

**CANARA BANK**  
(A Government of India Undertaking)

RECORDS AND TAPPAL SECTION  
GENERAL ADMINISTRATION WING,  
HEAD OFFICE  
No. 112, J C ROAD,  
BENGALURU - 560 002.

Ref: GAW/R&T/OFFER FOR COURIER EMPANELMENT FOR HEAD OFFICE-01/2020

**Empanelment of General Courier Agencies & Rate Standardization for  
Head Office, Bengaluru**

This document can also be downloaded from Bank's website [www.canarabank.com](http://www.canarabank.com).

# CANARA BANK

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**CANARA BANK**  
(A Govt. of India Undertaking)  
**RECORDS AND TAPPAL SECTION,**  
**GENERAL ADMINISTRATION WING, HEAD OFFICE**  
No.112, J C ROAD, BENGALURU -560 002.  
Telephone 080 -22116010 & 080-22221581 Ext. 209

**NOTICE INVITING OFFERS (NIO)**

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for Head Office, Bengaluru**

Canara Bank proposes to avail the services of experienced Courier Agencies for collection and delivery of courier, covers, packets, and consignments from Head Office, 112, J.C. Road, Bangalore and its various offices/Annexes situated at various places in Bangalore to various places across India by standardization of rates on regional basis.

1. The offer document comprises the following:

**A. COMMERCIAL 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) Proformae - A,B,C, D & E

**B .FINANCIAL PART :**

**Financial part for the courier services in Proforma-F**  
**to be submitted in a separate sealed envelope.**

- 2. Period of issue of the documents : 21.09.2020 to 05.10.2020
- 3. Last date and time for submission : 05.10.2020 @ 3.00 PM
- 4. Date of opening of Commercial Offer : 05.10.2020 @ 3.30 PM

**ASSISTANT GENERAL MANAGER**

### A. ELIGIBILITY CRETERIA

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for Head Office, Bengaluru**

S.No	Criteria	Documents Required
01	The Courier Agency should have minimum of 5 years' experience.	Order copies OR satisfactory Service Certificates from the clients.
02	The Courier Agency should have an Office in Bangalore.	Proof of address with copy of Lease Agreement or proof of ownership.
03	<p>The Courier Agency should have Service Network in major cities &amp; State Capitals in any one or more Regions as detailed below:</p> <p>i) <b>North India:</b> States of J &amp;K , HP , Punjab, Harayana, Delhi, UP,Uttarakhand Rajasthan, Bihar.</p> <p>ii) <b>North Eastern India:</b>States of Assam, North Eastern States.</p> <p>iii) <b>Eastern India:</b> States of West Bengal, Orissa, Jarkhand,Chattisgarh.</p> <p>iv) <b>West and Central India:</b>States of Gujarat, Maharashtra,Goa,Madhya Pradesh.</p> <p>v) <b>Southern India :</b>States of Karnataka, Andhra Pradesh,Tamilnadu and Kerala.</p> <p>vi) <b>Bengaluru:</b> Bengaluru Local</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>----- do -----</p>
04	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 network etc., during the last 3 years as on <b>31.03.2020</b> .	Satisfactory Certificate from the clients with number of years of service.
05	The Courier Agency should have an Annual Turn-over of at least Rs.30.00 lakh during the last financial year ending with <b>31.03.2020</b> .	Auditor's Certificate specifying the turnover.
06	The Courier Agency must have valid GSTIN and PAN.	Copies of the GSTIN Registration Certificate and PAN Card.
07	The Courier Agency should have the facility of Web-tracking of the Courier/Consignments	Display in Website:

**NOTE:A Courier Agency can submit offer/s for one or more Regions with separate offers Region wise along with rates and requisite details.**

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**B.BRIEF DETAILS OF THE SERVICE**

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for Head Office, Bengaluru**

