



(A Government of India Undertaking)

TENDER DOCUMENT

FOR EMPANELMENT OF FIRMS FOR PROVIDING COURIER SERVICES

OWNER:
UNION BANK OF INDIA
REGIONAL OFFICE, DHANBAD,
TELEPHONE EXCHANGE ROAD, PURANA BAZAR,
DHANBAD, JHARKHAND-826001.



Regional Office-DHANBAD

TELEPHONE EXCHANGE ROAD, PURANA BAZAR, DHANBAD, JHARKHAND-826001

Mobile No.6205867432 & 9065039704

TENDER FOR EMPANELMENT OF FIRM FOR PROVIDING COURIER SERVICES at UNION BANK OF INDIA, REGIONAL OFFICE, DHANBAD

Union Bank of India invites tenders in two-bid systems (Pre-qualification cum Technical Bid and Price Bid separately) from reputed firms/establishments having adequate experience in the field of providing courier services on contract basis.

The application forms can be collected from the undersigned at the above mentioned address during working hours from 13-04-2022 to 04-05-2022. The detailed application forms are also available during aforesaid period on bank's website at www.unionbankofindia.co.in and Govt. portal www.eprocure.gov.in. The fixed amount of Rs.500/- (Rupees five hundred only) will be deposited through Demand Draft (Non refundable in favour of Union Bank of India, Payable at Dhanbad).

The last date for submission of the completed forms is 04-05-2022 at 4:00 PM. Technical /pre-qualification bid will be opened at RO-DHANBAD on 04-05-2022 at 5:00 PM at the above address in presence of bidders/their representatives.

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Date :08.04.2022

Regional Head



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REQUEST FOR PROPOSAL

Union Bank of India invites offer from established reputed courier agencies for “Empanelment of Firm for providing Courier services”.

Please visit our website www.unionbankofindia.co.in or Government portal www.eprocure.gov.in for details. RFP forms can be downloaded from the website.

Date of Commencement of Tenders	From 13-04-2022
Last Date & time for Submission of Bids	04.05.2022 – 04:00 PM
Date & time of opening of Technical Bids	04.05.2022 at 05:00 PM
Place of opening of Bids	Union Bank of India, Regional office, Telephone Exchange Road, Purana Bazar, Dhanbad, Jharkhand 826001
Tender Fee (non refundable) •	Rs.500.00 in the form of Pay order / D.D in favour of Union Bank of India, payable at Dhanbad
Earnest Money Deposit (Bid Security) •	Rs.25,000/- in the form of Pay order / D.D in favour of Union Bank of India, payable at Dhanbad.

- *EMD and Tender fee shall be exempted subject to furnishing of valid registration certificate as registered under Micro and Small Enterprises (MSE) for the item to be tendered.*

Bank reserves the right to change the dates, timings mentioned above or elsewhere in the RFP, which will be communicated by placing the same as corrigendum in Newspaper, Govt. Portal and Bank’s web-site. Bidders should check the same before submission of proposal for the corrigendum, if any.



ELIGIBILITY CRITERIA

1. The Bidder/Tenderer should be based in Dhanbad and nearby places having office at Dhanbad. **Attach photo-copy of proof.**
2. The Bidder/Tenderer should have a proper established office premises having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient courier services. Tenders received from Firms/establishments operating from residential premises and not having proper established office premises having necessary infra-structure and manpower on its rolls shall be rejected.
3. The Bidder/Tenderer are hereby informed that the company will arrange inspection of the office premises and infra-structure facilities of Bidder/Tenderer through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose to verify the existance and status of firm/establishment with necessary infra-structure facility in providing satisfactory and efficient courier services so as to take a decision about the qualification of Technical Bids of Bidder/Tenderer.
4. **The Bidder/Tenderer should have a minimum experience of five years in the field of providing courier services.**
5. The Bidder/Tenderer should have a valid PAN Number issued by Income Tax Authority. Attach photo-copy of PAN Card.
6. The Tenderer/Bidder should be registered with Goods & Service Tax Authority and should have a valid GST Number issued by Statutory Authority and should be ready to issue GST Compliant Bills/Invoices for release of payment. Attach self attested photo-copy of GST Registration with GST number.
7. The Bidder/Tenderer should have rendered satisfactory courier services to at least two Public Sector Bank / Central or State Government Undertaking / Autonomous Institute during the last three financial years. **Attach Certificate of Experience and providing satisfactory Courier Services from concerned Establishments/Companies .**
8. The Bidder/Tenderer **should have a On-line Developed Software available on its Official Website so as to enable to track status, date and time of delivery of each consignments** handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.
9. The Bidder/Tenderer should furnish List of Clients to whom satisfactory courier services are given by them during the last three financial years. **Attach Certificates from**



