

**EMPANELMENT OF COURIER AGENCIES FOR DELIVERY OF LETTERS
LOCALLY**

Securities and Exchange Board of India (SEBI), Mumbai invites application from reputed courier agencies for delivery of their dak i.e, covers/packets within Mumbai, its suburban, Navi Mumbai and Thane.

A. Minimum Pre-qualification Criteria:-

1. The courier service provider could be proprietorship / registered with Registrar of Firms/Companies and should be in business operation for the last 3 years.
2. Should have a strong network in the areas mentioned above and must have real-time on-line tracking of the materials/ goods in transit.
3. The agency should have executed jobs for All India Financial institutions / public sector banks / undertakings / MNCs / large private sector corporate. [Attach copy of work orders or letter of empanelment].
4. The agency should be an income tax assessee having filed its return for the last three assessment years. [Attach copy of PAN and copies of return filed during FY 2007-2008, 2008-2009, 2009-2010].
5. The agency should have achieved annual courier sales turn over of Rs. 50 lacs (Rupees fifty lacs only) in FY 2009-2010.

B. Scope of Work

1. Dispatch and delivery of letters/documents/covers/packets etc. within Mumbai, its suburban, Navi Mumbai and Thane.
2. The above documents/parcels are to be delivered within 24 hrs from the time of pick up from office.
3. The agency shall provide for picking up of the documents - twice daily and in cases of emergency flexible timing
4. Submission of proof of delivery on the following day of delivery
5. The agreement shall be for a period of 2 years

C. How to Apply

Application should be submitted in the prescribed form (refer Annexure-I in this document) along with attested copies of the documents as stated in the application form. Only application from courier service providers that fulfill the pre-qualification criteria would be considered by SEBI for the next stage for bidding. SEBI reserves the right to add / delete / modify any terms and conditions besides reserving the right to accept or reject the applications. This is not an offer by SEBI but an invitation for empanelment of eligible courier services agency. No contractual obligation whatsoever shall arise from this process. Empanelment does not guarantee regular flow of work for a stipulated time period.

The application as per prescribed form (refer Annexure- I) should be in an official stationary and should be signed by authorised official. It should be delivered in sealed envelope to the following address on or before December 28, 2010.

The General Manager (P&S)
Securities and Exchange Board of India
SEBI Bhavan, 3rd Floor, 'A' Wing
Plot No. C-4/A, "G" Block
Bandra Kurla Complex
Bandra (E)
Mumbai 400 051.

The agencies desirous of being considered for empanelment with SEBI shall along with the abovementioned application form shall submit its bid in two parts, viz., Technical Bid as per proforma at Annex II and Commercial Bid as per proforma at Annex III, respectively. The two bids in the prescribed proforma should be sealed in separate covers superscribed with the statements "Technical Bid" and "Commercial Bid", as the case may be and then packed in a bigger cover addressed to The General Manager (P&S), SEBI, SEBI Bhavan, 3rd floor, 'A' Wing Plot No. C/4A, "G" Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051 duly superscribed with the statement "Proposal for empanelment of Courier Agency. The cover must reach the address on or before the prescribed date and time.

D. Technical Bid

All the columns in the proforma should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of date of commencement of Business, photostat copies of the job award letters

from at least three customers being provided Courier services along with comprehensive list of such customers etc.

Demand Draft containing EMD shall be attached with the Technical Bid.

A copy of this Tender Document with each page of the same, duly signed by the authorized signatory (who has signed the Bid), should be enclosed with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.

Incomplete Bid shall not be considered and will be summarily rejected.

E. Commercial Bid

All columns of the proforma should be correctly and clearly filled.

In case of difference in the values quoted in figures and words, the value quoted in words shall be taken as correct.

The two proforma duly filled, should be sealed in separate covers and respective covers superscribed with the statement 'Technical Bid' or 'Commercial Bid' as the case may be. The covers used must contain the name of the agency printed/written on the same.

The two sealed covers containing Technical and Commercial Bids sealed in a single cover superscribed with 'Proposal for empanelment of Courier Agency' and addressed to The General Manager (P&S), SEBI, SEBI Bhavan, 3rd floor, 'A' Wing Plot No. C/4A, "G" Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400 051 must reach the addressee latest by the date and time indicated in the covering letter.

F. Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) by DD favouring SEBI payable at Mumbai must be attached with the Technical Bid (Annexure II). While the amount deposited by the unsuccessful bidders would be refunded after the suitable Courier Agency is / are finalized. The amount in respect of successful bidders shall be refunded after a Demand Draft or Bank Guarantee from a scheduled bank towards the security deposit is received. In case the parties selected back out or fail to submit the Security Deposits within 10 days of the issue of requisition by SEBI, the EMD shall be forfeited and the offer would be passed on to the next bidder. Non-acceptance of rates lower than those offered in the tender will not construed as withdrawal or failure to accept the offer for the purpose of return of EMD. The Earnest Money Deposit shall not bear any interest. The DD of the other bidders shall be returned /

refunded by SEBI after an agency is finalised and award letter is issued and accepted by the agency identified.

G. Evaluation/Selection Process

At the first instance Technical Bids would be opened and evaluated by the SEBI. The Agencies would further be scrutinized based on Commercial Bids of the Agencies. In case the rates quoted are same by different Agencies, the agency have a better Financial Bid will be preferred.

H. Validity of the Bid

Validity of the Bid will be 30 days from the date of opening of the Bids.

I. Security Deposit

Successful bidder shall deposit an amount of Rs.10,000/- towards Security Deposit with SEBI.

J. Award of Work Order

On selection of an agency as per the procedure prescribed above, the work order will be awarded to the selected agency on the terms and conditions as may be specified in the agreement entered with the successful/selected agency.

The quotations shall be submitted in a sealed envelope under superscribing “Empanelment of Courier Agencies” and addressed to:-

**General Manager (P & S) Division
Securities and Exchange Board of India
SEBI Bhawan, 3rd Floor, A wing,
Plot no. C 4 _ A/ G Block,
Bandra Kurla Complex, Bandra E,
Mumbai 400051**

Telephone no. 022 26449000, 9891

Annexure I

Application for Empanelment of Courier Agency

S No.	Particulars	
1.	Name of the Agency	
2.	Address with telephone, e-mail, fax number & the name(s) of the contact person(s)	
3.	Year of Establishment	
4.	Income Tax - PAN No., TAN No.	
5.	ST/CST No.	
6.	Registration details of the agency	
7.	Customer Profile	
8.	Infrastructure details	
9.	Annual Courier Sales Turn over	
10.	Any other relevant information	

The details furnished in the application form are true and correct to the best of my knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the SEBI deemed fit.

Signature

[Authorised signatory with rubber stamp]

PROFORMA FOR TECHNICAL BID

1. Name of the Courier Agency :

- Whether Proprietorship / Pvt. Ltd./ Ltd. Co.
- Constitution
- Name of the Director / In-charge
- Name(s) of the contact person(s)

2. Year of Establishment (attach evidence) :

4. Head office :

- Address
- Telephone No.(s)
- Fax No.
- E-mail

5. Details of Branch(es), if any :

- Address
- Telephone Nos.
- Fax No.

(Separate list may be enclosed in case the space provided is not sufficient)

6. Annual Turnover of last three years

(Furnish copy of CA certificate / certified copy of Income Expenditure Statement) (Rs. Lakhs)

7. Are you serving any client Please furnish list of clients with copies of empanelment letters :

- PSUs
- Central/State Govt. Department
- Private Sector Co.'s of Repute

(Give details of client and nature of services provided by your agency).

8. Have you ever served SEBI If yes, give details, year-wise with specific reference to contributions made

9. Indicate the field(s) of specialization of your agency.

:

11. Any other information you may like to give :

Place:

Date:

Signature:

**Name & Designation of the
Authorized Signatory:**

Note: 1. Documentary evidence (wherever applicable) in the form of photocopies are to be enclosed for Accreditation Certificate, Audited Reports, duly signed by Chartered Accountants, Work Orders, Release Orders, Art-pulls of Campaigns. Sample copies of the Print-production jobs are to be enclosed in original. In the absence of any of the above, the application will summarily be rejected.
2. SEBI reserves the right to accept or reject any of the applications without assigning any reason thereof.

PROFORMA FOR FINANCIAL BID

Name of the Organization
Address & Telephone Number :
Service Tax No. :
PAN No. :

Rates offered

Sr. No	Item with Specification	Unit Rate
1.	Charges for 100gm of cover/parcel	
2.		
3.		
4.		
5.		
6.		
7.		

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....
Date:.....
Designation:.....

Signature:.....
Name:.....