

**HIRING OF COURIER SERVICE AGENCIES FOR SBI BRANCHES/ OFFICES ACROSS  
KARNATAKA**



**STATE BANK OF INDIA, BENGALURU.**

**PART A**

**INSTRUCTIONS TO TENDERERS AND GENERAL CONDITIONS.**

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EMPLOYER: State Bank of India  
Local Head Office  
#65, St. Mark's Road  
Bangalore – 560 001

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Issued to: M/s.....  
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**STATE Bank OF INDIA**  
**Ref No. BAN/P&E/CS/202506002**

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State Bank of India, Bangalore, invites e-Tenders from Courier Service Agencies for Transporting and delivering of its documents to various places in Karnataka and other parts of India. Courier agencies are required to submit their applications online through Bank's e-tendering portal "<https://etender.sbi>."

For technical assistance regarding e-tendering the following persons shall be contacted;

1. Ms. Kushboo Mehta +91-9510813528 / +91-6354919566

2. Mr. Nandan Valera +91- 9081000427

**SBI Contact;**

Shri.Murali Krishna Valluri – 080-2594–3576

1	Name of the work	Hiring of Courier Agencies for SBI Branches/Offices across Karnatka
2	Contract period	02 Year and may likely to be extended for one more year upon satisfactory performance and as per mutually agreed terms and conditions at that time.
3	Earnest Money Deposit.	Rs.10,000/- , To be submitted Only in the form of Demand Draft in favour of Assistant General Manager, Office Administration Department, SBI, LHO Bengaluru and to be submitted physically at Office Administration Department Bengaluru, 3rd Floor, New Annexe Building, SBI LHO Campus, No.65, St. Mark's Road,Bengaluru.  <b>EMD Shall be in the form of Demand Draft only No other forms shall be accepted.</b>
4	Security Deposit.	Successful Bidder shall submit a Bank Guarantee for a sum of Rs.2,00,000/- (Rupees Two Lacs Only) from a scheduled Bank as Security Deposit.
5	Last date and time of receipt of E-Tender.	3.00 PM On 08-07-2025
6	Mode of tender submission	Tenders will be accepted only in e-tender portal <a href="https://etender.sbi">https://etender.sbi</a> . EMD in the form of hard copy in a closed cover and shall be submitted to Assistant General Manager, Office Administration Department , 3rd Floor,

		New Annexe Building, No.65, St.Mark's Road Bengaluru -1
7	Date and time of opening of tenders.	Technical Bid; 3.30 pm on 08-07-2025 Price Bid; 3.30 pm on 11-07-2025
8	Validity of tenders.	Rates quoted should remain valid for a period of 3 months.
9	Billing period	GST Invoices shall be raised on monthly basis.
10	Submission of Technical Bid	Vendors shall download the entire Technical Bid to get acquainted with the terms and conditions and shall upload compulsorily all the pages of the technical bid without fail in the e-tendering portal after putting the signature, seal & date. Failing to upload the technical bid as stated above, the tender will be rejected.  However, L1 Tenderer should submit the Technical bid duly signed with company seal and date physically within 3 days on receipt of confirmation.

In case the date of opening of tenders is declared as holiday, the tenders will be opened on next working day at the same time.

SBI has the right to accept/reject any/all tenders without assigning any reason(s).

It is the vendor's responsibility to get prepared well and get ready with E-Tendering procedures & well equipped with all requirements like digital signature of Class 3 signing and encryption facility. SBI will not take any responsibility of delay in submission of EMD, slow internet connectivity, system failures etc.

Assistant General Manager (OAD)  
SBI LHO - Bengaluru.