

 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p>	<p>निगमित सेवाएं विभाग <b>Corporate Services Department</b> प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 <b>Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</b> टेलीफोन/TELE :020-25614331 फैक्स/FAX :020-25512351 ई-मेल/e-mail : <a href="mailto:cmcs@mahabank.co.in">cmcs@mahabank.co.in</a></p>	 <p>स्वच्छ भारत एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रतिबद्ध हैं</p>
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**TENDER FOR DISPATCH OF AGM NOTICE AND 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: [bomcocs@mahabank.co.in](mailto:bomcocs@mahabank.co.in)

Tender Ref: AX1/CSD/AR/2019-20,  
Tender No. 01/2019-20 Dt.02.05.2019 due on 10.05.2019 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 2018-19 & and Notice of Annual General Meeting of the Bank, to shareholders/offices spread across PAN India and Abroad.

**A. Minimum Pre-qualification Criteria:-**

1. The courier service provider could be proprietorship / partnership firm/company registered with Registrar of Firms/Companies and should be in business operation for the last five years (certificate of incorporation, Memorandum /Article of Association along with documentary proof to be submitted physically with refundable EMD).
2. The Agency should have its own website with on line tracking facility for tracking the delivery status of annual reports/consignments.
3. The Agency should be able to provide 24x7 customer service helpline and support(Details to be furnished in company letter head).
4. The agency Should have dispatched at least 1.00 lakh annual reports (in single assignment) to the shareholders in India during any one year i.e. 2015-16, 2016-17 or 2017-18. For this purpose, documentary evidence such as Client Certificate or Lol, work orders, bills raised and payment proof thereof can also be submitted.
5. The Agency Should be empaneled with/have executed job as Courier services provider for at least three PSUs/Nationalized Banks/other institutions during the past two financial years (Documentary Proof of empanelment/work orders to be enclosed).
6. Network: Agency Should have delivery services facility with adequate logistics across India. Proof of network is required to be submitted physically with EMD.
7. Agency Should have an average annual turnover of minimum Rs.50 Lakhs for each year during last three consecutive years ending March 31, 2018. Photocopies of audited balance sheet and Profit and Loss Account for last 3 years to be submitted.(CA certified copies to be attached). The bidder should have Income Tax Returns for the last three years viz. 2015-16, 2016-17 and 2017-18.
8. The bidder should have valid income tax Pan No., Tin No., Company Registration No., Service Tax Registration No. GSTIN. (Self-certified photocopies to be attached).
9. The contractor/bidder should also intimate official e-mail address and telephone no. for all communications in order to avoid loss of time. All communications from Bank of Maharashtra shall be sent by e-mail.
10. Offers of Bidders who are under suspension/banned/black-listed by any PSU/Govt. Departments /PSU Banks/ or otherwise shall not be considered. Further, if any of the partners/directors of the contractor's organization/firm is blacklisted or having any criminal case against him, his tender shall not be considered. An Undertaking to this effect should be submitted.
11. Integrity Pact (IP) should be executed along with the agreement.

## **B.Scope of Work**

1. Dispatch and delivery of Annual report along with notice of Annual General Meeting to addresses all over India. Approximate quantity of annual reports is 1.00 lakh ( $\pm$  10%).
2. The above documents/parcels are to be delivered within 48 hrs from the time of pick up from office.
3. The Courier Agency should have pick up /delivery services facility across India.
4. The printer agency will give the printed copies of AGM notice, Annual Report and Envelopes to courier agency.
5. Courier agency shall do the stuffing activity and print and paste address labels on envelopes to be dispatched to shareholders of the Bank.
6. Submission of proof of delivery on the following day of delivery
7. This tender is for a specific purpose and shall be valid for a period of 90 days.
8. The courier agency should have its own website with on line tracking facility for tracking the delivery status of consignment.
9. Payment will be made after submission of proof of delivery.
10. The courier agency should ensure that the entire mailing assignment is completed as per the schedule/delivery dates provided by the Bank.
11. The courier agency will also assist the Management in solving the issues related to delivery of reports/AGM Notice of Annual General Meeting of the Bank, if required.
12. Incase wherever courier services will not be available, Courier agency will arrange to dispatch the Annual report & AGM Notices to Shareholders by speed post.
13. 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.
14. Bank reserves the right to deduct penalty of 10% from bill amount on account of delay in delivery of consignment beyond 48 hours.
15. Other terms and conditions regarding the dispatch work of Annual Report and AGM Notices will be provided by the Bank on selection of courier agency.

### **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 stationary 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: 02.05.2019.

Last date & time for receipt of bid: 10.05.2019 up to 3.00 p.m.

Date & time of opening technical Bids: 10.05.2019 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 for 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 finalized 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 90 days from the date of opening of the Commercial Bids.

