

दिनांक:- 20/07/2026

विषय: राज्य विपणन कार्यालय, भोपाल (म.प्र.) हेतु वार्षिक दर पर कार्यालयी पार्सल/कोरियर सेवाओं हेतु खुली निविदा आमंत्रण सूचना।

वार्षिक दर पर कार्यालयी पार्सल/कोरियर अनुबंध हेतु कृषक भारती कोऑपरेटिव लिमिटेड, राज्य विपणन कार्यालय, भोपाल (म.प्र.) के साथ आगामी एक वर्ष अवधि के वार्षिक दर अनुबंध हेतु इच्छुक, अनुभवी एवं पात्र टैक्सी/वाहन सेवा प्रदाताओं से निविदाएँ आमंत्रित की जाती हैं।

इच्छुक निविदाकर्ता निर्धारित निविदा प्रपत्र, आवश्यक दस्तावेजों एवं ₹2,000/- की ईएमडी (डिमांड ड्राफ्ट अथवा ऑनलाइन माध्यम जैसे RTGS/NEFT/IMPS द्वारा जमा की गई) सहित अपनी निविदा दिनांक 10.08.2026 को दोपहर 01:00 बजे तक निम्न पते पर जमा कर सकते हैं। तकनीकी बोली दिनांक 10.08.2026 को अपराह्न 03:00 बजे खोली जाएगी।

निविदा से संबंधित विस्तृत शर्तें एवं नियम निविदा दस्तावेज में उपलब्ध हैं।

कृभको बिना कोई कारण बताए किसी भी या सभी आवेदनों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है और इस संबंध में कृभको का निर्णय अंतिम और बाध्यकारी होगा।

संयुक्त महाप्रबंधक (विप)

कृषक भारती कोऑपरेटिव लिमिटेड

राज्य विपणन कार्यालय, ब्लॉक नंबर 2, ग्राउंड फ्लोर,

पर्यावास भवन, भोपाल (म.प्र.) - 462011

संपर्क हेतु: 9058308648, 7991204042



KRISHAK BHARATI COOPERATIVE LIMITED (KRIBHCO)

State Marketing Office, Block No-2, Ground Floor, Paryawas
Bhawan, Jail Road, Arera Hills, Bhopal (M.P.)- 462011

NOTICE INVITING TENDER FOR COURIER SERVICES

Date: - 20/07/2026

Name:

Address:

**Subject: - Invitation of Tender for Annual Rate Contract (ARC) for providing
COURIER SERVICES AT KRIBHCO, SMO- Bhopal (M.P.).**

Dear Sir,

Krishak Bharati Cooperative Limited (KRIBHCO) hereinafter referred as KRIBHCO is a premier National level Cooperative Society of India engaged in fertilizer production and distribution and is registered under Multi State Cooperative Societies (MSCS) Act, 2002. KRIBHCO for its State Marketing Office, Bhopal (M.P.) invites tenders under two-bid system from reputed and experienced agencies of COURIER SERVICES to provide Courier of documents and Goods.

JOINT GENERAL MANAGER (Mktg.)

Dr. RAJEEV KUMAR

Joint General Manager (Marketing)
Krishak Bharti Co-operative Ltd.
Ground Floor, Block-2, Paryawas Bhawan

TERMS AND CONDITIONS GOVERNING THE CONTRACT

1. Scope of Work:

- a) The successful Bidder will have to provide courier services to KRIBHCO, Bhopal (M.P.) by deploying their personnel to collect & deliver post as per appropriate instructions issued by KRIBHCO officials from time to time.
- b) The service provider will have to engage persons, to carry out the following services:

Sl. No.	Name of Service	Service
1.	Courier Services	Daily collection of articles during office hours