concerned Clients/Companies. Attach list of present and past clients as per Annexure III.

10. The Bidder/Tenderer should have **minimum average annual turn-over of Rs. 10 Lacs and should have earned profit** during the last three financial years. **Attach Certificate from Chartered Accountant in this regard as per format given in Annexure IV.**
11. The Company will debar Bidders/Tenderers having relatives working in Union Bank of India from tendering in any capacity. A Non-relationship Certificate is required to be submitted as per **Annexure II** of the Tender Document.
12. The Bidder/Tenderer will have to submit “Acceptance Letter” on its Letter Head as per specimen given in **Annexure V**.
13. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in **Annexure VI** is required to be submitted along with Technical Bid.
14. The tenders (directly or indirectly) from any firm/establishment whose services have not been found satisfactory by Union Bank of India earlier shall not be entertained.
15. The Tenders from Bidders who's Technical Bid(s) were earlier rejected by Union Bank of India on account of fake supporting documents etc. shall not be entertained.



TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDDERS

1. The Company intends to Empanel at least three firms for providing Courier Services to the Company.
2. The Tenders/Bids shall be valid for a period of **at least two months from the date of opening of “Technical Bid” of the Bidders/Tenderers.**
3. The Tenders are invited on **“Two Bid System”** i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
4. Both the sealed envelopes i.e. **Envelope No. 1 “Technical Bid” and Envelope No. 2 “Financial Bid”** should be kept in a big **Envelope No. 3**. This sealed envelope superscribed as **“TENDER FOR EMPANELMENT OF FIRMS FOR PROVIDING COURIER SERVICES”** addressed to Chief Manager, Operation Department. Regional Office, Telephone Exchange Road, Purana Bazar, Dhanbad 826001.
5. The Tenderer/Bidder has to submit Earnest Money of Rs. 25,000/- through Demand Draft only (payment through cheque or any other mode is not acceptable) in favour of **“UNION BANK OF INDIA”** payable at DHANBAD **along with the Technical Bid**. Tenders without the Earnest Money Deposit will be deemed rejected.
6. The Earnest Money shall be forfeited if the Tenderer withdraws his Tender during the period of Tender Validity. The Earnest Money will also be forfeited if in the case of the successful Tenderer, the Tenderer fails to comply with all the terms and conditions of the Tender Document.
7. The Earnest Money shall be forfeited if :-
 - (i) The Bidder/Tenderer withdraws his Tender during the Validity Period of Tender.
 - (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
 - (iii) The Successful Bidder/Tenderer fails to comply with the GST and other rules and regulations set forth by Government.
8. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, Annexures I to VI and other necessary documents are required to be attached with the



“Technical Bid” to be eligible for opening of “Financial Bid” as these documents will help in evaluating the Technical Bid of the Tenderer.

9. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.

10. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Bank will not accept any responsibility for the tenders lost in transit or delivered elsewhere and as such the tenders lost in transit or delivered elsewhere will not be considered and treated as rejected.

11. At first instance only “Technical Bid” will be opened on the scheduled date and time given in the “Notice inviting Tender”. The Technical Bids will then be evaluated on the basis of documents/information furnished and eligibility criteria. The Bank will arrange inspection of the office premises and infra-structure facilities of Bidder/Tenderer through a Committee of Officials of the Bank and/or through an Investigator appointed for the purpose to verify the existence and status of firm/establishment with necessary infra-structure facility in providing satisfactory and efficient courier services so as to take a decision about the qualification of Technical Bids of Bidder/Tenderer.

