

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR
CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

CANARA BANK
(A Government of India Undertaking)

GENERAL ADMINISTRATION SECTION,
CIRCLE OFFICE JAIPUR
1, ORBIT MALL
CIVIL LINES, AJMER ROAD
JAIPUR 302006

0141-2222909
premisescojpr@canarabank.com

REF : PECO/JAI/COURIER 370/2023
DATE :09.06.2023

Tender documents (Soft Copy)	Can be downloaded free of cost from Canara Bank's web site, https://canarabank.com/ & Central Public Procurement (CPP) portal www.eprocure.gov.in as well as from e-Procurement portal 09.06 2023 till last date of submission.
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CANARA BANK

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NOTICE INVITING OFFERS (NIO) AND OFFER DOCUMENT

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

Canara Bank proposes to avail the services of experienced Courier Agencies for collection and delivery of courier, covers, packets, and consignments from Canara Bank Offices/Branches situated at various places in Rajasthan to various places across India by standardization of rates on Regional Basis.

1. The offer document comprises the following:

A. COMMERCIAL OFFER/BID - PART:

- a) Eligibility Criteria.
- b) Brief Details of the Services
- c) General Rules & Instructions to the Applicants.
- d) General Conditions of Contract
- e) Application Format.
- f) Proforma - A,B,C, D & E

B .FINANCIAL OFFER/BID - PART :

Financial part for the courier services in PROFORMA-F

2. Period of issue of the documents : 09.06.2023 to 30.06.2023

3. Last date and time for submission : 30.06.2023 by 03.00PM

4. Date of opening of Commercial Offer : will be informed to shortlisted bidders.

A. COMMERCIAL OFFER/BID PART

a. ELIGIBILITY CRITERIA

S.No	Criteria	DOCUMENTS REQUIRED
1	The Courier Agency should have minimum of 5 years' experience.	Order copies and satisfactory Service Certificates from the clients.
2	The Courier Agency should have an Registered Office in Jaipur	Proof of address with copy of Lease Agreement or proof of ownership.
3	<p>The Courier Agency should have Service Network in major cities & State Capitals in any one or more Regions of India as detailed below:</p> <p>i) Jaipur Region: Jaipur Local</p> <p>ii) States of Karnataka, Andhra Pradesh, Tamil Nadu, Telangana and Kerala</p> <p>iii) States of Gujarat, Maharashtra, Goa, Madhya Pradesh, Daman & Diu</p> <p>iv) Eastern Region: States of West Bengal, Orissa, Jarkhand Chattishgarh, Bihar</p> <p>v) Northern Region: States of J&K, Ladakh UT, HP, Punjab, Haryana, Delhi, UP, Uttarakhand and Rajasthan</p> <p>vi) North Eastern Region: States of Assam, Arunachal, Nagaland, Manipur, Mizoram, Meghalaya & Tripura</p>	<p>Proof of address with copy of Lease Agreement or Ownership proof like title deeds.</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>-----do-----</p> <p>-</p> <p>----- do -----</p> <p>-</p>

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

4	The Courier Agency should have provided satisfactory service in the respective Region to any of the Scheduled Banks/Financial institutions/ Government Departments having all India presence during the last 3 years as on 31.03.2023.	Satisfactory Certificate from the clients with number of Years of service rendered.
5	The Courier Agency should have an Annual Turnover of at least Rs.50.00 lakh during the last Financial Year ended 31.03.2023	Chartered Accountant's Certificate about the Turnover for FY 2021-22 and copy of GSTR 9 Annual Return for FY 2022-23.
6	The Courier Agency must have valid GSTIN and PAN.	Copies of the GSTIN Registration Certificate and PAN Card.
7	The Courier Agency should have the facility of Web-tracking of the Courier/Consignments.	Display in Website

B. BRIEF DETAILS OF THE SERVICE.

Pick up of the courier, covers, packets, consignments from Offices/Branches and to deliver to the Branches/Offices/addressees situated all over India within the specified time.

The pick-up will be on daily basis and timings for such pick-ups will be at 4.30 PM.

The delivery shall be made by the Courier Agencies by Air or by surface mode with due regard to the timelines and ensure expeditious dispatch of the documents/consignments and deliver the same to the addressee offices within stipulated time of handing over the courier, covers, packets, consignments to them at delivery locations.

The labour for packing of the courier shall be provided by the Courier Agencies.

Packing materials shall be provided by the Bank.

At the time of collection of the courier, covers, packets, consignments, an acknowledgement is given in the form of a shipper's copy of the Airway bill / Surface transport bill duly signed by the representatives of the Courier Agency.

