

NIT NO	AMA20241001
DATE	19.10.2024



STATE BANK OF INDIA, LOCAL HEAD OFFICE AMARAVATI INVITES

TENDER DOCUMENT

FOR EMPANELMENT OF DOMESTIC COURIER AGENCIES FOR SBI AMARAVATI CIRCLE BRANCHES/OFFICES IN 1. ANDHRA PRADESH 2. LHO AT HYDERABAD 3. YANAM (UT OF PUDUCHERRY) FOR COLLECTION OF PACKETS / PARCELS CONTAINING DOCUMENTS, PAPERS ETC. FROM THE BRANCHES / OFFICES UNDER LHO AMARAVATI AND DELIVER THE SAME PAN INDIA TO RESPECTIVE ADDRESSES/CONSIGNEES

**The Asst General Manager (Br.CPCR)
State Bank of India, LHO Amaravati
Anex Building, 1st Floor, Gunfoundry,
ABIDS; Hyderabad – 500 001
Telangana.**

Notice Inviting Tender (NIT)

1)	EMD amount to be submitted at:	<p>Rs. 50,000/- (Fifty Thousand only).</p> <p>To be submitted by way of Demand Draft/Bankers Cheque in favor of “Premises & Estate Department EMD, FSD Account” payable at Hyderabad.</p> <p>(EMD is exempted for MSME registered firms under <u>services division</u>. (Proof of Valid registration Copy to be enclosed).</p>
2)	Address for communication:	<p>Asst. General Manager (Br.CPCR), State Bank of India, Br.CPCR Department, LHO Amaravati, ABIDS, Gun-foundry, Hyderabad, Telangana State – 500 001. Contact No. 83748 48576</p>

2. Purpose:

For empanelment of domestic courier agencies for SBI Amaravati circle branches / offices in 1.Andhra Pradesh 2.LHO Amaravati at Hyderabad 3. Union territory of Yanam for collection of packets / parcels containing documents, papers etc. from the branches / offices under SBI LHO Amaravati and deliver the same PAN India to respective addresses / consignees.

3. Qualification criteria:

- a) Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

SNo.	Eligibility Criteria	Documents to be submitted
1.	The bidder must be a Firm / Proprietary / Company registered under Companies Act. With an experience of minimum 05 years in the field in related area.	In case of Proprietary copy of the GST Registration certificate / In case of firms Copy of the firm registration Certificate/ In case of company copy of certificate of incorporation issued by Registrar of Companies and full address of

		the registered office plus GST registration certificates.
2.	Currently empaneled with other banks / PSUs/ Government Establishments for Courier Services.	Copy of the work order and work completion certificates issued by the Bank / PSUs / Government Establishments (Works carried out during the period from 01/08/2021 to 30/09/2024.
3.	The bidder should have a minimum average annual turnover of Rs. 2.00 Crores for the previous 3 years.	(i) Copy of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant including 3CA/3CD and auditor notes and accounts. (ii) Copies of returns submitted to the Tax authorities such as IT & Service Tax etc. (iii) Any return submitted to the labour Commissioner.
4.	The Bidder should have Registered Office in the States of Andhra Pradesh / <u>Telangana</u> only.	Address Proof of the firm should be submitted.

The bidder should have (i) Valid labour licence under section 12(1) of the contract Labour regulation and Abolition) Act, 1970. (ii) Registered with ESI, EPF, GST etc authorities and must be in possession of Permanent Account No (PAN).

A copy of the Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

Signature
Seal of Company

INSTRUCTIONS

State Bank of India, Local Head Office, Amaravati invites applications from reputed courier agencies for collection and delivery of packets/parcel, containing collection of documents, papers etc. from the Branches/Offices of the Bank under LHO Amaravati Branches/offices in Andhra Pradesh/LHO Amaravati at Hyderabad and Yanam (UT of Puducherry) delivery to PAN INDIA at respective addressee(s)/consignee(s) including Bank's various branches/Offices/Customers etc.

2. The **eligibility criteria** for bidding are as under: -

- (i) The courier agency should confirm that they possess all the required statutory licenses to carry on the business of domestic courier services which should be the primary activity of the courier agency. The agency shall comply at its own cost with all applicable laws, rules and regulations of State, Central Government or Local Bodies for time being in force and as applicable to it or to this contract without any liability and responsibility on the Bank whatsoever.
- (ii) The courier agency should have adequate number of collection/ service centers at LHO Amaravati Branches/offices in Andhra Pradesh/ LHO Amaravati at Hyderabad and Yanam (UT of Puducherry) for efficient and effective execution of the contract.
- (iii) The courier agency must have experience of courier work with reputed Corporate Customers/ Commercial Banks / Central / State Govt. Departments. The contract of the Courier Agency must not have been terminated by such reputed Corporate Customers for improper and defective courier service on the part of the courier agency. (Agency should certify for the same). Agency (Bidder) should mention any litigation pending with Corporate/Taxation/Government with status.
- (iv) The Courier agency should have a minimum average annual turnover of Rs.2.00 cr. (Rupees two crore) for the last three years (i.e. for 2021-22, 2022-23, & 2023-24).
- (v) The bidding Courier agency must not have incurred losses during the preceding three years.
- (vi) The courier agency should be in the business of courier service for a minimum period of 5 (Five) years.
- (vii) The agency should have on-line tracking system of delivery status.

- (viii) The successful bidder will have to submit a Bank Guarantee of Rs.5,00,000/- (Rs. Five lacs only) at the time of executing agreement as security deposit, which shall remain in force three months after the expiry of the contract period.
- (ix) The bidding courier agency should score Minimum qualifying marks/score of 42 out of 70 as per Annexure -I.
- (x) **The vendors are requested to submit the tender documents (Technical Bid and Price Bid) in separate envelopes superscribed on top of the envelope as “Technical Bid” or “Price Bid” as the case may be duly filled in (as stated earlier) with relevant documents/information. The bidder should submit the tender in the tender box provided at our office only.**

Upon receipt of the Tender Bids in the tender box, Technical Bid will be scrutinized and processed by the Bank first. Price bids of shortlisted bidders will be opened thereafter.

The Bank reserves its right to accept/reject any or all the bids, at any stage of the tender process, without assigning any reason(s) and prior notice.

4. (i) Tenderers are advised to carefully read and understand the scope / value and volume of the work involved before submitting their bids. No clarifications will be obtained by the Bank in this regard.

(ii) The tenders received in response to this offer and any contract resulting from this tender shall be governed by the terms and conditions stipulated in the tender document and the tenderers shall be deemed to have read, understood and accepted the terms and conditions of this Tender document.

Please also note that:

- (1) The tender document shall be available at our office only.
- (2) The bidder should also upload / enclose copies of following documents:
 - Certificate of Incorporation/ Partnership deed,
 - Business license,
 - Registration of GST
 - Audited annual accounts for the last three years.
 - List of own offices/ Service centres

- Experience related to Courier Services (in Years)
- Letters regarding empanelment from Bank/ PSU/ Govt. Units/Corporate Customer related etc.

(3) The bidder should upload Chartered Accountant's Certificate online along with the Technical Bid as under: -

(Rs. In lacs)

Particulars	Year 2021-22	Year 2022-23	Year 2023-24
1. Paid up Capital			
2. Annual Turnover from Courier Services			
3. Net Result			
4. Average annual Turnover (Last 3 years)			

On scrutiny of the documents if it is found at any stage that the Bidder has suppressed facts or has given wrong information / documents, Bank reserves its right to reject such tender or terminate the contract under such tender at its sole discretion.

UNDERTAKING BY THE TENDERER

I / We hereby declare having read the terms and conditions attached with the offer document and note to abide by the covenants of the terms and conditions.