12. The Tenderer/Bidder who will qualify in the “Technical Bid” will only be eligible for opening of their “Financial Bid”. The date and time of opening of “Financial Bid” shall be intimated to individual qualified bidders.

13. All over-writings/corrections should be duly signed by the Tenderer/Bidder.

14. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.

15. Convassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.



16. Tenders/Bids must be received by/submitted to Chief Manager, Operation Department. Regional Office, Telephone Exchange Road, Purana Bazar, Dhanbad 826001, by the date and time stipulated in the Notice Inviting Tender. The Bank may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Bank and the Tenderer/Bidder will be the same. The information thereof will be available on the Bank's Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.

17. The Contract with the Bidder/Tenderer can be cancelled by the Bank by giving one month's notice in writing without assigning any reason, whatsoever.

18. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months notice in writing to the Company otherwise the Security Deposit lying with the company will be forfeited and not refunded.

19. The Bidder/Tenderer is required to sign an Agreement with Bank containing various terms and conditions.

SCOPE OF SERVICES AND PAYMENT TERMS AND CONDITIONS

1. The Bidder/Tenderer is required to provide the courier services for an initial period of three years. However, the contract for providing courier services can be renewed thereafter on three-year basis by increasing the existing rates/rates quoted by the tenderer/bidder by 10% subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
2. The Bidder/Tenderer will arrange to collect courier letters/packages twice daily i.e. At 11.00 AM and 4.30 PM on every working day from all departments working under Regional office at Dhanbad.
3. The Bidder/Tenderer is required to submit PODs of the letters/packages collected from the various departments as proof of delivery of letter/package within seven days from the date of collection of letter/package to the respective departments of the Bank for record/verification. In the event of non-submission of PODs for the courier/packages sent, no payment will be made to the Bidder/Tenderer.
4. That in case the Bidder/Tenderer or its franchises/agents :-
 - (i) Manipulates the delivery particulars
 - (ii) Damages the consignments
 - (iii) Mis-handles the consignments, which result in loss in full or any part/item of the consignments
 - (iv) Submits wrong bills
 - (v) Submits unreliable delivery status report or which is found to be incorrect.
 - (vi) Picks up a consignment and then returns it on the plea that the address is outside the area of operations of the First Party; then The Bank shall impose a panel charge of Rs. 2000/- (Rupees Two Thousand Only) per consignment or the amount of consequential loss suffered by the Second Party, whichever is more.
5. The Bidder/Tenderer will submit monthly bills to each department for the letters/packages received from them for courier along with PODs for verification and certification of amount payable as per approved rates. The bills duly verified, certified, stamped and "Passed for Payment" indicating the amount payable as per approved rates.
6. The payment of bills received shall be released within 15 working days from the date of receipt of bills.
7. The Bidder/Tenderer is required to deposit Goods and Services Tax and any other tax with the respective authorities and keep record of the same.



8. The Bidder/Tenderer should have On-line Developed Software available on its Official Website so as to enable the Company to track status, date and time of delivery of each consignments handed over for delivery to the Bidder/Tenderer. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder/Tenderer.
9. The Bidder/Tenderer on empanelment by the company is/are required to keep a deposit of an amount of Rs. 25,000/- (Rupees Twenty five Thousand Only) as EMD with Bank. This deposit will remain with the Bank during the currency of the contract and no interest shall be paid on this amount.
10. The Bidder/Tender is required to sign an Agreement containing detailed terms and condition, in case the Bidder/Tenderer fails to deliver the courier within the specified time.

CHIEF MANAGER

TECHNICAL BID

The Bidder is requested to furnish the following information.

S.No	Description	Particulars
1.	Name of the Firm / Establishment.	
2	Registered Address of the Firm / Establishment.	
3	Number of Branch Office of the Firm/Establishment in India. Attach list of offices along with its addresses.	
4	Number of Franchise of Firm / Establishment. Attach list of Franchises with its addresses.	
5	Year of Establishment	
6	Whether the Firm / Establishment is proprietorship / partnership / Pvt. Ltd. Or Public Limited Company. Attach self attested copy of document with Registration No.	
7	(A) Name of authorized contact person. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	
8	PAN Number of the Firm / Establishment. Attach Self-attested photo-copy of the PAN Card.	
9	Goods and Service Tax Number of the Firm / Establishment. Attach Self attested photo-copy of the GST Registration Number.	
10	Office Website Address of the Bidder/Tenderer where On-Line Tracking of Status of delivery, delivery time and date can be checked.	
11	Experience in the field of providing courier service on Contract Basis. Attach Certificate of Experience and Satisfactory Completion of work awarded from Govt. Establishments / PSU / Companies.	
12	Bank Account Details of the Firm (A) Bank Account No. (B) Bank Name and Address (C)IFSC Code (D)MICR Code.	

