriers**, " with the name and address with contact phone number of the bidder.

4.2 The Technical Bid must not contain any information regarding rates / price.

4.3 **The Technical Bid** shall comprise of the following documents:

Item	Purpose	Documents
Application & Bid Form	Bidder's undertaking to perform the contract	1. Application as per Form 1 2. Bid Form as per Form 2 3. Bid Price as per clause 2.3 of Notice for Invitation of Bids.
Eligibility Criteria	Documentary evidence that the bidder is eligible to bid and is qualified to perform the contract.	1. Proof of experience for last 5 years, 2. Certificate of Incorporation / Partnership Deed / Letter of Agency Arrangement / Trade License etc. 3. Audited Financial Statements & IT Returns for the last financial year. 4. IBA's letter of approval for Transporters.
Performance Statement	Documentary evidence that the bidder is in similar line of activities	1. List of Clients, 2. Certificate of satisfactory services from the existing clients mentioning total period of service with them,
List of Offices	Documentary evidence that the bidder is capable to undertake the job	State-wise list of its own offices along with the names, addresses and contact numbers of the contact persons. Franchisee agreement, if any, may be shown separately
Bid Security	To protect Bank against risk	Rs. 10,000/- in the form as described in para 5 below.

4.4 **The Commercial Bid** shall compromise of the following documents:

Item	Purpose	Documents
Price Schedule	Quoting competitive price for the bid	As per Form 4.

4.5 The Commercial Bid should give all relevant price information and should not contradict the Technical Bid in any manner. The prices shall be quoted in Indian Rupees only for all the categories.

4.6 **The Service Tax, Educational Cess, Insurance Charges etc., as applicable should not be included with the rates and shall be claimed separately with individual bills along with the relevant security.**

## **5. BID SECURITY:**

5.1 All the bidders have to furnish a Bid Security of Rs.10,000/- (Rupees Ten Thousand Only) in any one of the following forms:

5.1.1 A Bank Guarantee issued by a scheduled Indian Bank or a Foreign Bank located in India in the form provided in the RFP (Form 3) and valid for 450 days from the RFP date.

5.1.2 A Demand Draft of any scheduled Indian / Foreign Bank located in India favouring **“UCO BANK”** drawn on any branch of Kolkata.

5.2 This bid security will be returned to respective bidders after the finalization of empanelment process.

## **6. EVALUATION OF BIDS:**

- 6.1 Technical bids will be evaluated first, based on the eligibility criteria.
- 6.2 The commercial bids of the shortlisted Couriers Agents only will be opened subsequently for further evaluation.
- 6.3 Bank has the right to select any number of bidders as per its requirement.
- 6.4 Commercial bids of the Couriers will be opened and bidders may be required to match L I prices as per Form 4.

## **7. PERFORMANCE SEQUIRITY:**

- 7.1 The selected Couriers will be required to submit a Performance Security for Rs. 1,00,000 /- (Rs. One Lakh Only ) in the form of a Demand Draft in favor of 'UCO BANK' of any scheduled Bank on Kolkata Main Branch, to protect the Bank against risk of their conduct during the empanelment period. The Performance Security shall be denominated in the Indian Rupees only.

## **8. SUBMISSION OF BIDS:**

- 8.1 The Bidders shall submit both Technical & Commercial bids in separate envelopes and mark the envelopes as "TECHNICAL BID" and "COMMERCIAL BID" as the case may be. The envelopes shall then be sealed in one outer envelope marked as "Application for **Empanellement of Couriers**"
- 8.2 The Outer envelope shall be duly marked as "DO NOT OPEN BEFORE .....".
- 8.3 In addition to the above marking each envelope must be superscripted with the name and address of Bidder. This will enable the Purchaser to return the Bid unopened in case it is declared "late".
- 8.4 All the inner and outer envelopes shall be addressed to the Purchaser at the address given below:

**Chief Manager,  
Stationery Department  
UCO Bank, Head Office,  
18,N.S. Road , Kolkata-700 001**

**8.5. If any inner envelope is found to contain both technical and commercial bids, then that bid will be rejected summarily. If the outer envelope is found to contain only the Technical bid or Commercial bid it will be treated as in complete and will be liable to cancellation.**

- 8.6 Telex, cable, facsimile or E-mail Bids will be rejected.

**DECLARATION**

Photographs of Proprietors / Partners / Managing Director / Directors etc.

I / We hereby declare that the details / information furnished above are true and correct. In case any of the information is found incorrect or false the Bank will be free to delist me / us from the panel of Couriers / at any later date. I / We hereby also declare that if my / our name is included in the bank's panel of approved Couriers , I / we will undertake to furnish the declarations, contract agreement, performance guarantee as per the R.F.P. No.....: HO/Sty/2014-15. I / we will be abide by the rules & regulations of the Bank in force from time to time and will always keep the Bank's interest foremost in mind.

1.

2.

3.

(Signature of Proprietor / Partners / Managing Director / Directors)

Place:

Date:

**BID FORM**

*Date :*

**UCO Bank,  
Head Office,  
Stationery Department,  
18, N.S. Road,  
Kolkata – 700 001**

Having examined the RFP including all Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Courier in conformity with the said RFP.