BIDDER COMPANY STAMP SIGNATURE
NAME:

Signature of
Authorized Representative of Tenderer

Note: The above declaration duly signed by the bidder/agency in token of their acceptance terms & conditions of the tender document.

TERMS & CONDITIONS

The successful agency shall be required to comply the following terms and conditions

1. All actions taken by State Bank of India (also hereinafter referred to as SBI or Bank) shall be binding and final. **The Bank reserves the right to reject any or all Bids without assigning any reason whatsoever.**
2. All prices quoted must be inclusive of all taxes and duties (except GST)
3. The terms and conditions provided in the Tender shall also be required to be complied with and will form part of these terms and conditions.
4. Conditional bid or any other bid which is not as per the terms and conditions of the Tender which is liable to be rejected.
5. Courier services shall mean collection of packets/parcels containing documents from all the branches/ offices of the bank situated in Amaravati Circle in Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Puducherry) which at present cover the branches offices situated in the geographical (*including Rural, Semi urban and Urban centers*) of and delivery to Bank's various offices / clients / customers etc., all over India, on Bank's working days during the Bank's / addressee's working hours on daily basis.
6. The delivery of packets/parcels collected from any of the branches/offices of the bank will be made by the courier generally in the morning business hours on the next working day and in any case, not later than, two working days for packets/parcels meant for within the same city. The packets/parcels meant for delivery within the State of Andhra Pradesh/ LHO Amaravati at Hyderabad and Yanam (UT of Puducherry) must be delivered within next 2 working days and outside Andhra Pradesh/Telangana State and Union Territory of Yanam must be delivered within next 3 working days.
7. The courier agency shall arrange for their accredited representatives for collection and delivery of packets/parcels, from and to, the Bank's branches/offices on all working days. The representative shall be provided with a suitable letter of authority/identity card (KYC of representative should be submitted with Branch Head)/uniform without which they shall not be allowed to collect or deliver the packets/parcels and the liability for failure to provide service on the ground vests with courier agency. The representative shall acknowledge receipt of the packets/parcels delivered to him on a copy of the accompanying consignment note which will be retained by our consigner offices. For

delivery of packets/parcels to our consignee offices, one copy of consignment note will be handed over to the addressee against acknowledgment on its other copy which will be retained by the courier Agency.

8. The courier agency shall ensure that the couriered packets / parcels are delivered at the proper place of addressee/consignee only against full signatures, designations and stamp with telephone numbers of the authorized representative of the addressee/consignee and obtain proof of delivery (POD) within specified time limit.
9. It shall be the absolute responsibility of the courier agency to ensure that the packets/parcels delivered to its authorized representative duly sealed, their packets/parcels or their contents are not tampered with/damaged in any manner whatsoever and the packets/parcels are not misplaced, lost or stolen and be delivered in the same condition as were accepted from consignor branch/office to the addressee branch at their door step/Inward counter. Courier Agency must ensure that delivery and pick up of packets/consignment at all District/Taluka/ Semi urban town/cities daily. However, at small and Rural centers Courier agency must visit **thrice in a week mandatorily.**
10. The Courier agency awarded with the contract shall have to maintain a Bank account with SBI and must quote said account details viz. number, IFSC Code, PAN No., GST No. HSN No. and GST No. of Bank etc. in the bill and all the amounts payable by the Bank to the agency shall be credited by the Bank in the said Bank account. Similarly, any amount payable by such courier agency to the Bank shall be recovered by directly debiting to the said Bank account of the courier agency(s).
11. Invoices raised by Courier Agency(s), awarded with the contract shall only be accepted for payment.
12. The courier agency will enter into prescribed agreement with the Bank and shall also indemnify the Bank for **any loss, damage, charges and expenses as the Bank may suffer or caused or be put to or incurred** by the Bank due to delay, non-performance, mal-performance, non-delivery, tempering or damage to any packets/ parcel or their contents

etc. Such loss shall be as determined by the Bank, which shall be minimum of Rs.500/-. Further, in such a case, if the Bank suffer heavy losses, the agency has to compensate the Bank the actual cost/damage the Bank has incurred/paid, for each of the event of loss, damage etc. as aforesaid, quantified by the officer designated. The quantum of loss as determined by the designated official shall be intimated to the courier agency and the courier agency shall **within a period of one month from the date thereof**, pay such determined amount to the Bank.

