सीमेंट कारपोरेशन ऑफ़ इंडिया लिमिटेड
(A Govt. of India Enterprise)
(An ISO 9001:2015 & ISO 50001:2018Certified)
राजबन सीमेंट फैक्ट्री
तहसील पांवटा साहिब,जिला सिरमौर, हि.प्र.173029
Website: www.cciltd.in, Email: rjopers@gmail.com, persadmn_rjo@cciltd.in

Ref. No: RCF/HR/COURIER/2026 Date: 02.09.2026

NOTICE INVITING FOR OPEN TENDER FOR THE YEAR 2026

SEALED APPLICATIONS/TENDERS ARE INVITING FOR COURIER SERVICES ON ANNUAL RATE CONTRACT BASIS AT CCI RAJBAN FOR TWO YEARS (2) WHICH CAN BE EXTENDABLE BY ANOTHER ONE (1) YEAR (2+1), BASED ON SATISFACTORY PERFORMANCE.

Unit	Rajban
Tender-ID	RCF/HR/COURIER/2026 Date: 02.09.2026
Subject	Sealed applications/tenders are inviting for Courier services on Annual Contract Basis at CCI Rajban for two years (2) which can be extendable by another one (1) years (2+1), based on satisfactory performance.
No. of Covers	a) Technical Bid b) Commercial Bid
Website for downloading Tender Document	www.cciltd.in (Limited Tenders, Rajban)
Opening date for sale of Tender	03.09.2026
Closing date for sale of Tender	17.09.2026 (1:00 PM)
Last date of Submission Tender documents	17.09.2026 (at 02:00 PM)
Technical Bid Opening date & Time	17.09.2026 (at 03:30 PM)
Venue for Technical Bid Opening	Admin Building
Date, Time and Venue of opening of Commercial Bid	Will intimate later to the technical qualified bidders

02/09/26
HOD (HR)

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To,
M/s_____,
_____,

Tender Documents

Cement Corporation of India Ltd. (A Govt. of India Enterprise) inviting sealed applications/tenders for **"Courier Services on Annual Rate Contract basis at CCI Rajban"** from reputed agencies. The terms & conditions and other condition are given in Annexure-I & II respectively.

1. The formats for Techno-Commercial Bid and price BID are attached.

2. The tenders are to be sent in two separate sealed envelopes, one containing only Tender terms and conditions duly signed and other documents, super scribed as **"Techno- Commercial Bid"** and the other containing price bid Super scribed as "**PRICE BID".** Both these envelopes are too sealed in a separate envelop super scribing "**Courier Services on Annual Rate Contract basis at CCI Rajban"**

3. The tender shall be signed by a person duly authorized person of the agency and shall be sent to:
   HOD (HR)
   Cement Corporation of India Ltd.
   Rajban Cement Factory
   PO- Rajban, Tehsil -Paonta Sahib, Distt-Sirmour, (HP)-173029

4. **Security deposit** equivalent to **5% (Five percent)** value of the total contract/work will also be adjusted from the monthly bills.

5. The Security Amount shall be forfeited if the tenderer withdraw his tender during the validity period of the tender.

6. The bid shall remain valid for a period of 120 days from the date of opening of the tender.

7. The rates quoted shall remain unchanged during the currency or extended period of the contract and no increase what so ever shall be allowed.

8. CCI reserves the right to accept/reject any bid to cancel the biding process at any time and reject all bids, at any stage prior to placement of order, without thereby incurring any liability.

9. **Dispute Under this contract and Arbitration: -**

a) In the event of any question/dispute breach of or difference arising in respect of the meaning and scope of terms & conditions herein or in connection with any matter under this agreement (except for those matters which are to be decided as per provisions made in these terms & conditions) the same shall be referred to GM of CCI Ltd. Rajban For appointment of a sole Arbitrator. There will be no objection if the Arbitrator so appointed is or was an Employee of the corporation and whether he had at any time in discharge of his duties as an Employee had expressed views on all or any of the matter in dispute or difference or dealt With matter in substance. The Arbitrator shall give award with reasons in respect of each claim, dispute or difference referred to him in the event the value of the dispute(s) exceeds Rs.50,000/-. The award of the Arbitrator shall be final and binding on the parties to this Contract.

b) Subject to aforesaid the Arbitration and Conciliation Act, 1996 the rule made there under any statutory modifications thereof for the time being in force shall apply to the arbitration proceedings under this clause.

c) The work under this contract shall be continued uninterrupted during the pendency of the Arbitration Proceedings and no payment due from one to the other parties therein shall be withheld on account of pendency of such Proceeding unless such payment related to the matters under Arbitration.

d) The venue of the Arbitration shall be Rajban or such other place as the Arbitral Tribunal at his discretion made determined.

e) All matter connected with this shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the jurisdiction of Indian Courts at Paonta Sahib (HP).

10. For more details or any corrigendum please visit our website: www.cciltd.in

11. Any clarification may be obtained from HOD (HR)-CCIL, Rajban (H.P).

21/09/16

HOD (HR)
Cement Corporation of India Ltd.
at Rajban (HP)

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PART-III (SPECIAL TERMS AND CONDITIONS)

1. The firm should have at least One year of experience in business in providing Courier services to any Govt. Offices/PSUs/Pvt. Offices.