- 1) Pick up the courier, covers, packets, consignments from Offices and/ Sections of the Bank's Head Office at Head Office, 112, J C Road, Bengaluru - 560 002 and its other Annexes, Offices/ Sections situated at (A) Naveen Complex, No.14, M G Road, Bengaluru- 560 001 (B) Spencer Towers, No.86, M G Road, Bengaluru 560 001 (C) ETT Section, Thapar House, Stock Exchange Towers, No.51, 1st Cross, J C Road, Bengaluru- 560002 (D) Printing Section and Stationery Section, 2,3 & 4 Ground Floor, Featherlite Specturm, New Timber Yard Layout, Mysuru Road, Byatarayanapura, Bengaluru- 560026 (E) General Administration Wing and Staff Training College both situated at No. 29, Dwarakanath Bhavan, K R Road, Basavanagudi, Bengaluru - 560004 (F) Offices / Sections situated at "Jeevan Prakash Building, 113-1, J C Road, Bengaluru - 560 002 (G) CPPC Section, Malleswaram, Bengaluru, (H) Head Office-Annexe-(Gandhinagar), E-Syndicate Head Office, 2<sup>nd</sup> Cross, Gandhinagar, Bengaluru-560009, (I) Head Office-Annexe (Manipal), Regd. Office, E Syndicate Bank, Manipal, Karnataka-576104, (J) Head Office-Annexe(Koramangala), 2<sup>nd</sup> Floor, Commercial Shopping Complex ,NGV ,Koramangala Bengaluru-560079 (K) Head Office-Annexe(K.G.Road), No.35, Devanga Towers, 2<sup>nd</sup> Floor K.G.Road, Bengaluru-560009 and (L) Head Office-Annexe(Cubbonpet), E Syndicate Bank 2<sup>nd</sup> Floor, IFCI Bhavan, Cubbonpet Main Road, N.R.Square (Hudson Circle), Bengaluru-560002 and to deliver to the branches/offices situated in all over India within the specified time.
- 2) The pick-up will be on daily basis and timings for such pick-ups will be at 4.30 PM.
- 3) The delivery shall be made by the Courier Agencies by Air or by surface mode with due regard to the timeliness and ensure expeditious dispatch of the documents and deliver the same to the addressee offices within stipulated time of handing over the courier, covers, packets, consignments to them at delivery locations.
- 4) The labour for packing of the courier will have to be provided by the Courier Agencies.
- 5) Packing material will be provided by the Bank.
- 6) 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.
- 7) The Courier Agency shall supply adequate quantity of consignment notes for the use of any of the offices/sections of Head Office of the Bank.
- 8) 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.**
- 9) Apart from the representatives of the Courier Agencies picking up the consignments from Head Office 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.

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**C.GENERAL RULES & INSTRUCTIONS TO COURIER AGENCIES****SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for Head Office, Bengaluru**

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 in Proforma "F" can be collected between the dates mentioned in the Notice Inviting Offers (NIO) during the working hours everyday except on Sundays and Public Holidays, from Records & Tappal Section, General Administration Wing, Canara Bank, Head office, 112, J.C. Road, Bangalore-560002 OR alternatively Offer Documents can be downloaded from our Bank's " website" [www.canabank.com](http://www.canabank.com).
2. The offer is of "TWO ENVELOPE CONCEPT" and it has to be submitted as such. It should always be submitted in sealed cover superscribed "Commercial Offer for selection of Courier Agencies for HO for ..... Region " on the **first envelope** and " Financial Offer for selection of Courier Agencies for HO for .....Region " on the **second envelope** as the case may be and both the sealed covers shall be placed in a bigger outer cover and sealed and superscribed "Offer for selection of Courier Agencies for HO for .....Region. **Non submission of Commercial Offer ( first envelope ) and Financial Offer (second envelope )as detailed above shall automatically render the entire offer being rejected.**

**If a Courier Agency is applying for more than one Region, then separate Offers as detailed above shall be submitted for each Region along with Rates and requisite details.**