13.The courier agency shall be required to furnish, to the Bank, a Bank Guarantee of Rs.5,00,000/- (Rs. Five lacs only) having duration of contract period i.e. three years in the prescribed format issued by any Nationalized Bank including State Bank of India. The Bank may without prejudice to its any other rights against the Agency, may invoke the said guarantee in case of any breach of contract, deficiency in service, non-service or any breach etc. or for recovery of the liability determined under Clause herein above.

14.The courier agency shall submit their bills, on a monthly basis, at the respective Branch/Office from where consignments are collected, along with date wise collection and delivery details including proof of delivery (PODs) and charges thereof, which will be paid by that Branch/ office within a week from the date of receipt of bill subject to its scrutiny and found to be in order. The Courier agency awarded with the contract shall have to maintain current account with SBI and have to quote their SBI account number, GST No. of Bank, and Agency PAN No., HSN No. in the bill, while submitting the monthly bill and all the payments shall be credited in the said account only. The bill must be of Courier Agency to whom the Contract has been awarded. No third-party bill shall be entertained for payments.

15.The delay in delivery of packets / parcels of beyond the stipulated time, **mentioned in clause (6) and clause (12) above except on account of circumstances beyond the control of the agency** such as law & order, natural calamity, Acts of God etc. the Bank may determine and impose penalty, as under, if it is not satisfied with the explanation tendered by the courier agency:

- a. 50% cut in the charges payable for delayed delivery;
Up to 1 (one) day for local delivery
Up to 2 (Two) days in case of outstation delivery within AP,
LHO Amaravati at Hyderabad and Yanam (UT of Puducherry).
Up to 3 (Three) days in case of outstation delivery outside AP,
LHO Amaravati at Hyderabad and Yanam (UT of Puducherry).
- b. 75% cut in the charges payable for the delays beyond
1 (One) day for local delivery
2 (Two) days in case of outstation delivery within AP,
LHO Amaravati at Hyderabad and Yanam (UT of Puducherry),
3 (Three) days & up to 5 days in case of outstation delivery outside
AP, LHO Amaravati at Hyderabad and Yanam (UT of Puducherry).
- c. Non-collection of packet/parcel from Branches/offices on day to day basis as per terms of agreement shall attract penalty of Rs.100.00 (Rs. One hundred only) per day.
- d. Non-delivery/wrong delivery of packets / parcels shall attract penalty of Rs.100.00 (Rs. One hundred only) per packet/parcel in addition to actual loss, if any, suffered by bank.
- e. In case Bank is required to make alternate arrangements, due to failure of service by the courier agency on any occasion, the entire cost of such alternate arrangement made by Bank shall be recovered from the courier agency.

The damages to the Bank arising out of improper deliveries / non-deliveries will be dealt with as per the terms and conditions specified in Clause 12 & 15 here in above.

16. The courier agency shall provide adequate number of consignment notes printed with its name and address of corresponding centre which will be collecting the packets/envelopes from the respective branch/office of the bank.

17. This agreement shall be valid for three years from the date of execution and may be extended, at the discretion of the Bank after review, till such further period as may be agreed upon between the parties. However, the Bank may for any reasons terminate the agreement prior to the period specified above or extension thereof, by giving three (3) months advance written notice to the courier agency by Registered Post on the address provided in this agreement. The courier agency may also terminate the agreement by

giving 3 (three) months' advance written notice to the Bank. The termination of the agreement, as aforesaid, shall not absolve the courier agency from its liability regarding delivery of the packets already entrusted to them or any other claims lodged/contemplated, **in terms of Para 6, 12&15 above.**

18.The number of branches /offices, as agreed to, may be added or deleted from time to time, in the agreement under the same terms and conditions on one month's notice from the Bank to the courier agency. In case of addition the courier agency shall make appropriate arrangement for providing services to such branches/offices.