#### **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. In case L1 backs out/do not execute the work, the work will be offered to L2, L3 etc. provided L2,L3 etc agrees to carry out the work as per rates of L1.

Thanking you.

Yours faithfully,

Assistant General Manager  
Corporate Services

Tender Ref: AX1/CSD/AR/2019-20,  
Tender No. 01/2019-20 Dt.02.05.2019 Due on 10.05.2019 by 3.00 p.m.

**Annexure - I**

**Application for Empanelment of Courier Agency**

S No.	Particulars/Details	(Kindly fill in all information)
1.	Name of the Bidder/Firm	
2	Registered Office (mention Address)	
3.	Address of office at Mumbai and Pune.(Please submit self certificate on firm's letter head)	
4	Year of Establishment / Date of incorporation	
5	Telephone No. Office Mobile e-mail website	
6	Authorised Person – Name Designation e-mail ID	
7	i) Registration & License No. & Date. (Please provide relevant document) ii)Nos.of year experience of providing courier service(Minimum 5 Yrs required) iii) Memorandum and Article of Association and network details booklet be submitted physically along with EMD.	
8	Full Name & Address of the Proprietor/ Partner/Directors (separate list may be enclosed)	
9	Income Tax - PAN No., TAN No.	
10	ST/CST No. GST No.	
11	Registration details of the agency No.	
12	Customer Profile	
13	Infrastructure details	
14	Annual Courier Sales Turn over	
15	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**

<b>Sr.No.</b>	<b>Particulars/Details</b>	<b>(Kindly fill in all information)</b>
1	Name of the Bidder/Firm	
2	Registered Office (mention address)	
3	Address of office at Mumbai and Pune	
4	Date of establishment/Date of incorporation	
5	Telephone No. Mobile E-Mail address Website	
6	Authorized person – Name Designation Mobile E-Mail ID	
7	i)Registration and License No.Date ii)No of years of experience of providing courier service iii)Memorandum and article of association and network details booklet be submitted physically along with EMD	
8	Full name & Address of proprietor/Partner/Directors.	
9	PAN TIN no. Company Registration No. Service tax Registration No.	
10	GST Registration No.	
11	Income Tax Return for last 3 years	
12	Particulars of Earnest Money Deposit (EMD) Amount DD No. Date Name of the Bank	
13	Should be empaneled with/have executed job as courier service provider for at least three PSU/Nationalised Banks/Other institutions during the two financial years (Documentary proof of empanelment/work orders to be enclosed)	
14	Network: should have delivery services facility across India	

15	Should have its own website with online tracking facility for tracking the delivery status of annual reports/consignment.													
16	Should be able to provide 24x7 customer service helpline and support (Details to be furnished on company's letter head)													
17	Whether you accept all the terms and conditions of the tender:	Yes / No												
18	The bidder should have as average annual turnover of minimum Rs.50 lakhs for each year during last three consecutive financial year ending March 2018.(Copies of audited balance sheets for FY 2015-16, 2016-17 and 2017-18 need to be submitted)	<table border="1"> <tr> <td>FY 2015-16</td> <td>Rs.</td> <td>Lakhs</td> </tr> <tr> <td>FY 2016-17</td> <td>Rs.</td> <td>Lakhs</td> </tr> <tr> <td>FY 2017-18</td> <td>Rs.</td> <td>Lakhs</td> </tr> <tr> <td>Average</td> <td>Rs.</td> <td>Lakhs</td> </tr> </table>	FY 2015-16	Rs.	Lakhs	FY 2016-17	Rs.	Lakhs	FY 2017-18	Rs.	Lakhs	Average	Rs.	Lakhs
FY 2015-16	Rs.	Lakhs												
FY 2016-17	Rs.	Lakhs												
FY 2017-18	Rs.	Lakhs												
Average	Rs.	Lakhs												
19	Details of Dispatch: Should have dispatched at least 1.00 lakh annual reports (in single assignment) to the shareholders in India during any one year i.e.2015-16, 2016-17, 2017-18. For this purpose documentary evidence such as client certificate or work orders, bills raised and payment proof thereof can also be submitted.													
Work related to FY	Name & Address of the client	Work order No. & Date												
		Value of the work (Rs. In lakhs)												
		Dispatch of no. of copies of Annual reports												
i														
ii														
iii														

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

**Note: Each and every page of the tender document should be signed by the bidder as a proof of acceptance of entire terms and conditions mentioned in the tender document.**

**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:  
GST No. :  
PAN No. :

**Rates offered**

<b>Sr.No.</b>	<b>Descriptions</b>	<b>Rate in Rs. In India</b>
1.	Weight Up to 250 gms	

Rates quoted shall be inclusive of all taxes, 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 to sign such bids on behalf of the organization.

**Place:**.....

**Signature:**.....

**Date:**.....

**Name:**.....

**Designation:**.....