3. The first envelope should contain Documents in support of Eligibility Criteria and all the components of Commercial Offer as detailed in the NIO with all supportive documents, **duly signed** on all the pages other than the **Financial / Rate aspects**.
4. The second envelope should contain the Financial Offer as per **Proforma -F** and should be sealed and submitted on the same given date and time simultaneously along with Eligibility & Commercial Offer, kept in a single bigger outer cover. This envelope should contain the form duly filled in with Rates details (enclosed in the Offer Document) with values written in words and figures.
5. The sealed offers should be deposited in the **BOX** kept at **Canara Bank, Records & Tappal Section, G.A.Wing, Head Office, Ground Floor, 112, J.C.Road, Bengaluru - 560002 on or before 05.10.2020 3.00 PM**. If last day of submission of offer is declared a holiday under NI Act by the Government subsequent to issuance of NIO, the next working day will be deemed to be the last day for submission of the offer. **No offer will be accepted by post or courier or email or FAX.**

6. The first envelope (Commercial Offer) will be opened in the said office on **05.10.2020 at 3.30 PM.**
7. The Financial Offer of only such agencies/ applicants who qualify in the Commercial 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.
8. 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.
9. **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.
10. 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.
11. Offers which are incomplete in any respect are liable to be rejected.
12. Canvassing in connection with Offers is strictly prohibited and the Offers submitted by the Courier Agencies who resort to canvassing will be liable for rejection.
13. The Courier Agency shall furnish the list of his relatives working in Canara Bank with their present place of posting in the **Proforma A.**
14. 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.**
15. 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.

16. It will be obligatory on the part of the Courier Agencies to offer and sign the Offer Documents on all the component parts.
17. Conditional offers shall summarily be rejected.
18. Bank shall standardize the Rates on Regional basis, 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.
19. 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 within 14 days from the date of intimation to the Courier Agency by the Bank.
20. **SECURITY DEPOSIT:**The empanelled Courier Agencies who are accepting the Standardized Rates fixed by the Bank shall deposit an amount of Rs 10,000/- (Rupees Ten Thousand 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, Head Office**" payable at **Bengaluru**. The Security Deposit shall be held by the Bank for the contract period of One Year and shall not earn any interest. Applications should be submitted along with an **EMD of Rs.1,000.00** (Rupees One thousand only) by way of Demand Draft, drawn in favour of CANARA BANK,PAYABLE AT BENGALURU, which will be adjusted for Security Deposit in case of successful bidders and will be returned to the unsuccessful Bidders.
21. 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.

Signature of the Courier Agency

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## D. GENERAL CONDITIONS OF CONTRACT

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for Head Office, Bengaluru.**

### 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 General Manager, Canara Bank, General Administration Wing, Head office, Bengaluru or any person authorised 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. TDS certificate shall be issued for such deductions.

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 quoted in Financial Offer and subsequent modifications if any. The payments shall be made by the Bank once in a month based on the total number of couriers/covers/packets/ consignments collected & delivered satisfactorily. The total numbers of couriers/covers/ packets /consignments shall be counted based on the **Proof Of Delivery (POD)**, submitted by the Agency. **Claims without POD will not be entertained.**

The payment will be made on the basis of actual item rate basis as per the Rate quoted in the Financial Offer and not as "lump sum" contract.

## 7. SECURITY DEPOSIT:

An amount of Rs.10,000/- (Rupees Ten Thousand only) shall be deposited with the Bank for due performance of the contract. The EMD submitted shall be adjusted towards the Security Deposit. The Security Deposit shall be refunded after successful completion of the contract without any interest after recovering the entire amount due, if any, from the Courier Agency.

## 8. 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 Bangalore:

- a) **North Region** - Delhi - 1 day  
All other places in North region - 1-3 days
- b) **North Eastern Region** - 1-3 days
- c) **Eastern Region** : Kolkata - 1 day  
All other places in Eastern region - 1-3 days
- d) **Western & Central Region** : Mumbai, Pune, Ahmedabad and Panjim-Goa - 1 day  
All other places in Western & Central Region - 1-3 days
- e) **Southern Region** :- Hyderabad, Vijayawada, Vishakhapatnam, all the places of Karnataka, Tamilnadu and Kerala States - 1 day  
All other places of Andhra Pradesh and Telangana - 1-2 days.
- f) **Bangalore Region** - Bangalore Local - 1 day

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

## 9. PERIOD OF CONTRACT:

The duration of the contract shall be for a period of one year from the date of signing the agreement.

