

राष्ट्रीय केमिकल्स एण्ड फर्टिलाइज़र्स लिमिटेड

(भारत सरकार का उपक्रम)

CIN-L24110MH1978GOI020185

“श्री लक्ष्मी कॉम्प्लेक्स” पहली मंजिल,
शान्तिनगर, हैदराबाद - 500 028
GSTIN No:36AAACR2831H1ZL



Rashtriya Chemicals & Fertilizers Ltd.

(A Government of India Undertaking)

CIN-L24110MH1978GOI020185

“Sri Laxmi complex” 1st Floor,
Shantinagar, Hyderabad - 500 028
GSTIN No:36AAACR2831H1ZL

Phones : 040-23314259, 23318565 23391581 Fax: 040-23316566 email: rcfhydms@gmail.com

No. Mktg/Courier/Hyd/2025-26

Date: 10/09/2025

ENQUIRY LETTER

To,

.....
.....
.....

Sub: - Quotation for courier services contract

Dear Sir/Madam,

We, Rashtriya Chemicals and Fertilizers Limited, a Govt of India undertaking company intend to appoint a courier service provider for our Hyderabad office, address mentioned above. The contract will be for the period of TWO (2) years. You are requested to kindly quote your lowest rate in the enclosed format, as per the following job specifications, terms & conditions

Scope of work :

- Looking of courier services pick and drop basis.
- The contractor has to arrange to collect and deliver the documents of various District places in various States of India and delivering of such documents shall have to be made within 24/48 hours. The approximate quantum of documents under this segment is estimated to be around 65 documents per month from M/s. Rashtriya Chemicals & Fertilizers Ltd., 10-2-289/25, Sri Laxmi Complex, Shantinagar, Hyderabad -500028. This quantity is indicative and may vary depending on the requirements.
- 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., 10-2-289/25, Sri Laxmi Complex, Shantinagar, Hyderabad -500028. In case if address is changed, then the contractor must collect parcels from new address as informed by the office.
- The suitable records shall be generated, maintained & preserved by the courier service agency for following the procedural norms.
- The delivery time 24 hours for Metro cities and 48 hours for interior places.
- The contractor shall have to submit the GST bills in duplicate on monthly basis along with detailed statement and PODs to M/s. Rashtriya Chemicals & Fertilizers Ltd., 10-2-289/25, Sri Laxmi Complex, Shantinagar, Hyderabad -500028.
- The contractor shall furnish PODs in specific cases on request from RCF as per requirement well before the bill submission (if any).

Contd..2nd..

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.
- Tenderer shall have to quote the rate considering all facts/detailed Scope of work as mentioned above. 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.
- **The rates quoted shall be including all statutory levies, Taxes and Duties, Fuel Surcharges applicable for the period of TWO years but Excluding GST.**
- The overall L1 rates will be considered as lowest bidder and tender processing will be continued accordingly.
- Only GST invoice will be accepted for release of payment. GST registration number must be mentioned on tax invoice.
- Any variations in GST i.e. increase/ decrease in GST tax after award of contract will be paid accordingly.
- Payment of the bills will be made within 15 days from the date of submission of bills along with required documents.
- No advance will be paid.

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 25.09.2025.

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 25.09.2025 up to 3.00 PM only.

Thereafter, no any quotation will be accepted. Received quotations will be opened on 25.09.2025 at 3.30 pm.

Chief Manager (Mktg),
Rashtriya Chemicals & Fertilizers Ltd., 10-2-289/25,
Sri Laxmi Complex, Shantinagar, Hyderabad -500028.

Company reserves the right to accept all, partial or reject without assigning any reason and not responsible for any financial losses during this tender process.

Thanking You,

Yours faithfully,

Chief Manager (Mktg)

Encl : a.a.

SCHEDULE - I

(On Firm's Letter- Head)

Date : _____

To,

The Chief Manager (Mktg)

Rashtriya Chemicals & Fertilizers Limited

Shantinagar – Hyderabad – 500 028.

SL. NO.	PARTICULARS	DETAILS
1	Name & Address of the firm	
2	Constitution of firm	
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 No. Mktg/Courier/Hyd/2025-26, date: 10/09/2025,

Seal & Signature of Authorized Person

Schedule - II**(On Firm's Letter-Head)**

To,
The Chief Manager (Mktg)
Rashtriya Chemicals & Fertilizers Limited
Shantinagar – Hyderabad – 500 028.

Date : _____

Dear Sir / Madam,

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

With reference to your quotation No. Mktg/Courier/Hyd/2025-26, date: 10/09/2025, we are hereunder submitting our offer for providing courier services at RCF Hyderabad office.

Destination	A) Up to 250 gms			B) 251 to 500 gms			C) 501 to 999 gms			D) 1000 gms & above			Grand Total (A+B+C+D)	
	Qty (Nos)	Rate (Rs/Unit)	Amount (Rs)	Qty (Nos)	Rate (Rs/Unit)	Amount (Rs)	Qty (Nos)	Rate (Rs/Unit)	Amount (Rs)	Qty (Nos)	Rate (Rs/Kg)	Amount (Rs)	Qty (Nos)	Amount (Rs)
	a	b	c= a x b	d	e	f= d x e	g	h	i= g x h	j	k	l = j x k	m= a+d+g+j	n = c+f+i+l
Hyderabad local	5			5			10			5			25	
Rest of AP/ Telangana	10			10			15			15			50	
South India	5			5			10			5			25	
North / East India	2			2			2			2			8	
Western India	5			10			10			10			35	
Sub Total	27			32			47			37			143	
										Grand total (Total amounts of c+f+i+l)				
										Add - Fuel surcharges (if any)				
										Grand total incl Fuel surcharges excl GST				

Grand total cost in words -

- Quoted rates are inclusive of fuel surcharges and exclusive of GST. Quoted rates are valid for 75 days.
- The terms & conditions given in letter No. Mktg/Courier/Hyd/2025-26, date: 10/09/2025, are acceptable to us & binding on us.

Submitted for your kind needful.

Signature / Seal of the Party

Place:

Date: