

**TENDER NOTICE**

Sealed competitive tenders are invited from Courier Service providers for collection and delivery of communication/ parcels of the Kerala State Beverages (M&M) Corporation Limited, and its 26 Warehouses for a period of one year commencing from 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023.

The Tender document containing the Terms and conditions of the contract can be obtained from Head Office of the Corporation during office hours from 24/11/2022. on payment of Rs.448/- (Rs.400 + 12% GST) (not refundable) either in cash or Demand Draft in favour of Chairman & Managing Director, Kerala State Beverages (M&M) Corporation Limited, payable at Thiruvananthapuram. The tenders complete in all respects should be addressed to the Chairman & Managing Director, Thiruvananthapuram. Last date of receipt of tenders shall be at 11.30 am on **12/12/2022**. Belated tenders will not be accepted. The Tenders will be opened at 12 pm on the same day in the presence of the tenderers or their authorized representatives present at the time of opening of the tenders.

The Terms and Conditions can also be obtained from the Website of Corporation ([www.bevco.in](http://www.bevco.in))

## DETAILS OF WORK

1. Collection and delivery of communications/ parcels from Head Office of the Corporation to all its Warehouses and Regional Managers Offices, and also from the Warehouses and Regional Managers' Offices to Head Office.
2. Collection and delivery of communications parcels in between Warehouses and Regional Managers' Offices.
3. Collection and delivery of communications/ parcels from Head Office of the Corporation and Warehouses and delivery to various other addresses in the state and outside the state within India.

## CONDITIONS

1. The rates inclusive of should be submitted in the proforma appended Annexure-II
2. The tenderers should be introduced themselves in printed letter head of the firm along with the duly filled tender document.
3. An EMD deposit of Rs.10,000/- (Rupees Ten Thousand Only) by way of demand draft drawn in favour of the Chairman & Managing Director, Kerala State Beverages (M&M) Corporation Limited, payable at Thiruvananthapuram should be enclosed with the tender. The EMD Deposit of successful Courier Service provider will be retained by the Corporation as Security Deposit and refunded only after expiry of the contract period. The EMD of unsuccessful tenderers other than the 2<sup>nd</sup> and 3<sup>rd</sup> lowest tenderer will be refunded on execution of agreement by successful tenderer or on their failure by the 2<sup>nd</sup> lowest tenderer. The EMD is liable to be

forfeited if the tenderer fails to execute agreement within the time prescribed. Moreover losses up to Rs.10,000/- (Rupees Ten Thousand Only) sustained by the Corporation by virtue of contract violation of conditions will be made good from this Security Deposit.

4. Mode of payment of Courier service charge will be by crossed cheque on a monthly basis.

5. The communications should be delivered within 24 hours inside Kerala, within 48 hours in rest of South India and within 72 hours in rest of India.

6. Details of the Head Office of the Courier service provider with list of its branches/ Offices within Kerala/ India along with Telephone Nos. if any should be enclosed with the tender.

7. The successful Courier service provider will have to execute an agreement in stamp paper worth Rs.200/- with the Chairman & Managing Director of Kerala State Beverages (M&M) Corporation Limited, to the effect that they will be responsible for the loss sustained by Kerala State Beverages (M&M) Corporation Limited, due to the missing/ non delivery/ delayed delivery of the communication/ parcel.

8. No change in accepted conditions will be allowed during the tenure of the contract and the loss, if any, sustained to the Kerala State Beverages (M&M) Corporation Limited, and it will be made good from the firm.

9. The Bills should be raised against the Office of the Corporation from where collection of the consignment was made, and payment should be collected from there itself.

10. The firm should give 100% proof for delivery of all the consignments.

11. In emergent cases, the confirmation of delivery should be given within one hour from the time of delivery.

12. The consignments should be lifted from our Offices/ Warehouses at a fixed time on every working day. In emergent situations, it should be collected within one hour when requested over telephone.

13. The Corporation has 26 Warhouses 6 Regional Offices and one Head Office at present in Kerala. The number of Warehouses is likely to go up in future.

14. The Chairman & Managing Director, Kerala State Beverages (M&M) Corporation Limited, reserves the right to accept or reject any of the tenders without assigning any reason thereof.

15. For terminating contract, the courier service providers should give one month advance notice to Corporation.

16. The Corporation reserves the right to terminate the contract with courier service provider by giving one day notice.

17. The tenderers must ensure that the Tender document is duly signed in all pages with seal and the Annexure are duly filed.

18. If the Tender form has been down loaded from the Website a Demand Draft worth Rs.448/- in favour of Chairman & Managing Director, Kerala State Beverages (M&M) Corporation Limited payable at Thiruvananthapuram should be enclosed.

19.No correspondence will be entertained regarding tenders after opening of the tenders.

20.Successful Tenderer shall execute a declaration in a stamp paper worth Rs.500/- as per the format prescribed in annexure III.

21.Unsealed, incomplete tenders will be summarily rejected.

22.Tenders with over writing/ illegible writing are liable for rejection.

The tender should reach the General Manager (Admn.), Kerala State Beverages (M&M) Corporation Limited, Bevco Tower, Vikas Bhavan P.O., Palayam, Thiruvananthapuram-33 before 11.30 am on **12/12/2022**. The tenders will be opened at 12 pm on the same day. At least one authorized representative of the quoted firm should be present at the time of opening of the tenders with the leaf of letter head of the firm and duly filled Annexure IV.

sd/-

**COMPANY**

**SECRETARY**