19.The courier agency shall have **an effective on-line tracking system** and shall implement the same to know the status of each document and advising our concerned branch / establishment in case of need regarding the status / location of the consignment sent. In case of need by written request of branch / office, they shall provide the details of delivery. The Agency should maintain the record of minimum one year from the date of collection and delivery of packets/parcels.

20.The courier agency shall be required to abide by all the Govt. Rules / Labour Laws and other regulations in force relating to their carrying on the business of courier agency and bank shall not be liable for violation of any such rules, regulations, by reasons of having entrusted to the agency the work referred to in this Agreement. The Courier Agency shall also declare that they have the required permission and authorization by statutory or other authorities for carrying on of the said business and or rendering services to their customers thereon.

21.The Agency shall be responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by Courier Agency for the purpose at premises of Bank Branches/offices or for any accident caused to them, the Bank shall not be liable to bear any expense in this regard. **Vendor should take all preventive measures to protect from the disease while carrying out the work as well as abide by all Govt. /**

Pandemic Protocols issued from time to time and maintain hygiene at the workplace and its workmen.

- 22.No request for making advance payment on any ground shall be entertained. Bills must be presented in the name of service provider and no payment will be made to any other agent/franchisee of the Service provider.
- 23.The TDS of Income Tax as applicable shall be made from the bill unless exempted by the Income Tax Department. In case of exemption, documentary evidence has to be provided.
- 24.Any dispute and/or difference arising out of or relating to this contract including interpretation of its terms will be resolved through joint discussion of the authorized representatives of the parties. If the disputes are not resolved by discussions, then the matter will be referred for adjudication to the arbitration of a single arbitrator to be appointed by mutual consent of the parties. The arbitration proceedings shall be conducted in Hyderabad and in English language only and in accordance with the provisions of Arbitration & Conciliation act 1996 or any statutory re-enactment thereof. The decision of the arbitrator shall be final and binding on the parties.
- 25.The Courier agency shall ensure absolute security, safety, secrecy and confidentiality of the documents. Packet should be delivered intact and if broken must be brought into notice of the delivery addressee.
- 26.The couriers shall be required to execute any further documents(s) as may be required by the bank.
- 27.The courier agency shall be in a position to commence the work under this Tender within two weeks from the date of awarding contract.
- 28.The agreement for courier services may be terminated by Courier Agency by giving three months' notice to the Bank expressly informing the intention to terminate the contract. In that event the Courier Agency shall pay to the bank Rs 1 lakh (Rupees One lakh only) before expiry of the period specified in termination notice failing which Bank shall be liable to invoke the bank guarantee or appropriate said amount from the security deposit. Under no circumstances, agreement can be terminated without notice. In the event

courier agency terminates the contract or stops rendering service without any notice, the security deposit of the agency shall be forfeited by the Bank, or the Bank Guarantee shall be invoked by the Bank, which shall be binding to the courier agency. Bank may terminate the contract by giving one month notice to the Courier Agency, without assigning any reasons. However, in the event the contract is being terminated for deficiency in service on the part of the courier service and continuing the contract with courier agency likely to jeopardize the interests of the Bank, the contract may be terminated forthwith without notice. In the event of Bank terminating the contract, Bank shall not be liable for any payment/cost/compensation etc. to the courier agency.

I/We hereby declare having read, understood and accept all the terms & conditions as mentioned above.

BIDDER COMPANY STAMP & SIGNATURE
NAME:

Signature of
Authorized Representative of Tenderer

N.B.: the above declaration, duly signed by Bidder/agency in token of having their acceptance of tender conditions on Company's Letterhead.

