

Empanelment of Courier Agencies

Applications are invited from experienced and competent courier agencies for empanelment and providing courier services for 3 years at our office premises at SIDBI Tower, 15, Ashok Marg, Lucknow-226 001.

Minimum pre-qualification criteria:-

- a. The agency could be proprietorship / registered with Registrar of Firms/Companies and should be in existence for the last 5 years.
- b. The agency should have executed assignments for All India Financial Institutions / Public Sector Banks / Public Sector Undertakings / Multinational Companies (MNC) / Large Private Sector Corporates.
- c. The agency should have achieved annual courier sales turnover of minimum of Rs.25 lakh in FY 2009-10 [Attach copy of audited Profit & Loss A/c for FY 2010.]
- d. The agency should have all India network.
- e. The agency should be an income-tax assessee having filed its income-tax return for the last three assessment years. [Attach copy of PAN & TAN and copies of return filed during FY 2008, 2009 and 2010].

Scope of work

- a. Delivery and despatch of official documents to various destinations within India.

How to apply

Application should be submitted in the prescribed form along with attested copies of the documents as stated in the application form. Only application of agencies who fulfill the pre-qualification criteria would be considered by the Bank. The last date for submission of completed application form along with the requisite documents is **February 17, 2011** by 1500 hours and shall be opened on **February 17** at 1600 hours in the presence of such of the authorised representatives of agencies / contractors who may choose to remain present at that time.

The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

It may be noted that both the applications should be sent to SIDBI in two separate envelopes clearly indicating on respective envelopes:

1. "Pre qualifying Criteria - Courier"
2. "Competitive Quotations for Courier Service"

The two envelopes should be put together in a single large envelope while submitting the application.

The Bank reserves the right to add / delete / modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of contract.

The last date for receipt of such applications at SIDBI Lucknow is February 17, 2011 latest by 1500 hours.

While submitting the application, copies of the certificate, if any and other documents specified may please be forwarded to:

The General Manager,
Small Industries Development Bank of India,
SIDBI Tower, 15, Ashok Marg,
Lucknow-226 001

Annexure I

To,
The General Manager,
Small Industries Development Bank of India,
SIDBI Tower, 15, Ashok Marg,
Lucknow-226 001

Application for Empanelment - Pre qualifying Criteria

S.No	Particulars	
1	Name of the operator / agency	
2	Address with telephone, mobile e-mail, fax number & the name(s) of the contact person(s)	
3	Year of establishment / incorporation (Please attach documentary evidence)	
4	Income Tax - PAN No and Service tax. (Please attach documentary evidence)	
5	ST/CST No. (Please attach documentary evidence)	
6	Registration details of the Agency (Please attach documentary evidence)	
7	Customer Profile of the agency (Letters of Intent / Work Order / certificate of the work executed, details of work, value, etc., done in last two years may be enclosed)	
8	Annual turnover during FY 2009 - 2010 (Please attach documentary evidence)	
9	Whether the agency is an income-tax assessee having filed its income-tax return for the last three assessment years, upto FY 2010. (Please attach documentary evidence)	
10	<u>Verification</u> -The form should be signed by the authorised signatory verifying that all the details furnished in the application are true and correct to the best of his / her knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Bank, if it deems fit.	

Signature of the authorised person of the agency with stamp

Competitive Quotations for Courier Service:

Courier Service at Lucknow

Name of the operator / agency

Address of the operator / agency

Rates quoted

Particulars	Quantity	Rates
Local	Below 500 gm	
	More than 500 gm	
Out Station	Below 500 gm	
	More than 500 gm	

Service tax as per Govt. norms will be applicable.

Signature of the authorised person of the agency with stamp