



ईमेल / e-mail : rcfnzb@gmail.com

No. Mktg/Courier/NZB/2025-26

Date: 10/11/2025

NOTICE INVITING TENDER (NIT)

Sub: - Invitation to Submit Quotations for Providing Courier Services on a Contract Basis at the Nizamabad Office

Dear Sir/Madam,

We intend to appoint a courier service provider for our office at M/s.Rashtriya Chemicals & Fertilizers Ltd., D.No. 5-6-473, Pragathi Nagar, Nizamabad 503003. The contract will be for the period of TWO (2) years.

For the same you are requested to quote your best rates on your letter head only and submit the same.

Terms and conditions are as follows: -

1. The delivery time 24 hours for Metro cities and 48 hours for interior places.
2. The approximate quantum of documents under this segment is estimated to be 40 documents per month from M/s.Rashtriya Chemicals & Fertilizers Ltd., D.No. 5-6-473, Pragathi Nagar, Nizamabad 503003. This quantity is indicative and may vary depending on the requirements.
3. The lots of documents / parcels shall be picked up daily around 4.00 p.m. to 5.00 p.m. from Monday to Friday and from 12.00 noon to 1.00 pm on Saturdays promptly from office address M/s.Rashtriya Chemicals & Fertilizers Ltd., D.No. 5-6-473, Pragathi Nagar, Nizamabad 503003. In case if address is changed, then the contractor must collect parcels from new address as informed by the office.
4. The suitable records shall be generated, maintained & preserved by the courier service agency for following the procedural norms.
5. Tenderer shall have to quote the rate considering all facts/detailed Scope of work as mentioned in NIT. The rates quoted will be valid for TWO years from the date of award of work and shall be firm throughout the period of contract.
6. **The rates quoted shall be including all statutory levies, Taxes and Duties, Fuel Surcharges applicable for the period of TWO years but Excluding GST.**
7. Any variations in GST i.e. increase/ decrease in GST tax after award of contract will be paid accordingly.
8. The contractor shall have to submit the bills in duplicate along with detailed statement and PODs to M/s. Rashtriya Chemicals & Fertilizers Ltd., D.No. 5-6-473, Pragathi Nagar, Nizamabad 503003. Payment of the bills will be made within 15 days from the date of submission of bills. The contractor shall furnish PODs in specific cases on request from RCF as per requirement.
9. If it is found that, the Contractor's performance is NOT satisfactory and even after issuing Notices, if there is no improvement in the work, RCF reserves the right to terminate the Contract.
10. Rashtriya Chemicals & Fertilizers Ltd. reserves the right to accept at their sole and unfettered discretion any tender in whole or part quantities or to reject any or all tenders without assigning any reason thereof. No claim for compensation etc. whatsoever will be entertained by Rashtriya Chemicals & Fertilizers Ltd. for unsuccessful and rejected tenderers.
11. Only GST invoice will be accepted for release of payment. GST registration number must be mentioned on tax invoice.
12. No any advance will be released.
13. Negotiations if required after the Price Bid opening with the L1 bidder shall be carried out at the sole discretion of RCF

Other terms and conditions:

- The bidder should have a minimum of 3 years of experience in providing couriers services.
- The bidder should have a strong network and infrastructure to provide services across India.
- The bidder should have a valid GST registration and PAN.
- The bidder should not have been blacklisted by any Government organization

Hence, we request you to kindly submit the following latest documents along with price bid in the enclosed format in sealed covers.

A. First Cover : **Schedule – I:** All required documents as prescribed, duly filled, attested with seal & signature of the authorized person to be submitted along with all relevant supporting documents.

B. Second Cover: **Schedule – II:** Price Bid (As per the enclosed format on firm's letter head). The last date for submission of quotation along with required documents is on 25.11.2025.

First Cover, Schedule – I and Second Cover, Schedule-II should be submitted in single envelop should be super scribed with "**Quotation for providing Courier Service**" and the sealed quotation may please be submitted to the following address on or before 25.11.2025 up to 3.00 PM only.

Thereafter, no any quotation will be accepted. Received quotations will be opened on 25.11.2025 at 3.30 pm.

Manager (Mktg),
M/s. Rashtriya Chemicals & Fertilizers Ltd.,
D.No. 5-6-473, Pragathi Nagar,
Nizamabad 503003.
9881934443/ 9491930239

Thanking You,

Manager (Mktg)
Nizamabad

SCHEDULE - I
(On Firm's Letter- Head)

Date : _____

To,

The Manager (Mktg)
M/s. Rashtriya Chemicals & Fertilizers Ltd.,
D.No. 5-6-473, Pragathi Nagar,
Nizamabad 503003.

SL. NO.	PARTICULARS	DETAILS
1	Name & Address of the firm	
2	Constitution of firm (Proprietorship Partnership/Pvt. Ltd. /Public Ltd. Co./Co-operative)	
3	Copy of license to operate couriers' services, if applicable	License No. Valid upto :
4	Copy of Shop & establishment license	License No. Valid upto :
5	Name of the person responsible, address, contact number and copy of Adhaar (To be submitted on Firm's Letter-Head)	
6	GST Registration (Copy to be enclosed)	Submitted - Yes / No GST No.....
7	PAN Number. (Copy to be enclosed)	Submitted - Yes / No PAN No.....
10	Experience /Working with	

We are enclosing details & duly attested copies as mentioned above. We have read, understood & hereby agree to abide with the terms & conditions given in your letter (NIT) No. Mktg/Courier/NZB/2025-26, date: 10/11/2025,

Seal & Signature of Authorized Person

SCHEDULE - II
(On Firm's Letter- Head)

Date: _____

To,

The Manager (Mktg)
M/s. Rashtriya Chemicals & Fertilizers Ltd.,
D.No. 5-6-473, Pragathi Nagar,
Nizamabad 503003.

Dear Sir / Madam,

SUB: QUOTATION FOR PROVIDING COURIERS SERVICES FOR RCF NIZAMABAD OFFICE.

With reference to your quotation No. Mktg/Courier/NZB/2025-26, date: 10/11/2025, we are hereunder submitting our offer for providing courier services at RCF Hyderabad office.

Quotation for Providing Courier Service

			Destination		
Weight of Parcel		Particulars	Telangana & Andhra Pradesh	Rest of India	Total Amount in Rs.
Up to 250 gm	A	Parcel Qty.	15	5	
		Rate (Rs.)/parcel			
		Amount (Rs.)			
251 to 500 gm	B	Parcel Qty.	5	--	
		Rate (Rs.)/parcel			
		Amount (Rs.)			
501 to 750 gm	C	Parcel Qty.	5	--	
		Rate (Rs.)/parcel			
		Amount (Rs.)			
751 to 1000 gm	D	Parcel Qty.	5	--	
		Rate (Rs.)/parcel			
		Amount (Rs.)		--	
Above 1000 gm	E	Parcel Qty.	5	--	
		Rate (Rs.)/Kg			
		Amount (Rs.)			
F		Total (F=A+B+C+D+E)	PER MONTH COST		
Total Cost words :-					
Note:- Above rates are including all statutory levies, Taxes and Duties, Fuel Surcharges But Exclusive of GST applicable for the period of TWO years					

The terms & conditions given in letter (NIT) No. Mktg/Courier/NZB/2025-26, date: 10/11/2025, are acceptable to us & binding on us.

Signature / Seal of the Party