2. Eligibility Conditions:

- a) Only authorized agencies in the business of providing courier service need to apply.
- b) The courier agency should have their offices in major cities of India particularly in Madhya Pradesh, Uttar Pradesh and Delhi-NCR.
- c) Bidder with only Regular GST Registration is eligible to participate.
- d) The bidders shall have the following Registrations, the details of the same to be provided in the Technical Bid.
 - a. Registration with statutory bodies as necessary for carrying out the business.
 - b. Regular GST Registration Certificate
 - c. PAN No.
 - d. MSME Registration Certificate (if available) has to be enclosed.
- e) Bidder must have SMS/Website tracking system to track the consignment.
- f) Bids received without requisite documents, shall not be entertained.
- g) The bidder should be providing Courier Services to minimum 01 PSUs / Central or State Government / Semi-Government / Quasi-Government Departments / Major Private Company.
- h) Bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- i) Bidder should not be blacklisted / terminated by any Government organization /agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per Annexure 'B'.

3. Period of Contract:

- a) The one-year period of Annual Rate Contract will commence from the date of acceptance of Contract.
- b) KRIBHCO, Bhopal (M.P.) intends to enter into a contract with the successful bidder for an initial period of One Year with a provision for further extension by one year, with mutual consent on same terms and conditions & rates at the sole discretion of KRIBHCO, Bhopal (M.P.).
- c) The rates quoted shall be excluding of ALL TAXES, DUTIES, ETC., exclusive of G.S.T.


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- d) Proof of delivery (POD) is to be submitted within a month and on demand in specific cases, if required earlier and shall preserve the delivery records at least for the period of 12 months and shall be in position to produce the same and when demanded in case of any dispute.

4. Termination:

- a) KRIBHCO, may terminate the contract without assigning any cause by giving One month notice in writing. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by both the parties during the period of termination notice and the same must be satisfied before this agreement is terminated.
- b) The agency shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by KRIBHCO.
- c) KRIBHCO, without prejudice to any other remedy, reserves the right to terminate the Tender/ contract in whole or in part and also to blacklist the Agency for a suitable period without giving any notice or found guilty for breach of condition/s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. KRIBHCO's decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, KRIBHCO will have the right to put in place any other agency for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the agency.
- d) If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the period of first three months from the date of starting the work, KRIBHCO reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

5. Instruction's for Tender Submission

- a) Rate quoted by the party should be exclusive of G.S.T. charges & any other taxes/charges if applicable.
- b) The price Bid is to be submitted in the Prescribed Formats (Annexure-D) enclosed to this Tender Notice. Tenders submitted otherwise would not be considered.
- c) The firm shall have to deposit an Earnest Money of Rs. 2,000/- with the tender proforma, through a Bank Draft in favour of **KRISHAK BHARATI COOPERATIVE LIMITED**, payable at BHOPAL (M.P.) or through RTGS/NEFT/IMPS in favour of **KRISHAK BHARATI COOPERATIVE LIMITED**, A/c No. **005505000951**, ICICI Bank, Bhopal Branch, IFSC Code: **ICIC0000055**. In case of online payment, documentary proof of the transaction shall be enclosed with the tender proforma, failing which the tender will be outrightly rejected.


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- d) The Earnest Money received from the unsuccessful tenderers will be returned without interest immediately after the tender process is over.
- e) Earnest money of the successful bidder will be refundable without interest after the expiry of contract period successfully and to the satisfaction of competent authority of KRIBHCO. On submission of declaration by the contractor that he has no claim in respect of the contract against KRIBHCO.
- f) KRIBHCO has the right to forfeit the Earnest money deposit (EMD) in case of non-cooperation, disobedience of the instruction, non-attending of the duty within time on the part of contractor/employees of the contractor etc.
- g) The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid, undertaking" i.e., Annexure B & C and Sealed Cover-II containing "Financial Bid" i.e., Annexure D and both Sealed Cover I and II should be placed in a third Sealed Cover superscripted "**Tender for providing Courier Services for KRIBHCO, State Marketing Office, Bhopal (M.P.)**".
- h) The Technical Bid must accompany with supporting documents as required as per tender. The duly sealed bid may be dropped in the Tender Box kept at Reception Desk, KRIBHCO, State Marketing Office, Block No-2, Ground Floor, Paryawas Bhawan, Jail Road, Arera Hills, Bhopal (M.P.)- 462011
- i) Tenders must be submitted on or before the last day of submission. The last date and time for receipt of duly filled in Tender is 10/08/2026 (01.00 PM). The Bids should be addressed to the: -