The Courier Agency shall supply adequate quantity of consignment notes for the use of any of the offices/sections of the Bank.

The Courier Agency shall deliver the courier, covers, packets, consignments meant for the addressee against their acknowledgement/s. Signed acknowledgement/s (PODs) from the addressee will have to be produced for the dispatches, with in 15 days from the date of dispatch.

Apart from the representatives of the Courier Agencies picking up the consignments from Office/Branch and its other offices of the Bank, the Bank can also send/ deliver such consignments directly to any of the branch offices of the Courier Agencies or to their accredited representatives against their acknowledgement.

C.GENERAL RULES & INSTRUCTIONS TO COURIER AGENCIES

1. The documents consisting of Notice inviting Offers, Eligibility Criteria, General Rules & Instructions to Courier Agencies, Conditions of Contract , Application Format, Proforma- A,B,C,D,E & Financial Offer (Proforma "F") can be downloaded from our Bank's " website" www.canarabank.com.
2. The offer is of "TWO STAGE BIDDING" and Commercial/Technical Offer/Bid shall be submitted In the e-tender website for Empanelment of Courier Agencies and the Financial Offer/Bid.
3. The Financial Offer of only such agencies/ applicants who qualify in the technical offer AND who comply with the Eligibility Criteria as part of Commercial evaluation will be opened. The date for opening of the second envelope (Financial Offer) will be intimated subsequently only to such qualified agencies/ applicants.
4. Offer shall be submitted in prescribed Form only i.e. as per documents issued downloaded from Canara Bank website have to be duly filled and submitted and no other format shall be used. Wherever required, particulars can be submitted in annexure/s but such details shall be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form part of contract. Offer in any format other than the prescribed in this document shall be liable for rejection. The Courier Agency shall submit an Undertaking in Proforma -E stating that no changes, alterations are made in the Offer Documents issued by the Bank or downloaded from the website and same is submitted to the Bank.
5. The Rate quoted shall be inclusive of Income tax (TDS) but exclusive of Goods & Services Tax (GST).The Courier Agencies should quote their Rates on Regional basis and Rate per unit basis as prescribed in the Financial Offer. Quoting of Rates in any other form will render the offer invalid and same shall be rejected. The Rates quoted will be taken as indicative for the

purpose of standardization. The Courier Agency shall have no right to claim the quoted rates.

6. The Bank's decision in the selection process is final and Bank will neither Entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
7. Offers which are incomplete in any respect are liable to be rejected.
8. The Courier Agency shall furnish the list of his relatives working in Canara Bank with their present place of posting in the Proforma A.
9. The Courier Agency shall furnish the list of retired Government /PSU / Bank employees, employed by him with full details of their previous employment in Proforma A.
10. The Courier Agencies or their authorized representatives with an Authorization Letter as per Proforma B, are requested to be present during the opening of the Offers. This is optional. Bank will proceed with opening of the Commercial Offers/Financial Offers on the stipulated date & time unless and otherwise modified with prior intimation to the Applicants.
11. It will be obligatory on the part of the Courier Agencies to offer and sign the Offer Documents on all the component parts.
12. Conditional offers shall summarily be rejected.
13. Bank shall standardize the Rates Region-wise, based on the Rates quoted by the Courier Agencies, previous year Rates and reasonableness of the Rates and related factors. Bank's decision in standardization of the Rates shall be final and no claims or correspondence shall be entertained. The Standardized Rates shall be offered to the eligible Courier Agencies in the Region which will be subject to the terms and conditions stipulated in the General Conditions of Contract of this document. The Courier

Agencies shall have the liberty to accept such Standardized Rates.

14. The empanelled Courier Agencies who are accepting the Standardized Rates fixed by the Bank shall execute the agreement on a stamp paper of appropriate value.
15. SECURITY DEPOSIT: The empanelled Courier Agencies who are accepting the Standardized Rates fixed by the Bank shall deposit an amount of Rs.1,00,000/- (Rupees One Lacs only) as Security Deposit for due performance of the contract within 14 days from the date of intimation letter issued by the Bank. The Security Deposit shall be remitted by way of DD favoring “Canara Bank, Circle Office” payable at Jaipur. The Security Deposit shall be held by the Bank for the contract period of Year and the same shall not earn any interest. It shall be refunded after successful completion of the contract period after recovering amount due, if any, from the Courier Agency. Applications should be submitted along with an EMD of Rs.25,000.00 (Rupees Twenty Five thousand only) by way of Demand Draft, drawn in favour of CANARA BANK, PAYABLE AT JAIPUR, which will be adjusted for Security Deposit in case of successful bidders and will be returned to the unsuccessful Bidders
16. On acceptance of the Offer, the name of the accredited representative(s) of the Courier Agencies who would be responsible for taking instructions from the Bank shall be communicated to the Bank..

D. GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS:

For the purpose of the agreement, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-

(i) 'Approved' means approved by Bank's representative in writing including subsequent confirmation of previous approval and 'Approval' means approval by Bank's representative in writing as said above.

(ii) 'Bank' means CANARA BANK which expression shall unless excluded by or repugnant to the context include its representatives.

(iii) 'Bank's Representative' means The Assistant General Manager, Canara Bank, General Administration Section, Circle Office, Jaipur or any person authorized by him as in-charge of the service and would sign the agreement on behalf of CANARA BANK.

(iv) "Empanelled Courier Agency" means agency/ firm / company who is empanelled by the Bank and subsequently accepts the Bank's Offer & enters into agreement. Such Courier Agency shall include their assigns or successors in office and their authorized representatives.

(v) "Courier Agency" means agency/ firm / company who is submitting this NIO and offering his Rates.

2. The successful Courier Agencies shall undertake the services by themselves but shall not sublet or assign or transfer or sub-contract any part of the services.

3. No personnel employed by the Courier Agencies for the service will be liable for any sort of compensation or employment from the Bank.

4. SCOPE OF SERVICES

The scope of the services shall be as specified in Brief Details of the Service in Part-B of this offer document.

5. RATES

The Standardized Rates are inclusive of all charges for the labour, freight, labour for packing, profits, and Statutory Taxes except GST. Income Tax as per statutory orders /laws shall be deducted at source. The Rates standardized are firm throughout the contract period and no escalations shall be permissible.

6. PAYMENTS:

The payments shall be based on the Rates accepted & standardized by the Bank. The payments shall be made by the Bank once in a month based on actual charge of the individual couriers/covers/packets/ consignments collected & delivered satisfactorily, supported by production of Proof Of Delivery (POD) for each consignment. Claim for payment without production of POD will not be entertained.

7. TIME SCHEDULE :

The delivery of the couriers/cover/packet/parcel consignments shall be made within the time stipulated as below from the time of pick-up at Jaipur:

In case the next day (within 24 hours) is a holiday/ weekly holiday, the delivery shall be made on the next working day.

- i) Jaipur Local : 1 day
- ii) States of Karnataka, Andhra Pradesh, Tamil Nadu, Telangana and Kerala : 2-3 days
- iii) States of Gujarat, Maharashtra, Goa, Madhya Pradesh, Daman & Diu : 1-2 Days
- iv) Eastern Region: States of West Bengal, Orissa, Jarkhand Chattishgarh, Bihar : 2-3 days
- v) Northern Region: States of J&K, Ladakh UT, HP, Punjab, Haryana, Delhi, UP, Uttarakhand and Rajasthan : 1-2 days
- vi) North Eastern Region: States of Assam, Arunachal, Nagaland, Manipur, Mizoram, Meghalaya & Tripura : 3 days

8. PERIOD OF CONTRACT:

The duration of the contract shall be for a period of three Year from the date of signing the agreement.

9. PACKING:

Necessary labour for packing shall be provided by the Courier Agency within the quoted rates. Necessary materials for packing shall be provided by the Bank.

10. LIQUIDATED DAMAGES:

The time allowed for carrying out the service, specified in clause 8 above shall be deemed to be the essence of the contract on the part of the Courier Agencies. The service shall be provided throughout the stipulated period of the contract with all diligence and in the event of failure of the Courier Agencies to provide the service within time schedule as specified above or subsequently notified to him, the Courier Agencies shall pay as compensation an amount equal to Rs.100/- per day per consignment/ cover/ packet or such smaller amount as the Bank may decide subject to a maximum of Rs.1,000/- per consignment/cover.

In case of delays beyond the control of the Courier Agency like disruption in movement of Airways/ Railways / Road Transport, strike by labour unions or any other disturbance related to the courier field, the above clause of Liquidated Damage does not apply and the decision of the Bank in arriving at the reasons for the delay shall be final and binding on the Courier Agency.

COMPENSATION FOR LOSS/ DAMAGE OF COVER / PACKETS / CONSIGNMENTS:

The Courier Agency shall be responsible for loss/ damage of covers/packets/consignments during the transit and shall compensate the Bank for the expenses incurred for retrieval of the documents/correspondence lost in the transit. The amount of compensation shall be fixed by the Bank and the same shall be paid by the Courier Agency to the Bank, failing which it shall be recovered from the Security Deposit or from any amount due to the Courier Agency or by way of legal recourse.

