

**Format of “Technical Proposal for Courier Services” to be printed on Company’s Letterhead & submit in Envelop-1.**

**Name of the Company**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Contact Person**

**Contact Details**

Mobile -----Landline-----

E-Mail: \_\_\_\_\_

Please mention the following:

PAN \_\_\_\_\_ GST NO \_\_\_\_\_

(Pl. enclose self certified copies)

1	Annual turnover of your company	Amount is Rs
	2018- 2019	_____
	2019 –2020	_____
	2020—2021	_____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

**2018-2019**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2019-2020**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2020-2021**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Date:-

Signature & Seal

**ANNEXURE-II**

**Format of "Financial Proposal for Courier Services" to be printed on company's Letterhead & submit in Envelop No.2.**

**Name of the Company**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Person**

\_\_\_\_\_

**Contact Details**

Mobile -----Landline-----

E-Mail: \_\_\_\_\_

<b>1.</b>	<b>Local (Delhi)</b>	<b>Weight</b>	<b>Rates (Amount in Rs.)</b>
		0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
<b>2.</b>	<b>NCR -Satellites</b> (Gurgaon ,Ghaziabad, Faridabad , Noida , Sahibabad)	0 to 250 Gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
<b>3.</b>	<b>Metro Cities</b> (Mumbai, Bangalore, Chennai, Kolkata. )	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
<b>4.</b>	<b>North India</b> (Haryana, Punjab, Rajasthan, UP, Uttaranchal, H.P., Jammu, Gwalior, Jhansi, Bhopal, MP)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
<b>5.</b>	<b>Central India</b> (Moradabad,Saharanpur,Rest of UP ,Bihar, Jharkhand.)	0 to 251 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	

6.	<b>Western India</b> (Goa, Gujarat, Maharashtra, Chhattisgarh, Dadar, Nagar Haveli.)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 k g	
7.	<b>Southern India</b> (Tamil Nadu, Karnataka, Kerala, Pondicherry, Andhra Pradesh, Lakshwadeep)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
8.	<b>Eastern India</b> (West Bengal, Orissa, Andaman Nicobar, Tripura, Manipur, meghalaya, Nagaland, Assam, Mizoram, Arunachal Pradesh, Sikkim)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
9.	Rates for Bulk quantity i.e. minimum 150 / or more letters for all over India Locations		

- Any Gst Number
- Payment Terms

**Date:**  
**Place:**

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_

# **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**

## **COURIER SERVICES**

**Scope of Work:** The offer for Courier Services are invited from reputed and experienced agencies located close to EPCH Office, Vasant Kunj (Approximately 10 kms. radius)

**Introduction / Requirement:** The EPCH is having 11000 members from all over India. Circulars/ Letters/ In House Publication etc. are being sent by the Council to its members.

**Eligibility for submission of Technical & Financial Proposal:** The agencies having following minimum qualifications are hereby invited to submit expression of interest as per the enclosed proforma :-

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover minimum Rs.10,00,000/-.

### **Terms & Conditions:**

1. Selected agency will be required to submit security / performance guarantee of Rs.10,000/-(Refundable) by way of Demand Draft / Pay Order in of favour of EXPORT PROMOTION COUNCIL FOR HANDICRAFTS, New Delhi. If the Performance is not satisfactory Performance Guarantee will be forfeited.
2. The Proposal will be valid for a period of two year from the date of assignment of the job and subject to performance and satisfactory services. In case performance is not satisfactory the Council reserve the right to discontinue the service of said agency.
3. The Council reserves the right to cancel any or all offers, without assigning any reason for the same.

### **Guidelines for Submission of Technical & Financial Proposal:**

1. The proposal be submitted in a closed envelop upto **28<sup>th</sup> July 2021, by 4.00 P.M.** in Council's Office. Please specify on envelope "**OFFER FOR COURIER SERVICE**". The Offer be submitted to Export Promotion Council for Handicrafts.EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

**Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents:-**

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2018-19, 2019-20, 2020-2021.
- Copy of PAN No., Gst Number..

**Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents**

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

**Procedure:** EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director  
Export Promotion Council for Handicrafts  
“EPCH House”, Pocket 6 & 7, Sector – C,  
LSC, Vasant Kunj, New Delhi-110070.  
Tel. 011-26135256 (Extn. 106)**