

APPLICATION FOR EMPANELMENT OF COURIER SERVICE PROVIDER (2023-2026)
(LAST DATE OF SUBMISSION OF APPLICATION IS 07.10.2023)
PLEASE ENSURE THAT NO COLUMN SHOULD BE LEFT BLANK OR INCOMPLETE

To,
 The Chief General Manager
 State Bank of India
 Local Head Office,
 New Delhi.

Madam/Dear Sir,

COURIER SERVICES: EMPANELMENT OF COURIER AGENCY (DOMESTIC) – FOR 3 YEARS (2023-2026)

We submit our proposal for courier services for collection of dak from various places of Delhi, Uttarakhand, Parts of Uttar Pradesh and Haryana and delivery to above mentioned area and rest of India. Our brief particulars are as follows,

1	Name of the Courier Agency	
2	Regd. Office/Head Office with Complete address:	
3	Contact No.: (a) Landline with STD Code (b) Mobile (c) Email ID	
4	Address of office at Delhi with Contact No./Email ID etc.	
5	Year of Establishment (Minimum 7 Years)	
6	Income Tax permanent Account Number and assessed upto,(copy of PAN to be enclosed)	
7	Constitution	
8	Status of the firm whether Company/Firm/proprietary concern	
9	Name of Directors/Partners/Proprietor	

10	Whether registered with the Registrar of Companies/Registrar of firms. If so, mention number and date.	
11	Name of address of present Bankers	
12	Whether registered with Sales tax purpose. If so, mention TIN number and date.	
13	Past experience(Presently working particularly with big organizations/companies/ offices/banks duly supported by documentary evidence period)(enclose separate sheet if space is insufficient)	
14	Network (a) Existing Network in Uttar Pradesh, Haryana, Uttarakhand, Delhi No. Of Offices/branches (b) Existing Network (list enclosed)other than(a) list enclosed No. Of Offices/branches (c) A list containing names of persons available at various offices, address, telephone number etc. is enclosed)	
15	Time schedule proposed for each centre/branch (for delivery of dak to addressee and submission of acknowledgment cards / POD to the sender)	Statement enclosed
16	Rates as per destination/states	To be given in a separate sealed cover superscribed ' <i>Application for the Empanelment of Courier Services Agency in New Delhi Circle for the period 2023-2026</i> ' & Marked "Private & Confidential"
17	Whether an assesses of Income Tax. If so mention PAN number. (Furnish copies of I.T. Clearance certificate)	
18	Whether registered for service tax, if so mention service tax registration number & date.	
19	If you registered in the panel of other Organisations/Statutory Bodies/ Institutions / Banks, if yes, mention their name and since when?	

20	Detailed description of high value of three works done during the last 7 years with name of organization, value of work done, copies of work orders, completion of work etc.			
21	Annual Turnover for the last 3 years (Not less than Rs.1.00 crore per annum)	2020-21	2021-22	2022-23
22	Network (No. of offices) in the Country - (List with addresses/Contact Nos/Email ID etc. may be separately enclosed)	Delhi, Uttarakhand, Uttar Pradesh, Haryana - Total in India		
23	Names and addresses of the persons who will be in a position to certify about the quality as well as performance of your organization /work.			
24	Does the courier agency have an effective on-line tracking system to know the status of each document? Give details of the training system in place along with website address:			
25	Whether the applicant is a franchisee*/principal company: *(No offer from franchise will be entertained).			
26	Whether willing to work anywhere in the States of Delhi, Uttarakhand and parts of Uttar Pradesh and Haryana, rest of India or mention places where you are willing to work.			
27	Declaration regarding near relatives working in the Bank. If yes, Name, Designation, Place of posting.			
28	Whether De-empaneled/Blacklisted by any Bank/Govt. Agency/Office, If yes, furnish details			

<p>I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.</p>	
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Signature with seal

Name & Designation

Contact No.

Place:

Date:

Note : Furnish self-attested duly stamped photo copies of all relevant documents in support of the information furnished above.

Enclosures:

1. Article /Memorandum of association or partnership deed/Firm Registration certificate
2. Photocopy of PAN & UID of all concerned
3. Photocopy of GST Registration Certificate
4. Income Tax Return for previous 3 years
5. Photocopy of GST return last submitted
6. Experience certificate.
7. List of Institutions with whom working presently.
8. Time schedule (Centre wise/branch wise) for dak and acknowledgment card/POD.
9. Rate List as required under Sr.No.16