FORM- A (TECHNICAL BID)

**To be submitted in the tender box provided at our office
(by enclosing the copies of certificates / documents, as proof, where applicable)**

**APPLICATION FOR EMPANELMENT FOR DOMESTIC COURIER SERVICES
FOR STATE BANK OF INDIA, AMARAVATI CIRCLE BRANCHES, LHO
AMARAVATI AT HYDERABAD AND YANAM (UT OF PUDUCHERRY)**

PROFILE OF THE COURIER AGENCY

1. Name of the Courier Agency: _____
2. Date of Establishment : _____
3. Constitution : _____
4. Registration No. : _____
5. Regd. Office / Head Office: _____
Complete address / _____

Address of website for
Online tracking: _____
Email address/es: _____
- Telephone landline No : _____
- FAX No. : _____
- Mobile NO. : _____
- Name of contact person. : _____
6. PAN No. : _____

7. EPF Registration No.& date: _____

8. GST Registration No.& date: _____

9. Addresses of Branch Offices:

(Please enclose the list separately) with Telephone No. (No. of centers in the state of Andhra Pradesh/Telangana and Union Territory of Yanam and in PAN India)

10. (a) No. of Staff engaged in pickup / delivery : _____

(b) Out of 10(a) No. of staff provided : _____

with two-wheeler for pick up/ delivery

11. Performance of Agency (Rs. in lacs)

Sl.	Particulars	Year- 2021-22	Year - 2022-23	Year 2023-24
01	Paid up Capital*			
02	Annual Turnover* From Courier Services*			
03	Net Result *			

Average annual turnover in last 3 years is Rs. _____

* Audited Annual Financial Statements for last three years, GST registration etc. should be uploaded.

12. Whether the applicant is : _____

Principal company / a franchise*:

* (No offer from franchise will be entertained)

13. Name of Banks/Govts. /PSU/ Corporate of Repute : _____

to whom presently providing courier service.

(Attach documentary evidence)

Sr No.	Name of Bank / Govts. / PSU / Corporate of repute	Contract Period		Contact Person (Column no. 2) & their Phone / Mobile No.	Upload Certificate
		From	To		
1	2	3	4	5	6

14. Any adverse features like claim against the Company : YES/NO
for the services provided during last 1 year?

15. 24 hours/ 7 days' help line number(s)
& details of dedicated customer support: _____

16. Change of the Firm name at any time.
If so, when & reason thereof: _____

17. The address of the website of on-line tracking system to know the status of delivery of
each document? Give details of the tracking system in place

I/We have read the terms and conditions enclosed with the application form and undertake to abide by them. In case of my/our empanelment as courier by the State Bank of India, Amaravati Local Head Office for their Branches in Andhra Pradesh/LHO Amaravati at Hyderabad and Yanam (UT of Puducherry), I/We undertake to furnish required Bank Guarantee of Rs.5.00 lacs (Rs. Five lacs only) within 10 days of letter (work order/ Letter of Intent- LOI) receipt in this regard, failure of which shall invalidate my / our tender/ offer.

BIDDER COMPANY STAMP & SIGNATURE
NAME:

Signature of
Authorized Representative of Tenderer

Date:

IN CASE OF NON-FURNISHING OF ANY INFORMATION IN TENDER FORM, THE
SAME WILL BE REJECTED

TECHNICAL BID EVALUATION MATRIX

(Price Bids opening will be subject to qualification of respective courier agency in technical bid and Scoring Model marks.)

(Scoring model marks have been shown in bracket)

APPLICATION FOR EMPANELMENT FOR DOMESTIC COURIER SERVICES FOR STATE BANK OF INDIA, AMARAVATI CIRCLE BRANCHES, LHO AMARAVATI AT HYDERABAD AND YANAM (UT OF PUDUCHERRY)

Maximum score for part I of the technical bid evaluation:	70 marks
Minimum Qualifying score in the Technical Bid Evaluation	42 marks

- 1) **Constitution of the agency:**
 - Proprietary concern (00)
 - Partnership (03)
 - Pvt. Ltd. Co. (06)
 - Public Limited Company (10)
- 2) **Number of own offices / serviceable destinations**
 - (a) **In Andhra Pradesh/ Pradesh/Telangana and Yanam (UT of Puducherry)**
 - up to 100 (02)
 - 101-150 (05)
 - 150 and above (10)
 - (b) **In India (Out of Andhra Pradesh/Telangana And Yanam UT Of Puducherry)**
 - Up to 200 (02)
 - 201-220 (05)
 - 230 and above (10)
- 3) **Last 3 F.Y.'s average Turnover**
 - Rs.2 Cr to 5 crores (05)

	(from Courier business)	Rs.5 Cr and above	(10)
4)	No. of years when		
	Net Profit made during	1 Year	(2)
	Any two years from 2021-22, 22-23 & 23-24		(5)
		3 Year	(10)
5)	Number of years in	= < 5 years	(0)
	Courier business	= >5 <10 years	(5)
	operation	10 years and above	(10)
6)	Currently empaneled with		
	Other Banks/ PSU/Govt. Unit	One Unit	(02)
	for courier service	Two Units	(05)
		Three Unit and more	(10)

Enlisted agency may join in franchise for delivery and no other franchisee will be permitted. Indicative Price Bids will be carried out for Courier Agencies qualifying in technical bid and selected as per the Scoring Model marks.

BIDDER COMPANY STAMP & SIGNATURE
NAME:

Form- B, PRICE BID

APPLICATION FOR EMPANELMENT FOR DOMESTIC COURIER SERVICES

Tariff Quoted shall be valid for a period of 36 months. **(Amt. in Rupees)**

Sl. No.	Consignment Weight	Max. permissible rate per Unit In Rs.	Approx. Quantity per thousand (a)	Rate per Unit (In Rs.)		Amount in Rs. (a*b)
				Rate in figures (b)	Rate in words	
1	Up to 250 Gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	12	600			
2	Up to 250 Gms Other than above	15	25			
3	251 Gms to 500 gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	15	150			
4	251 Gms to 500 gms Other than above	17	25			
5	501 Gms to 750 gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	18	100			
6	501 Gms to 750 gms Other than above	20	25			
7	751 Gms to 1000 gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	25	50			
8	751 Gms to 1000 gms Other than above	30	25			
Total			1000			

- Above 1 Kg., the rate will be on pro-rata basis for every additional Kg. or part thereof
- Rates should be quoted in Indian rupee only, rates quoted in other currency shall not be considered. The rate of tariff is exclusive of GST as applicable from time to time.

*If rate quoted higher than max. permissible limit, it will not be accepted.

Note : Vendors to quote for sample consignment of 1000 packets only (sample sheet enclosed for ready reference). However, the annual contract value would be approximately Rs. 20-25 lacs depending on actual requirement from operating functionaries. In addition, the L1 vendor is expected to provide “Price Break Up” for providing the same to end users for billing purpose.

Sample calculation to work out L -1

The amount quoted for 1000 packets of different weights for different places.

Sl. No.	Consignment Weight	Approx. Quantity per thousand (a)	Rate per Unit (In Rs.)		Amount in Rs. (a*b)
			Rate in figures (b)	Rate in words	
1	Up to 250 Gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	600	12	Twelve	7200
2	Up to 250 Gms Other than above	25	15	Fifteen	375
3	251 Gms to 500 gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	150	15	Fifteen	2250
4	251 Gms to 500 gms Other than above	25	17	Seventeen	425
5	501 Gms to 750 gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	100	18	Eighteen	1800
6	501 Gms to 750 gms Other than above	25	20	Twenty	500
7	751 Gms to 1000 gms within Andhra Pradesh / LHO Amaravati at Hyderabad and Yanam (UT of Pondicherry).	50	25	Twenty five	1250
8	751 Gms to 1000 gms Other than above	25	30	Thirty	750
Total		1000			14550

The L-1 Vendor will be calculated for total cost based on final price as per the example given above.