FORCE MAJEURE

The Courier Agency shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the offerer, i.e. Force Majeure. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the offerer, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the offerer, resulting in such a situation. In the event of any such intervening Force Majeure, the Courier Agency shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Offer shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/ fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Courier Agency shall hold consultations with each other in an endeavor to find a solution to the problem.

Under no circumstances the Courier Agency will be entitled to any compensation, damages or extra cost. Notwithstanding above, the decision of the Bank shall be final and binding on the courier agency.

ABANDONMENT OF WORK :

If the Courier Agency closes its business or abandons the service or if this agreement is terminated as provided for in clause 16 hereinbefore, the Bank shall be entitled to forfeit the Security Deposit. As a special case, in case of proprietary firms if the contract is terminated due to death of the proprietor, the forfeiture of Security Deposit is waived.

ARBITRATION

That if any dispute, difference or question shall at any time arise between the parties in respect of the meaning of this agreement, or covering anything therein contained or arising out of this agreement, or the validity of the enforcement thereof which cannot be settled mutually, shall within 30 days(or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to sole arbitration by a person selected by the courier agencies out of the panel of three names recommended by the Bank and appointed by THE ASSISTANT GENERAL MANAGER, GENERAL ADMINISTRATION SECTION, CIRCLE OFFICE within 30 days from such selection by the Courier Agency. The arbitration proceedings will be conducted in accordance with and be subject to the Indian Arbitration Act 1996 as amended from time to time and the decision of the arbitrator shall be final and binding on the parties. The Arbitrator will have his seat at Jaipur or at such places in India as decided by the appointing authority. The Arbitrator may, with the written consent of the parties, extend time for making and publishing the award. The Courier Agency shall continue to perform his duties with diligence notwithstanding the fact that the dispute has been referred to Arbitration or any dispute or difference has arisen. The court of jurisdiction shall be in Jaipur only.

PENAL CONDITION

If service carried out by the Courier Agencies is found to be sub-standard or unsatisfactory or un-duly delayed on its account or the Bank suffers loss or does not maintain the confidentiality of the contents of the courier, then the Bank shall report the same to IBA for necessary action which may include black listing of the Courier Agency.

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR
CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

APPLICATION FORMAT

Address of the Head Office : (Proof of address to be enclosed)	
Landline Telephone No.	
Landline Telephone No. Fax :	
E-Mail :	
2. a) Constitution of the Firm(Company/Partnership Firm/Proprietorship Firm):	
b) Names of the Directors/Partners/Proprietor:	
c) Year of Establishment :	
3. Registration with Tax Authorities : a) Details of PAN : (Furnish copies of PAN and Income-Tax Returns)	
b) Goods & Services Tax Registration Number (GSTIN) : (Furnish copy of the Registration and that of the latest Annual Return GSRR 9 filed)	

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

5. Details of the services executed which are older than five years AS ON 31.03.2023

S.No	Service Extended for (name of organisation with address, concerned office and telephone number	Nature of service	Year of service	Actual value

(These details can also be furnished in separate page as Annexure duly quoting the reference of the paragraph)

Note: Copies of orders or satisfactory performance, certificate from the clients shall be enclosed.

Details of the services executed during the last 3 years AS ON 31.03.2022 (please mention only such services relevant to Eligibility Criteria 4)

S.No	Service Extended for (name of organisation with address, concerned office and telephone number	Nature of service	Year of service	Actual value

(These details can also be furnished in separate page as Annexure duly quoting the reference of the paragraph)

Note: Copies of orders or satisfactory performance, certificate from the clients shall be enclosed.

7. Turnover of the Courier Agency (Please attach copy of Balance Sheet and Profit & Loss account and C.A.'s Certificate for the following three years).

S.No	Year	Turnover
1	2020-2021	
2	2021-2022	
3	2022-2023	
Average		

8. Details of Service Centres:

(Please attach the details in a separate sheet)

9. Website Address for tracking the courier/ consignment:

10. Risk/Insurance Coverage for Consignment/Mail:

11. Presently Empanelled with:

12. Key personnel permanently employed in your organization:

S.No	Name	Qualifications	Employed in your service	Any other remarks

(These details can also be furnished in a separate page as Annexure duly quoting the para reference).

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the servicelisted by me/us in the accompanying sheets / Annexure.
3. I/ We agree that the decision of CANARA BANK in selection will be final and binding to me / us.

Name and Signature of the courier agency.

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

PROFORMA - A to E

Details of relatives working in Canara Bank:

Name of the Official	Designation	Address of the Office/Branch

Details of retired Government / PSU/ Bank employees, employed by our Courier Agency:

Name of the retired official	Designation	Name and address of the previous employer

Place
Date

Name & Signature of Agency

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

PROFORMA - B
AUTHORISATION LETTER

To,
The Assistant General Manager
General Administration Section
Canara Bank
Circle Office Jaipur

SUBJECT: EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

This has reference to your above subject.