	Attach photo-copy of cancelled cheque.	
13	List of existing Clients along with proof which should include at least two Government / Public Sector Undertaking during the last three financial years. Attach Certificate from clients / organizations.	
14	The Tenderer should have minimum average annual turn-over of Rs. 10 Lacs for the last three financial years. Attach Certificate from Chartered Accountant in this regard	
15	Enclose Demand Draft only of Rs. 25,000/- as "Earnest Money Deposit".	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name ____
16	Enclose Demand Draft only of Rs. 500/- as "Tender Fee"	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name ____
SIGNATURE WITH STAMP : _____ NAME OF FIRM : _____ NAME OF AUTHORISED PERSON : _____ CONTACT NUMBER : _____ E-mail ID : _____ DATE		

ANNEXURE-I

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

S.No	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1.	Earnest Money Deposit (E.M.D.) of Rs. 25,000/- (Rupees Twenty five thousand Only) in the form of Demand Draft only in favour of “Union Bank of India” payable at Dhanbad.		
2	Tender Fee of Rs. 500/- (Rupees Five Hundred Only) in the form of Demand Draft only in favour of “Union Bank of India” payable at Dhanbad.		
3	Proof of the Tenderer/Bidder being based in Dhanbad and nearby places and their operation in these areas. Attach self-attested copy of proof.		
4	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Tenderer/Bidder self-attested copy of Goods and Service Tax Registration along with Goods and Service Tax Registration Number.		
6	Copies of Experience Certificate of minimum 05 (five) years in the field providing courier services issued by clients / organizations. Attach photo-copy of proof.		
7	The Tenderer should have rendered similar satisfactory services to at least two Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking during the last five years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.		
8	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure II.		
9	List of existing Clients along with proof which should include Government / Public Sector Undertaking during the last three financial years. Attach Certificate from clients / organisations as per Annexure III.		
10	The Tenderer/Bidder should have minimum average annual turn-over of Rs. 10 Lacs for the last three financial years. Attach Certificate from Chartered Accountant as per Annexure IV.		
11	Tenderer/Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		
12	Acceptance Letter duly signed and stamped by authorized official of Bidder / Tenderer as per format enclosed as Annexure V.		
13	Undertaking regarding Non-Blacklisting of Firm of Bidder/Tenderer as		

	per format enclosed as Annexure VI.		
14	List of Branch Offices of Firm/Establishment in India along with their addresses and contact numbers.		
15	List of Franchises of Firm/Establishment in India along with their addresses and contact numbers.		

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE _____



ANNEXURE II

FORMAT OF NON-RELATIONSHIP CERTIFICATE

I / We / Our organization, _____ including our Partners / Share-holders / Directors hereby certify that none of my / our relative(s) is / are employed in Union Bank of India.

In case at any stage, if it is found that the information given by me / us is false / incorrect, The Union Bank of India shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Signature of the Tenderer with Seal _____

Name of the Tenderer _____

Date _____

ANNEXURE III

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations. This information provided will facilitate evaluation of Technical Bid).

S.No	Name of the Organization with complete postal address mentioning Pvt. Sector/ Govt. Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which contact for courier service was awarded.	Nature of Work	Annual Turnover

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE



ANNEXURE IV

CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST THREE FINANCIAL YEARS

I / We, M/s _____, the tenderer/bidder for providing courier services on Contract Basis, hereby confirm that the average total turn-over of the firm/company and profit during the last three financial years - wise break-up is given below.