**Joint General Manager (Mktg.),
Krishak Bharati Cooperative Limited (KRIBHCO),
Block-2, Ground Floor, Paryawas Bhawan, Jail Road,
Arera Hills, Bhopal (M.P.) 462011.**

- j) Late submission of tender shall not be accepted/considered it should be noted by the tenderers.
- k) The Tenders will be opened on 10/08/2026 at 3.00 PM by the Tender Opening Committee in the presence of participating Tenderers or their authorized representatives who may wish to attend.
- l) Envelope No. I will be opened in the first instance and in case the Demand Draft of EMD and terms and conditions duly signed by the bidder are not available, the rate bid will not be opened & the same will be returned to the bidder.
- m) **Award of Contract will be based on lowest: - Sum Total of actual quoted rates in each group for both Letters/Documents & Packages/Materials and its specified weight categories, considering base suppliers' as One.**
- n) In the event of the Office being closed due to any reason whatsoever on the proposed date for Opening of Tender, it will be taken up on the next working day at the scheduled time without any notice issued in this regard.
- o) The prospective bidder is required to indicate its Regular GST Registration Number & PAN No., wherever applicable. The same must be mentioned in its quotation and also in bill as and when it is submitted.


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- p) Each page of tender document must be signed and stamped.
- q) One copy of the tender document should be retained by the bidder.
- r) KRIBHCO reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- s) The quotation shall be valid for a minimum of 60 days from the date of opening of bid.

6. Security Deposit:

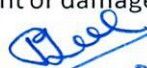
- a) The successful Bidders EMD of Rs. 2,000/- (Rupees Two Thousand Only) will be deposited as Security Deposit with KRISHAK BHARATI COOPERATIVE LIMITED.
- b) The Security Deposit will be kept with KRIBHCO for the contract period. The Security Deposit will be refunded without interest on expiry of the contract subject to adjustment of all outstanding dues if any.

7. Payment Terms:

- a) Invoicing and Payment: The service provider has to submit their monthly invoice /bill in two sets to KRIBHCO, Bhopal (M.P.) at the end of each calendar month on or before 7th of following month for the services rendered during the month along with proof of delivery (POD).
- b) Payment will be made by NEFT/RTGS only after deducting applicable TDS and any statutory Deductions as per law.

8. Liquidated Damages:

- a) The timely and accurate delivery of the letters / articles / packets / documents etc., with utmost promptness is the essence of this tender. Extensions of the time limit of the delivery of the packets / articles / documents beyond the agreed delivery schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, penalty at the rate of 5% per day of the freight value for that consignment or part thereof, subject to maximum 25% of total Freight Value of delivery rate. Quantum of liquidated damages assessed and levied by KRIBHCO shall be final and not challengeable by the Agency.
- b) The Agency shall exercise due care and caution while transporting the consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody. KRIBHCO shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills, if the Agency fails in taking care of the consignment in its custody.
- c) All the material shall be deemed to be in the possession of the Agency and in his care and custody, at his risk and responsibility from the moment they have been handed over to and accepted in writing by the Agency or his representative at the pickup point and till such time they are delivered to the addresses under proper acknowledgement. The Agency shall be responsible for any mishap, accident enroute, the consequences thereof including legal compensations, if any, and payable during the execution of the contract. KRIBHCO shall not in any way be responsible for any accident or damages incurred or claims arising there from during the period of the contract.



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- d) Subject to clause for Force Majeure if the bidder fails to provide the service as agreed, KRIBHCO at its discretion, may without prejudice to any other right or remedy available to KRIBHCO in the tender and the contract, forfeit the entire performance Security Deposit submitted by the Agency, apart from blacklisting of the agency for further participation in any of the tenders of KRIBHCO, Bhopal (M.P.).

9. Validity of the Bids:

- a) Bids shall remain valid for 60 days after the date of opening of Technical Bids prescribed by KRIBHCO. A bid valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation.

10. Indemnity:

- a) The Courier Agency hereby covenants and agrees to indemnify and shall at all times keep indemnified KRIBHCO against any loss or damage that KRIBHCO may sustain as a result of the failure or neglect of the Bidders to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Agency or its employees, agents, representatives and further to pay for all losses, damages, costs, charges and expenses which KRIBHCO may reasonably incur or suffer and to indemnify and keep indemnified KRIBHCO in all respects.

11. Jurisdiction:

- a) In the event of any dispute or difference arising out, the jurisdiction will be Bhopal only.

12. General Conditions:

- a) Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/rates should be filled in figures only. Correction / Omission / Overwriting / Cutting should be dated and initialed.
- b) Quotation should be given as per annexure, which is enclosed. Rates must be quoted for all categories and all groups. No column should be left blank.
- c) The tender should be signed at all places provided therein. Also, all pages and corrections / alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authority person/ persons submitting the tender in token of his/their having acquainted themselves with the instructions to tenders, standard conditions, special conditions, financial bid, scope of work and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
- d) KRIBHCO, Bhopal (M.P.) reserves the right to reject any/all tenders without assigning any reason. Tenderers are advised to carefully note the instructions contained/ mentioned in the Tender form.
- e) Personnel engaged in services shall not take any item of KRIBHCO, SMO-Bhopal (M.P.) Office premises without the consent by authorized official of KRIBHCO.
- f) All the consignment in all our offices in India should be delivered within reasonable time.
- g) Transit Insurance covered items are to be taken with utmost care, the vendor shall be responsible for all kind of parcel/items send by KRIBHCO.


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- h) The employees / agents of the service provider shall never be considered to enjoy any right to enter the premises of KRIBHCO, SMO-Bhopal (M.P.) by virtue of this agreement or otherwise at any time except with the prior permission of KRIBHCO, SMO-Bhopal (M.P.).
- i) The contractor will have no right to transfer or assign the contract or any rights there under to anyone.
- j) The service provider shall be responsible for the conduct and behaviour of his employees. If any employee of the service provider is found misbehaving with KRIBHCO staff, the service provider shall take necessary and appropriate action immediately.
- k) If the service provider commits any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by KRIBHCO from time to time, it shall be open and lawful for KRIBHCO to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the service provider and the service provider shall have no right to claim any compensation whatsoever on this account. The service provider shall be liable to pay forthwith to KRIBHCO, the difference of payments made to such other sources, for the period of failure in providing the services or part thereof.
- l) The service provider shall take proper instructions from KRIBHCO for the execution of the contract at the different places and will faithfully comply with the same during the course of the contract.
- m) If the service provider commits breach of any covenant or any clause of this agreement, KRIBHCO may send a written notice to the service provider to rectify such breach within the time limit specified in such notice. In the event the service provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the service provider shall be liable for losses or damages on account of such breach to KRIBHCO.
- n) Conditional tenders will not be accepted.

(Signature & Seal of Bidding Agency)



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UNDERTAKING

We hereby confirm that we have not been blacklisted by KRIBHCO or any PSU / Central or State Government / Semi-Government / Quasi- Governments Departments/Major Private Company as on date of this Tender

DATED AT THIS DAY OF 2026.