## 10. 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.

### 11. 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.

### 12. 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.

### 13. 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/dischage 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.

#### **14. RESTRICTION / SUSPENSION:**

The Bank reserves the right of restricting the Courier Agencies' services at any stage and makes other alternative arrangements for continuing the services after withdrawing such services from them or suspends the service.

The Bank shall have the liberty to omit, postpone or not to execute any service and/ or any item of service and the Courier Agencies shall not be entitled to any compensation or damages for such omission, postponement, or non-execution except the charges which have become payable to them for the services actually rendered by them.

#### **15. TERMINATION OR RECESSION OF AGREEMENT:**

The Bank without any prejudice to its right against the Courier Agencies in respect of any delay or deficient service by notice in writing absolutely determine/ suspend the contract in any of the following cases;

1. If the Courier Agency being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a Manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or Manager or which entitles the court to make up a winding order.
2. If the Courier Agency is not pursuing the service with due diligence within the time lines committed or abandons the services or commits breach of any of the terms of the agreement and when the Courier Agency has made himself liable for action under any of the cases aforesaid the Bank shall have powers:
  - b. To determine or rescind or suspend or terminate the agreement
  - c. To engage other agencies to carryout the balance service at the cost of recovering the Courier Agencies the excess amount if any so spent/ incurred.

In the event of termination of the agreement by the Bank, the Courier Agencies shall not be entitled to any compensation or damages by reason of such termination, but only to the charges for the service actually rendered, which have been duly approved by the Bank. The decision of the Bank as regards the actual service done and the amount of the charges due to the Courier Agencies on the basis of actual service / service done shall be final and binding on the Courier Agencies.

The Courier Agencies shall promptly notify the Bank of any change in the constitution of its/his firm. It shall be open to the Bank to terminate the Agreement on the death, insanity or insolvency of any person being Director in the said firm, or on the addition or introduction of a new Director. But until its termination by the Bank as foresaid, this contract agreement shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by death, insanity or insolvency of any of its Directors or addition or introduction of any new Director. In case of death the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms & conditions of this contract agreement.

#### 16. ABANDONMENT OF WORK :

If the Courier Agencies close their business or abandon the service or if this agreement is terminated as provided for in clause 15 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.

#### 17. 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 GENERAL MANAGER, GENERAL ADMINISTRATION WING, HEAD 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 **BANGALORE** 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 Bangalore only.

#### 18. PENAL CONDITION

If service carried out by the Courier Agencies is found to be sub-standard or unsatisfactory or un-duly delayed on his 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.

Signature of the Courier Agency

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for  
Head Office, Bengaluru.**

**APPLICATION FORMAT**

1. (a) Name of the Courier Agency :  
Address :

Telephone No. :  
Office :  
Mobile :  
Fax :  
E-Mail :

(b) Address of Local office in :  
Bengaluru  
(Proof of address to be enclosed)

2. a) Status of the Firm(Whether company/  
Partnership / proprietary) :

b) Name of the Proprietor/ Partners/ Directors

I)

II)

III)

c) Year of Establishment :

3. Registration with Tax Authorities :

a) Income-Tax PAN :  
(Furnish copies of PAN and Income-Tax Returns)

b) Goods & Services Tax Registration Number (GSTIN) :  
(Furnish copy of the Registrartion and latest copies of Returns filed)

4. Details of the services executed which are older than five years AS ON 31.03.2020 (please mention only such works relevant to Eligibility Criteria 01 )

Sl. No.	service executed for (name of the organization with address, concerned office and telephone number)	Nature of service (in brief)	Year of service	Actual Value

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

Note: Copies of orders or satisfactory performance certificate from the client's shall be enclosed.

5. Details of the services executed during the last 3 years AS ON 31.03.2020 (please mention only such services relevant to Eligibility Criteria 4)

Sl. No.	Service executed for (name of the organization with address, concerned office and telephone number)	Nature of services (in brief)	year of services	Actual Value of the works

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

Note: Copies of orders and satisfactory completion certificate from the clients shall be enclosed.