S.No	Last three Financial Year	Annual Turn- over	Profit Earned
1			
2			
3			

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. _____ are correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT



ANNEXURE V
ACCEPTANCE LETTER

To,
The Chief Manager,
Union Bank of India, Regional office,
Telephone Exchange Road, Purana Bazar,
Dhanbad-826001 (Jharkhand)

Dear Sir,

Re: Acceptance of Union Bank of India's Tender Conditions.

The tender document for empanelment of firms for providing Courier Services floated by Union Bank of India have been downloaded through their Website/ collected through Regional office, Dhanbad by me / us. I / We have gone through and read the entire terms and conditions and scope of services of the tender document of Union Bank of India, Regional office, Dhanbad and I / We shall abide by the conditions/clauses contained in the tender document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and Bank shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money absolutely deposited by me / us along with the tender document. I / We hereby unconditionally accept all the terms and conditions of the Tender Document for Empanelment of Firm for providing Courier Services in its entirety.

The required Earnest Money is enclosed herewith in the form of Demand Draft of Rs.25,000/- in favour of "Union Bank of India" payable at Dhanbad.

Thanking you,

Yours faithfully,

SIGNATURE OF BIDDER/TENDERER WITH DATE AND RUBBER STAMP



ANNEXURE VI

SPECIMEN OF UNDERTAKING REGARDING NON-BACKLISTING/PROSECUTION OF THE FIRM

(To be submitted on the Letter Head of the Bidder/Tenderer)

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s _____ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body (ies) / Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER/TENDERER
WITH DATE AND RUBBER STAMP



INSTRUCTIONS AND TERMS AND CONDITIONS FOR SUBMITTING FINANCIAL BID

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The rates quoted by the Tenderers/Bidders should be valid for a period of Three years from the date of empanelment of the firm for providing courier services. No revision will be allowed during the Rate Contract Period of Three years.
6. The Bidder/Tenderer is required to provide the courier services for a initial period of three years. However, the contract for providing courier services can be renewed thereafter on three-year basis by increasing the existing rates/rates quoted by the tenderer/bidder by 10% subject to the condition that the courier services provided by the Bidder/Tenderer during the contract period is found satisfactory.
7. The Tenderers/Bidders are advised to refer to Scope of Services and Terms and Conditions of the Tender Document so as to cover all expenses to be borne by him/them for providing courier services before quoting rates in the Financial Bid.
8. The lowest rates received amongst the eligible Tenderers/Bidders for each category/slab mentioned in the Financial Bid will be offered to all eligible Tenderers/Bidders for their consideration and acceptance. The Tenderers/Bidders who are ready to provide courier services to the Bank on the rates offered as above and give acceptance of rates and terms and conditions in writing would be empanelled for providing courier services to the Company.
9. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess etc., if applicable will be deducted from the amount payable as per rules.
10. Goods and Service Tax and Cess thereon, if any, will be paid in addition to amount quoted by the Bidder/Tenderer.



'FINANCIAL BID'

I / We, M/s _____ quote our rates for providing Courier Services to Union Bank of India, Regional office, Dhanbad as under :-

S.No	Category/Slab	Rate for 12 district of Jharkhand	Rate for other district of Jharkhand	Rate for All India out-station
1	RATE FOR UPTO 50 GRAMS			
2	RATE FOR 51 GRAMS & UPTO 100 GRAMS			
3	RATE FOR 101 GRAMS & UPTO 300 GRAMS			
4.	RATE FOR 301 GRAMS & UPTO 500 GRAMS			
5.	RATE FOR 501 GRAMS & UPTO 1 KILOGRAM			
6.	RATE PER KG FOR BULK EXCEEDING ONE KILOGRAM			

NOTE : The Tenderers/Bidders are hereby informed that the lowest rates received amongst all the eligible Tenderers/Bidders for each category/slab mentioned in the Financial Bid will be offered to all eligible Tenderers/Bidders for their consideration and acceptance. The Tenderers/Bidders who are ready to provide courier services to the Company on the rates offered as above and give acceptance of rates and terms and conditions in writing by the last date and time would be empanelled for providing courier services to the Company.

• Name of the 12 districts

1. Bokaro	2. Chatra
3. Deoghar	4. Dhanbad
5. Dumka	6. Giridih
7. Godda	8. Hazaribagh
9. Jamtara	10. Koderma
11. Pakur	12. Sahebganj

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE