

South Malabar Gramin Bank  
P&L Wing,  
Head office, Malappuram-676505, Kerala  
Ph: 0483-2734847, Fax-0483-2736987  
Web site: [www.smgbank.com](http://www.smgbank.com)

**Advertisement matter**

Offers are invited from approved and leading Courier Service providers having Nationwide service network for entrusting the work of receiving and delivering the documents in packets / covers in respect of all our Offices / Branches, with despatch note and under recorded delivery. The offers in prescribed format should reach us before 5 pm on 20.11.2011. The term of contract will be 3 years. For more details please log on to our web site [www.smgbank.com](http://www.smgbank.com) or contact us directly. Bank reserves the right to select / reject any application with out assigning any reason.

Malappuram  
9.11.2011

General Manager

South Malabar Gramin Bank  
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Terms & Conditions for entrusting courier service:

- 1.** The courier service provider (agency) should have service network in all centers in Kerala where our branches / offices are located.
- 2.** The agency should have a service net work in all important cities with in India.
- 3.** The agency should have a well established track record of a minimum 5 years and have the required approval / Registration with concerned statutory Authority.
- 4.** The agency should receive and deliver documents/items to destination in packets / covers in respect of all our Branches / Offices on a daily basis.
- 5.** The agency should deliver the covers / packets within 24 hours of collection at the destination. In exceptional cases it may be 48 hours for delivery. A penalty of Rs 1/- per packet/ cover will be recovered from the agency for delayed service.
- 6.** The proof of delivery is to be submitted to the originating branch / Office within a reasonable time.
- 7.** Payment to the agency will be made at the end of each month by various offices / branches on consolidation basis on receipt of bill/ claims. The agency should remit the applicable service tax and other statutory tax to the Government and should submit the proof thereof.
- 8.** Bank reserves the right to make all payments to the agency by electronically ie. Via. NEFT / RTGS.
- 9.** The rate quoted should be weight wise and destination wise as mentioned in the prescribed application form and inclusive of service tax applicable.
- 10.** The selected agency should make a security deposit of Rs 10000/- in favour of the Bank.
- 11.** Any loss of items from the agency without delivering the item at the destination should be compensated for the value of the item sent, together with any other charges incurred to the Bank.
- 12.** The selected agency should execute a contract agreement with the Bank agreeing the above terms for next 3 years.
- 13.** Any dispute arising out of or in relation to the engagement of courier agency shall be referred to a sole arbitrator to be appointed by the Bank as per Indian Arbitration Act. The seat of the Arbitrator shall be at Malappuram and the [proceedings shall be governed by the Indian Arbitration Act 1940.
- 14.** Bank reserves the right to select / reject any application without assigning any reason.

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Application for entrusting Courier Service

1. Name of the Agency :
2. Address of Head Office / Administrative Office:
3. Phone Number :
4. Address of the local /Regional /Zonal office of the Agency with Phone No. :
5. Whether the agency is having approval from concerned authority for its operation. If yes the reference :
6. Whether the agency is having Registration with Central excise regarding service Tax payments (Furnish Ref. No.) :
7. Year of establishment of the agency :
8. Major Corporate clients including Banks :
  - 1.
  - 2.
  - 3.
9. The rate quoted (Inclusive of Service Tax)

Weight of cover/ packet	Rate within Kerala	Rate for other southern states	Rate for other states
Up to 500 grams			
For additional 500 grams and part thereof			

10. Whether the agency is having service net work in all Cities in Kerala including urban & semi urban centers. and other important centers in India:

We hereby declare that the facts mentioned above are true to the best of our knowledge and belief. If we are entrusted with the work of providing Courier Service to the Bank, we shall abide by the terms and conditions laid down by South Malabar Gramin Bank.

Place:

Date:

Signature  
(with name & seal of the authorised person)

For Office use: