


<p>बैंक ऑफ महाराष्ट्र प्रधान कार्यालय लोकमंगल, 1501, शिवाजी नगर, पुणे-5</p>		<p>BANK OF MAHARASHTRA <u>Head Office</u> LOKMANGAL, 1501. SHIVAJINAGAR, PUNE-5</p>
<p>निगमित सेवाएं विभाग</p>		<p>Corporate Service Department</p>
<p>टेलीफोन/TELE : 25534331, 25532731-33 to 35 फैक्स/ FAX : (020) 25512351 ई-मेल /e-mail: bomcoocs@mahabank.co.in</p>		

TENDER FOR DISPATCH OF ANNUAL REPORT TO SHAREHOLDERS
THROUGH COURIER SERVICES.

Tender invited by

Assistant General Manager
Bank of Maharashtra
Corporate Services
Head Office, Lokmangal,
1501, Shivajinagar Pune- 411005.

Tel. 020-25614283, 25614331.
Email: bomcoocs@mahabank.co.in

Tender Ref: AX1/CSD/AR/2017-18,
Tender No. 01/2017-18 Dt. 05.04.2017 Due on 18.04.2017 by 3.00 p.m.

Application Submitted by

Name : _____

Address : _____

Contact No: _____

Email ID: _____

Bank of Maharashtra Head Office Pune, invites application from reputed courier agencies for dispatch of annual report March 2017, to shareholders/offices spread across PAN India and Abroad.

A. Minimum Pre-qualification Criteria:-

1. The courier service provider could be proprietorship / partnership firm registered with Registrar of Firms/Companies and should be in business operation for the last three years.
2. The Agency should have its own website with on line tracking facility for tracking the delivery status of consignments.
3. The Agency should be able to provide 24x7 customer service helpline and support.
4. The agency should have executed jobs for All India Financial institutions / public sector banks / undertakings / MNCs [Attach copy of work orders or letter of empanelment].
5. The agency should be an income tax assessee having filed its return for the last three assessment years. [Attach copy of PAN and copies of return filed during FY 2013-2014, 2014-2015, 2015-2016].
6. The agency should have achieved annual courier sales turnover of Rs. 50.00 lakhs (Rupees Fifty lakhs only) during in FY 2013-2014, 2014-2015, 2015-2016, (2016-17 projected).
7. Integrity Pact (IP) should be executed along with the agreement.
8. The agency should not have been black listed by any PSU, IBA, any Govt .Body during last three years.

B. Scope of Work

1. Dispatch and delivery of Annual report to addresses all over India. Approximate quantity of annual reports is 1.13 lakhs (\pm 10%) and abroad (100 to 150 copies)
2. The above documents/parcels are to be delivered within 48 hrs from the time of pick up from office.
3. The Agency should have pick up /delivery services facility across India.

4. The agency shall provide for picking up of the documents from printer or address informed by the Bank.
5. Submission of proof of delivery on the following day of delivery
6. This tender is for a specific purpose and shall be valid for a period of 60 days.
7. Payment will be made after submission of proof of delivery.
8. The courier agency should ensure that the entire mailing assignment is completed as per the schedule/delivery dates provided by the Bank.
9. The courier agency will also assist the Management in solving the issues related to delivery of reports/AGM Notice in Annual General Meeting of the Bank, if required.
10. In case wherever courier services will not be available, Courier agency will arrange to dispatch the Annual report & AGM Notices to Shareholders by speed post.
11. The courier agency will provide the delivery report in Excel Sheet and the scan copy of that POD having dispute, if there is any issue on delivery of Annual report/AGM Notice to the shareholders.
12. The courier agency will also assist the Management in solving the issues related to delivery of reports/AGM Notice in Annual General Meeting of the Bank, if required.
13. Bank reserves the right to deduct penalty of 10% from bill amount on account of delay in delivery of consignment beyond 48 hours.

C. How to Apply

Application should be submitted in the prescribed form (refer Annexure-I in this document) along with attested copies of the documents as stated in the application form. Only application from courier service providers that fulfill the pre-qualification criteria would be considered by Bank for the next stage for bidding. Bank reserves the right to accept or reject the tender at any stage.

The application as per prescribed form (refer Annexure- I) should be in an official stationery and should be signed by authorised official. The tender is to be submitted in two parts, viz., Technical Bid as per proforma at Annex II and Commercial Bid as per proforma at Annex III, respectively. The two bids in the prescribed proforma should be sealed in separate covers superscribed with the statements "Technical Bid" and "Commercial Bid", as the case may be and then packed in a bigger cover addressed to “ Assistant General Manager, Corporate Services, Bank of Maharashtra, 1501, Lokmangal, Shivajinagar, Pune – 411005.

Schedule of event:-

Date of commencement of Bid: 05.04.2017.

Last date & time for receipt of bid: 18.04.2017 up to 3.00 p.m.

Date & time of opening technical Bids: 18.04.2017 at 4.00 p.m.

Date & time of opening Commercial Bids: To be notified later to the eligible bidders.

D. Technical Bid

All the columns in the proforma should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of date of commencement of Business, photo copies of the job award letters from at least three customers being provided Courier services along with comprehensive list of such customers etc.

Demand Draft containing EMD shall be attached with the Technical Bid.

A copy of this Tender Document with each page of the same, duly signed by the authorized signatory (who has signed the Bid), should be enclosed with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.

Incomplete Bid shall not be considered and will be summarily rejected.

E. Commercial Bid

All columns of the proforma should be correctly and clearly filled. In case of difference in the values quoted in figures and words, the value quoted in words shall be taken as correct. The two proforma duly filled, should be sealed in separate covers and respective covers superscribed with the statement 'Technical Bid' or 'Commercial Bid' as the case may be. The covers used must contain the name of the agency printed/written on the same. The two sealed covers containing Technical and Commercial Bids sealed in a single cover superscribed with 'Tender for Dispatch of Annual Report to shareholders through courier services ' and submitted to The Asst. General Manager, Bank of Maharashtra, Corporate Services, Head Office, Lokmangal, 1501, Shivajinagar Pune- 411005.

F. Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One lakh only) by DD favouring Bank of Maharashtra payable at Pune must be attached with the Technical Bid (Annexure II). While the amount deposited by the unsuccessful bidders would be refunded after the suitable Courier Agency is / are finalized. The amount in respect of successful bidders shall be retained as security deposit with the Bank. The Earnest Money Deposit shall not bear any interest. The DD of the other bidders shall be returned /refunded by Bank after an agency is finalised and award letter is issued and accepted by the agency identified. Any bid not accompanied with requisite EMD should be treated as rejected.

G. Evaluation/Selection Process

At the first instance Technical Bids would be opened and evaluated by the Bank. The Agencies would further be scrutinized based on Commercial Bids of the Agencies.

H. Validity of the Bid

Validity of the Bid will be 60 days from the date of opening of the Commercial Bids.

I. Award of Work Order

On selection of an agency as per the procedure prescribed above, the work order will be awarded to the selected agency on the terms and conditions as may be specified in the agreement entered with the successful/selected agency.

Thanking you.

Yours Faithfully,

Assistant General Manager
Corporate Services

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Annexure - I

Application for Empanelment of Courier Agency

S No.	Particulars	
1.	Name of the Agency	
2.	Address with telephone, e-mail, fax number & the name(s) of the contact person(s)	
3.	Year of Establishment	
4.	Income Tax - PAN No., TAN No.	
5.	ST/CST No.	
6.	Registration details of the agency	
7.	Customer Profile	
8.	Infrastructure details	
9.	Annual Courier Sales Turn over	
10.	Any other relevant information	

The details furnished in the application form are true and correct to the best of my knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Bank of Maharashtra as deemed fit.

Signature

[Authorised signatory with rubber stamp]

ANNEXURE-II

PROFORMA FOR TECHNICAL BID

1. Name of the Courier Agency :

- Whether Proprietorship / Pvt. Ltd./ Ltd. Co.
- Constitution
- Name of the Director / In-charge
- Name(s) of the contact person(s)

2. Year of Establishment (attach evidence) :

4. Head office :

- Address
- Telephone No.(s)
- Fax No.
- E-mail

5. Details of Branch(es), if any :

- Address
- Telephone Nos.
- Fax No.

(Separate list may be enclosed in case the space provided is not sufficient)

6. Annual Turnover of last three years

(Furnish copy of CA certificate / certified copy of Income Expenditure Statement) (Rs. Lakhs)

7. Are you serving any client Please furnish list of clients with copies of empanelment letters:

- PSUs
- Central/State Govt. Department
- Private Sector Co.'s of Repute

(Give details of client and nature of services provided by your agency).

8. Have you ever served Bank of Maharashtra If yes,

Give details, year-wise with specific reference to contributions made

9. Indicate the field(s) of specialization of your agency.

11. Any other information you may like to give:

Place:

Date:

Signature:

Name & Designation of the

Authorized Signatory:

Note: 1. Documentary evidence (wherever applicable) in the form of photocopies are to be enclosed for Accreditation Certificate, Audited Reports, duly signed by Chartered Accountants, Work Orders, Release Orders, In the absence of any of the above, the application will summarily be rejected.

2. Bank of Maharashtra reserves the right to accept or reject any of the applications without assigning any reason thereof and at any stage.

ANNEXURE-III

PROFORMA FOR FINANCIAL BID

Name of the Organization

Address & Telephone Number :

Service Tax No. :

PAN No. :

Rates offered

Sr.No.	Descriptions	Rate in Rs. In India	Rate in Rs. For abroad
1.	Up to 250 gms		
2.	251 gms to 500 gms		

Rates quoted shall be exclusive of Service Tax, Cess, and GST. All other charges, Taxes, as applicable from time to time to be included to the quoted rates.

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized in sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....