2. Security deposit equivalent to 5% (Five percent) value of the total contract/work will also be adjusted from the monthly bills.

3. The contract would be for two years (2) at a time, which is extendable by another one (1) year, based on satisfactory performance, without any revision of rates.

4. To provide Courier Services for carrying Post/Daks/Courier from CCI, Rajban Cement Factory to CCI Corporate Office at Scope Complex ,Core-5, 7 Lodhi Road, New Delhi on regular basis. Courier Services will also be required for Offices at Yamunanagar, Haridwar, Chandigarh, Ambala, Shimla, Dehradun, Saharanpur, Roorkee, Rishikesh, Kolkata, Mumbai , Pune and all the other cities in India.

5. Courier shall have to collect the Post/Daks/Courier from our office daily and deliver & acknowledged the same.

6. If the contractor failed to provide the delivery boy on any working day in a month a penalty of ₹ 500/- per day shall be imposed and deducted from the bill payable to the firm.

7. One Courier shipment weighing upto 500 grams will have a specific rate, and the rate will remain the same for the next 500 grams beyond that and so on.

8. Courier shall be liable to compensate all losses & consequences on account of delay or non- delivery of letters/parcels etc.

9. Any delay on account of flights/train services/strike/Bandhs/Riots shall not be taken as excuse for delay of delivering the letters/parcels. A penalty shall be imposed and deducted from the bill payable to the firm.

10. Management reserve the right to accept or reject any tender received against this notice or to distribute work amongst more than one party/parties.

11. The contractor has to submit the experience certificate or copies of work order in support of having executed the similar type of job form reputed organization if any. The details of jobs executed & jobs in hand must be written in Techno Commercial Bid of the tender documents. The tenderer who will not submit the above documents shall not be considered and their techno commercial bid shall be out rightly rejected.

12. The bill of courier services rendered shall be submitted on month to month basis by the party along with acknowledgements of letters/parcels delivered by them and shall be paid within 15 days on submission of bills through RTGS after deduction of statutory service taxes.

13. The contractor shall not sublet the work without written consent of CCI.

14. The Corporation will not be liable for any compensation towards any loss to the contractor on account of non-availability above of fronts or services due to reason beyond control of the Corporation.

15. In case the contractor abandon the work before the completion of the contract period or falls to do the work to the satisfaction of the CCI Management, the Corporation will be forced to get the work done from other agencies on the risk & cost of the contractor. Besides, the SD will also be forfeited at the discretion of the Management. The Corporation shall also be entitled to be deducted the amount payable from any amount otherwise due to the contractor under this or any other contract.

16. The Management reserves the right to terminate the contract by giving one month's notice without assigning any reason what so ever.

17. The Management also reserves the right to terminate the contract without any notice if the contractor is found including in malpractices.

18. For more details or any corrigendum please visit our website: www.cciltd.in

19. Any clarification may be obtained from HOD (HR)/Manager (HR)-CCIL, Rajban (H.P)

21/09/16

HOD (HR)
Cement Corporation of India Ltd.
At Rajban (HP)

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TECHNO COMMERCIAL BID

BIDDER'S PARTICULARS FOR COURIER SERVICES:

1. Name of the Bidder: _____
2. Full Address of the Bidder: _____
3. Name of the Authorized Signatory: _____
   i. Mobile no:_____
   ii. e-mail id: _____
4. Experience with evidence:_____
5. GST Registration no. with evidence:_____
6. PAN Number with evidence:_____
7. Bank details/copy of cancel cheque:_____
8. Signed copy of CCI standard Term and Conditions as taken of acceptance.

DECLARATION:

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future including the forfeiture of my SD amount.

Signature of Authorized Signatory
with date and seal of the Company

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PRICE BID

APPLIED FOR FOR COURIER SERVICES:

1. NAME OF THE PARTY WITH FULL ADDRESS:_____
_____
2. TELEPHONE/MOBILE NUMBER:_____
3. RATE OFFERED BY TENDERER FOR **ONE COURIER UPTO 500 GRAMS**:

Sl. No.	Destination	Annual Quantity	Rate in figures Without GST	Rate in words Without GST
1.	Rajban to Delhi	Approx. 1000 Nos.		
2.	Rajban to Poanta Sahib/ Local area within radius of 15 km	Approx. 450 Nos.		
3.	Rajban to Yamuna Nagar/ Dehradun	Approx. 350 Nos.		
4.	Rest of India (All over India)	Approx. 500 Nos.		

Note:

1. In case of any deviation in figures & words, the details given in words shall be considered.
2. GST as applicable will be charged extra.
3. L-1 party will be decided on the lowest rates given by the Tenderer.
4. The term and conditions with tender form are acceptable to us.
5. I have gone through the detailed terms and conditions as per enclosure and accepted the same.

SIGNATURE OF THE TENDERER
WITH ADDRESS

DATE:_____