Mr. Miss/Mrs.

_____ is hereby
authorized to attend the Offer opening on _____ on behalf of
our organization.

The specimen signature of Representative is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority
Attesting Authority
of the Courier Agency

Signature of

Name of Authorizing Authority
of the Courier Agency

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR
CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

PROFORMA - C
ACCEPTANCE OF TERMS & CONDITIONS

To,
The Assistant General Manager
General Administration Section
Canara Bank
Circle Office Jaipur

SUBJECT: EMPANELMENT OF GENERAL COURIER AGENCIES & RATE
STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/
OFFICES IN RAJASTHAN STATE.

:: CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS::

I/We have read and examined the Notice Inviting Offers and all its
components, the draft agreement to be entered into with the Bank and
understood all other relevant particulars.

I/We are fully qualified to provide the courier services as per your
requirement and have understood the scope of services, all terms &
conditions and Bank's time schedule.

PLACE:
DATE:
Agency

Signature of the Courier

PROFORMA - D
DRAFT FORMAT OF AGREEMENT

This agreement made at Jaipurday of2023

Between

Canara Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112,J.C.Road, Bengaluru - 560002 represented by The Senior Manager, GA Section, Head Office, Bengaluru, its duly constituted Attorney (hereinafter referred to as the BANK) on the ONE PART

And

M/s.

.....,a Firm/Company registered under the Companies Act 1956, having its Corporate Office at

.....duly authorized and represented by Sri. _____(Name).....

..... (Designation) at Office, (hereinafter referred to as the 'Courier Agency'), on the OTHER PART

WHEREAS the Bank is desirous of engaging the General courier services for its Head office at No.112, J C Road, Bengaluru and called for a tender for availing the services of agencies and M/s (Name of Courier Agency) was declared successful; and The Courier Agency agrees to undertake to provide the services on the terms and conditions contained in the Tender/Offer Document and as set out herein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. M/s (Name of Courier Agency) shall provide the services as per the rate mentioned in Annexure I to this agreement.

2. The words and expression in this agreement shall have the same meaning as are respectively assigned to them in the documents specified in Clause 3 below.

3. The following documents contained in the Tender Document not inconsistent with these presents shall be deemed to form and read as part of this agreement;

- a) Notice Inviting Offers (NIO)
- b) General Rules & Instructions to the Courier Agencies
- c) General Conditions of Contract
- d) Proforma - A, B, C and E signed and submitted by M/s.....

4. The Courier Agency, in consideration of the payments to be made by the Bank hereby covenants and agrees with the Bank to complete the services in all respects in conformity and subject to all terms and conditions/rules as mentioned in the aforesaid documents which form part of this agreement.

In witness whereof the parties hereto have set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Courier Agency,

To Canara Bank _____ in the presence of;
Signature of Courier Agency (with seal) Signature of Authorized
representative of the Bank / Accepting Authority.

Witness (Signature, Name & Address);

- 1)
- 2)

EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

PROFORMA- E
UNDERTAKING LETTER

To,
The Assistant General Manager
General Administration Section
Canara Bank
Circle Office Jaipur

SUBJECT: EMPANELMENT OF GENERAL COURIER AGENCIES & RATE STANDARDIZATION FOR JAIPUR CIRCLE OFFICE AND ITS BRANCHES/ OFFICES IN RAJASTHAN STATE.

Sir,
This has reference to your above Notice inviting Offers issued to us.

We hereby state that we M/s _____ have submitted the above Offer Documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the Bank.

PLACE:

DATE:
Courier Agency

Signature & Name of the

**B.FINANCIAL OFFER / BID-PART
PROFORMA - F
(TO BE OFFERED ON COMPANY LETTER HEAD AND SEPARATE SEALED
ENVELOPE)**

	Within Jaipur Local/agglomeration	Within Rajasthan	Northern Region:States of J&K, Ladakh UT, HP, Punjab, Haryana, Delhi, UP, Uttarakhand and Rajasthan	Rest of the India
Upto to 20gm				
21 to 100gm				
101-200gm				
201-500gm				
501gm to 750gm				
750-1Kg				
For additional 1Kg on part thereof				

The above charges are payable exclusive of Goods & Services Tax (GST), which is payable extra.

We agree that the Income Tax (i.e. IT-TDS and GST-TDS) as payable to statutory authorities will be deducted from the above quoted fees.

Place
Date

Signature of Agencies