6. Turnover of the Courier Agency (Please attach copy of Audited Balance Sheet and Profit & Loss account for three years).

Sl. No.	Year	Turnover
1	2017-18	
2	2018-19	
3	2019-20	
	Average	

7. Details of Service Centres:  
(Please attach the details in a separate sheet)
8. Website Address for tracking the courier/ consignment:
9. Key personnel permanently employed in your organization:

Sl No	Name	Qualifi- cations	Employed in your firm since	Any other

(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 service listed 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.

Place :

Date :

**NAME & SIGNATURE OF THE COURIER AGENCY**

**PROFORMA - A**

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for  
Head Office, Bengaluru**

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 & ADDRESS OF THE PREVIOUS EMPLOYER

Place :

Date :

Name & Signature of Courier Agency

**PROFORMA - B**  
**AUTHORISATION LETTER**

To,  
The Assistant General Manager  
Records & Tappal Section  
General Administration Wing  
CANARA BANK  
Head Office  
No.112, J C Road  
Bengaluru – 560 002

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for  
Head Office, Bengaluru.**

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  
of the Courier Agency

\_\_\_\_\_  
Signature of Attesting Authority

\_\_\_\_\_  
Name of Authorizing Authority  
of the Courier Agency

**PROFORMA - C**  
**ACCEPTANCE OF TERMS & CONDITIONS**

To,  
The Assistant General Manager  
Records & Tappal Section  
General Administration Wing  
CANARA BANK  
Head Office  
No.112, J C Road  
Bengaluru –560 002

<b>SUBJECT:Empanelment of General Courier Agencies &amp; Rate Standardization for Head Office, Bengaluru</b>
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**:: 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:**

**Signature of the Courier Agency**

**PROFORMA - D**

**DRAFT FORMAT OF AGREEMENT**

This agreement made at **Bengaluru** the .....day of .....2020

**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 Manager, Records & Tappal Section, GA Wing, 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)

PROFORMA- E  
UNDERTAKING LETTER

To,  
The Assistant General Manager  
Records & Tappal Section  
General Administration Wing  
CANARA BANK  
Head Office  
No.112, J C Road  
Bengaluru –560 002

**SUBJECT:Empanelment of General Courier Agencies & Rate Standardization for  
Head Office, Bengaluru**

Dear 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:**

Signature & Name of the Courier Agency

**PROFORMA - F  
“FINANCIAL PART”**

To,  
The Assistant General Manager  
Records & Tappal Section  
General Administration Wing  
CANARA BANK  
Head Office  
No.112, J C Road  
Bengaluru –560 002

**SUBJECT: Empanelment of General Courier Agencies & Rate Standardization for  
Head office, Bengaluru**

This is with reference to your Notice Inviting Offers for empanelment General Courier Agencies and Rate Standardization for your Head Office, Bengaluru.

I/We have read the Notice Inviting Offers (NIO) and contents and have fully understood it.  
I/ We understand that Bank reserves its right to accept or reject any or all the offers partially or wholly and fix its own Standardized Rates.

I/ We are agreeable to provide courier services to your Head Office as per the scope of service and terms and conditions detailed in this NIO at the following rates:

**RATES ARE APPLICABLE TO ..... REGION**

<b>PART-A.Rates for Category upto &amp; inclusive of 1 kg for courier, covers, packets, consignments</b>	
<b>Slabs</b>	<b>Rate per courier, covers, packets, consignments in Rs. &amp; Ps.</b>
Up to 50 gms	
Up to 100 gms (51 to 100gms)	
Up to 250 gms (101 to 250gms )	
Up to 500 gms (251 to 500gms )	
Up to 750 gms (501 to 750gms )	
Up to 1000 gms (751 to 1000gms )	

PART-B. Rates for Category above 1 kg for courier, covers, packets, consignments	
Slabs	Rate per courier, covers, packets, consignments in Rs. ps
First 1 kg	
Every additional 500 gms or part thereof	

The delivery schedule shall be as detailed in this NIO.

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

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

Place:  
Date:

Signature of the Courier Agency