(Signature & Seal of Bidding Agency)



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TECHNICAL BID**TENDER FOR PROVIDING COURIER SERVICES FOR KRIBHCO, SMO-Bhopal (M.P.)**

Kindly provide information for the following:

S.No.	INFORMATION SOUGHT	INFORMATION PROVIDED
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment/Incorporation (attach Gumasta)	
3.	Correspondence address and Telephone No. [Details of email and website, if any]	
4.	Address of Head Office (if Separate) and Telephone No.	
5.	Status Proprietary/Partnership limited company/Public Limited Company	
6.	Name of Chief Executive with his Present addresses and Telephone Nos.	
7.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	
8.	Name of bank with whom you maintain the bank account. (Xerox copy of cheque leaf or Pass Book First Page to be enclosed)	
9.	P A N No. (Copy to be enclosed)	
10.	Regular G.S.T. No. (Copy to be enclosed)	
11.	Experience certificate/Work Orders of 01 PSUs / Central Govt./ State Govt./ Semi-Govt./Quasi Govt./Private Enterprises to be enclosed	
12.	Courier Firm should have Branches in major cities of India, particularly in Madhya Pradesh, Uttar Pradesh and Delhi-NCR	
13.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	

Place: - _____

Date: - _____

Signature of Tenderer: - _____

Name (in block letters): - _____

Capacity/Position/Designation: - _____

Seal of the Firm: -



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FINANCIAL BIDTENDER FOR PROVIDING COURIER SERVICES FOR KRIBHCO, SMO-Bhopal (M.P.)

With reference to your tender for providing courier service for dispatch of Letters/documents to various destinations, we give below our rate as described in the tender.

1. For Letters/documents delivery; (Within 3 working days)

S.No.	Particulars (Weight)	Local within Bhopal	Within Madhya Pradesh	Any other Place (Within India)	Urgent Air Service for National Capital Region (NCR) Only
GROUP-A					
1.	Up to 100 Grams	₹	₹	₹	₹
GROUP-B					
2.	101 Grams to 200 Grams	₹	₹	₹	₹
GROUP-C					
3.	201 Grams to 300 Grams.	₹	₹	₹	₹
GROUP-D					
4.	301 Grams to 400 Grams.	₹	₹	₹	₹
GROUP-E					
5.	401 Grams to 500 Grams.	₹	₹	₹	₹
GROUP-F					
6.	501 Grams to 750 Grams.	₹	₹	₹	₹
GROUP-G					
7.	751 Grams to 1000 Grams.	₹	₹	₹	₹
GROUP-H					
8.	Additional per 500 Grams	₹	₹	₹	₹

Place: - _____

Date: - _____

Signature of Tenderer: - _____

Name (in block letters): - _____

Capacity/Position/Designation: - _____

Seal of the Firm: -



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FINANCIAL BID

With reference to your tender for providing courier service for dispatch of Packages/Materials to various destinations, we give below our rate as described in the tender.

2. FOR PACKAGES/MATERIALS DELIVERY (Within 3 working days)

S.No.	Particulars (Weight)	Local within Bhopal	Within Madhya Pradesh	Any other Place (Within India)	Urgent Air Service for National Capital Region (NCR) Only
	GROUP-A				
1.	Up to 02 Kilograms	₹	₹	₹	₹
	GROUP-B				
2.	02 Kilograms – 05 Kilograms	₹	₹	₹	₹
	GROUP-C				
3.	05 Kilograms – 10 Kilograms	₹	₹	₹	₹
	GROUP-D				
4.	More than 10 Kilograms	₹	₹	₹	₹

- Lowest tender will be decided based on lowest: - Sum Total of actual quoted rates in each group for both Letters/Documents & Packages/Materials and its specified weight categories, considering base suppliers' as One.
- Rates quoted above are exclusive of GST & any other taxes/charges if applicable.
- Conditional Tenders will not be accepted.
- We agree to the Terms and Conditions mentioned in Tender

Mention the applicable tax percentage: - _____

Place: - _____

Date: - _____

Signature of Tenderer: - _____

Name (in block letters): - _____

Capacity/Position/Designation: - _____



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Seal of the Firm: -