

## **ANNEXURE –I**

### **NOTICE**

#### **Sub-Courier agency- New service contract with us-Inviting quotes- -Reg:**

Bank invites fresh quote from reputed courier agency for rendering courier services to our various offices /branches for a period of two years commencing from 01-04-2022 to 31-03-2024. Interested courier agencies may submit their quote along with the credentials of the firm in sealed envelope super scribed "**Quotation for courier service contract**" so as to reach the below mentioned address on or before 25-01-2022, 5 pm subject to the following conditions:

- 1.An agreement in this regard shall have to be executed between the Bank and your Courier service agency. Draft copy of agreement shall be sent to successful agency on confirmation of quote. Courier agency should have valid GST registration.
- 2.Succesful agency shall have to deposit an amount of Rs.25,000/- (Rupees twenty five thousand only) with our Bank towards the security amount for 3 years period for the due performance of the contract which shall be refunded to you after expiry of the contract period or at time of cessation of the contract period if everything is in order.
3. The arrangement is for the services effective for 2 years. However the Bank may for any reasons whatsoever discontinue/terminate the contract by issuing a notice of 7 days to you. If a higher bidder is ready to match fix the rate with L1 quote they will also be considered for rendering their service to selected centers.
- 4.Those agency who is confident of rendering service to all centres in Kerala promptly need only submit the quote.
- 5.Delivery time: Within 24 hours to branches/offices/other addressees within Kerala and 48 hours to other states.
- 5.The rate quoted by you should be final and there will not be any revision / hike on the rate under any circumstances during the contract period. You may place quote for following services.

#### **General Manager**

#### **The General Manager**

General Administration Wing

Kerala Gramin Bank,Head office

A.K .Road, Malappuram -676505 ; Phone -(0483-2733507; 9400 999 015; 9400 999 066)

**ANNEXURE II**  
**QUOTE FORMAT**

1	Name and Address of the Firm	
2.	Constitution ( Tick Whichever applicable)	Proprietorship / Partnership/  Private Limited Co./Public limited Company
3.	Name , Contact Number and e-mail id for Communication	
4.	Year of Establishment	
5	Details of Existing Clients	1. 2. 3. 4.
6	GST Number *	
7	PAN Number *	

\*Enclose copies GST Registration Certificate & PAN

8. Gist of Financial Position of the Firm for the past 3 Years \*

	31.03.2019	31.03.2020	31.03.2021
Turnover for the Year			
Profit/ Loss			

\*Enclose copies of Balance Sheet, P&L

9. Any other Relevant Details

a	
b	
c	
d	
e	
f	

10.We quote the following rates

Destination	0-250 Grams Rs	251-500 Grams Rs	501-1000 Grams Rs	For every additional 500 grams or part thereof Rs	Applicable GST rate %
<b>1)Letters</b>					
Within Kerala					
In South India					
In North India					
<b>2) For parcels</b>					
Within Kerala					
In South India					
In North India					

Place:

Date:

Name and signature of Authorized person of the agency/firm

Office seal

Submit the quote along with the credentials in sealed envelope super scribed "**Quotation for courier service contract**" so as to reach the below address on or before 25- 01-2022, 5 p.m. to the below mentioned address.

**The General Manager**

General Administration Wing

Kerala Gramin Bank,Head office

A.K .Road, Malappuram -676505 ; Phone -(0483-2733507; 9400 999 015; 9400 999 066)