We undertake, if our bid is accepted, to provide performance security in the form and as per the terms of RFP.

We undertake, if our bid is accepted, to provide courier services in accordance with the delivery schedule specified in the RFP.

We agree to abide by this bid for the period of 180 days after the date fixed for opening of the Technical bid, notified in the notice for Invitation of Bids and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with the bank's written acceptance thereof and bank's notification of Empanelment, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption, in force in India namely "The Prevention of Corruption Act, 1988" and "Indian Penal Code, 1860"..

We agree that the Bank will have Single Point of Contact with us, at the address stated below, for the entire services to be delivered by us in case our bid is accepted.

Address of Bidder for Single Point of Contact: .....

We understand that the bank is not bound to accept the lowest or any bid the bank may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

\_\_\_\_\_  
(Signature)  
Duly Authorised to sign bid for and on behalf of

\_\_\_\_\_  
(In the Capacity of)

(Name & Address of Bidder)\_\_\_\_\_

+

**BID SECURITY FORM**  
 (BANK GUARANTEE FORMAT)  
 (ON NON-JUDICIAL STAMP PAPER OF RS. 100.00)

Bank Guarantee No.:

Date:

To : UCO Bank,  
Kolkata,

WHEREAS \_\_\_\_\_ (Name of the Service Providers) hereinafter called “the Courier / Cargo Service Agents / Transporter / Packing-cum-Clearing Agents” has undertaken, in pursuance of contract no.: \_\_\_\_\_ dated \_\_\_\_\_ 20 \_\_\_\_ to deliver / pack & clear Dak / Goods to / for various branches/offices of the Bank and elsewhere all over India or otherwise (Description of Services) hereinafter called “the Contract”.

AND WHEREAS it has been stipulated by you in the said contract that the vendor shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein for a period of three years, as security for compliance with the service provider’s performance obligations under the contract.

AS WHEREAS we have agreed to provide this Guarantee on behalf of the Courier / Cargo / Transport / Packing-cum-Clearing Service Provider.

THEREFORE WE, hereby affirm that we are Guarantors and responsible to you on behalf of the Courier / Cargo / Transport / Packing-cum-Clearing Service provider, up to a total of Rs. \_\_\_\_\_ (Rupees) and we undertake to pay you, upon your first written demand declaring the Courier to be in default under the contract and without cavil or argument, any sum or sums within the limit of Rs. \_\_\_\_\_ (Rupees) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature and Seal of Guarantors

Date:

Address:

Note: 1) Vendor should ensure that seal and code no. of the signatory is put by the bankers, before submission of the guarantees.

2) Stamp paper of adequate value is required for the bank guarantees issued by the banks located in India.



**Commercial Bid**  
**Price Schedule**

**FOR COURIER SERVICE:**

<b><u>Descriptions</u></b>	<b>LOCAL</b>		<b>OUTSTATION</b>	
	<b>Branch /offices situated within kolkata, Dum-Dum, Bidhannagar, Howrah, Bali,Uluberia,Barasat Corporation,Kalyani or Municipality Area</b>	<b>All other areas with in west Bengal other than areas/corporation areas mentioned in Column No.2</b>	<b>BY AIR</b>	<b>BY SURFACE</b>
(1)	(2)	(3)	(4)	(5)
i) Up to 250 gms.				
ii) 251 gms to 500 gms				
iii) Additional 500 gms. or part thereof				

**Signature with Firm/Company Seal**

**CONTRACT FORM***Non-Judicial Stamp Paper of appropriate value***CONTRACT NUMBER:**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2013 between UCO BANK (hereinafter “the Bank”) of one part and \_\_\_\_\_ (Name of Courier / Cargo / Transporters / Packer-cum-Clearing Agents) of \_\_\_\_\_ (City and Country of Courier) (hereinafter “Courier / Cargo / Transporters / Packer-cum-Clearing Agents”) of the other part:

WHEREAS the Bank is desirous that certain services should be provided by the Couriers / Cargo / Transporters, viz, Delivery of Dak / Goods (Brief Description of Services) and has accepted a bid by the Courier / Cargo / Transporter for providing the Services.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz. :
  - (a) The Application Form,
  - (b) The Bid form,
  - (c) Price schedule submitted by the Courier,
  - (d) The Bank's Notification of Empanelment,
  - (e) RFP for Empanelment of Courier,
3. In consideration of the payment to be made the Bank to the Courier as hereinafter mentioned, the Courier hereby covenants with the Bank to provide the Services in conformity in all respects with the provisions of the contract.
4. The Bank hereby covenants to pay the Courier in consideration of the provision of the Services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

**5. DELIVERY SCHEDULE:**

Couriers Service Agents:

<u>S.N.</u>	<u>Zones</u>	<u>Stipulated Time Scheduled for Delivery</u>	
		<u>By air</u>	<u>By Surface</u>
i.	Local & within W.B.	Not applicable	Within 24 hrs.
ii.	Out of W.B.	Within 24 hrs.	Within 72 hrs.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said \_\_\_\_\_ (For the Courier) in presence of \_\_\_\_\_.

Signed, Sealed and Delivered by the said \_\_\_\_\_ (For the Purchaser) in presence of \_\_\_\_\_.