



**KERALASTATE COASTAL AREA DEVELOPMENT CORPORATION Ltd.  
(KSCADC)**

**(A Government of Kerala Undertaking)**

**'1<sup>st</sup> Floor, Chalachithra Kalabhavan Building,  
Vazhuthacaud, Thiruvananthapuram – 695 014**

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## **EXPRESSION OF INTEREST (EOI)**

### **Empanelment of Courier Companies**

**NB: Pls check that all the pages are intact in the document**

## **EXPRESSION OF INTEREST (EOI)**

Kerala State Coastal Area Development Corporation (KSCADC) is seeking Expression of Interests (EOI) from Courier Companies for the delivery of Drish Kerala Products across Pan India.

Name of EOI: Empanelment of Courier Companies

1. Download Period: 27-10-2015 to 09-11-2015
2. Last Date & Time for Submission of EOI: 09-11-2015, 3.00 PM

## **PROCEDURE FOR EMPANELMENT**

EOIs are invited from Courier Companies for empanelment with Kerala State Coastal Area Development Corporation as per the following procedure:

- Screening of EOIs as per eligibility conditions based on documents submitted (Mentioned in Annexure - II)
- Evaluation and short-listing of Courier Companies based upon the criteria mentioned hereafter and documents submitted
- Presentation by short-listed Courier Companies before a selection committee for empanelment

### **Pre Qualification Criteria for Empanelment for Courier Companies**

- a) The Company should have at least 10 years of experience in providing Courier Services through-out the Country.
- b) The Company should have ISO Certification
- c) Company should have reach ability across Pan India.
- d) A specific approximate delivery date to be submitted for each destination.
- e) The Courier Company should have tie-ups with reputed Insurance Companies
- f) The company should have end-to-end Consignment Tracking System
- g) Company should have Branch office in Kollam, Kerala

### **Scope of Activities from Empanelled Courier Companies**

- To provide end-to-end Courier Service for the products delivered by KSCADC.
- Empanelled Courier Company should have end-to-end Consignment Tracking System.
- Web based and Mobile (SMS) status enquiry solutions to be provided.
- Needs to provide Web (Online) and Mobile (SMS) based tracking Solutions.
- Courier Company should be able to provide Corporate and Bulk Tracking Solutions.
- The tracking solution should give the exact location of the consignment with complete details.
- All the consignment of KSCADC should be insured for the Bill value by a reputed Insurance Company.
- The Insurance Premium should be added in the Invoice raised by the Courier Company.
- All the formalities and the claim from the Insurance Company have to be handled by the Courier Company.
- The claim amount has to be credited back to KSCADC's account within 10 days of the Claiming Date.
- The Insurance has to cover the Loss and Damages of the Consignments.
- Any loss or damage on the consignment should be reshipped to the same customer with No Extra Cost.
- The items should be collected from FPC, Kollam on the same day intimated to you.

### **SUBMISSION OF DOCUMENTS**

The EOI document should be submitted along with documentary proof (Mentioned in Annexure - II) in a sealed envelope with "EOI for Empanelment of Courier Companies" Superscribed on it to

Managing Director,  
KeralaState Coastal Area Development Corporation,  
1st Floor, Chalachithra Kalabhavan Building,  
Vazhuthacaud, Thiruvananthapuram – 695 014

The envelope containing the filled form (with relevant enclosures) may be placed in the drop box provided at KSCADC, Head Quarters at Vazhuthacaud, Thiruvananthapuram or sent by speed post

## **EVALUATION OF EOI's**

- 1. Screening: KSCADC will undertake the initial screening of all the applications based on the qualifying criteria. Applicants not meeting any of the qualifying criteria and other essential conditions, etc., mentioned in the EOI document will be summarily rejected.**
- 2. First-stage short-listing: All the eligible applicants will then be evaluated on the basis of the documents submitted by them.**
- 3. Second-stage short-listing: Will Include Scrutiny of above mentioned services along with the rate of delivery at various places across Pan India.**
- 4. The company will then be finally short-listed and empanelled.**
- 5. KSCADC reserves the right to decrease or increase the number of empanelled agencies at any point in time. It reserves the right to get any work or any part of the work mentioned in the EOI from any other agency whether empanelled or not.**

**ANNEXURE-I**

**LETTER OF AUTHORISATION FOR SIGNING OF EOI DOCUMENTS  
(TO BE SUBMITTED BY AGENCY ON THEIR LETTERHEAD)**

**Authorization for signing of EOI Documents for  
Empanelment of Courier Companies.**

Following person is hereby authorized to sign EOI documents for the EOI mentioned above on behalf of M/s. \_\_\_\_\_ (applicant) as the details given below:

**Person/ Officer authorized for signing EOI documents:**

**Name & Specimen Signature**

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Date:**

## **ANNEXURE-II**

### **CHECKLIST OF ENCLOSURES TO BE SUBMITTED**

1	Registration certificate	
2	List of branches through-out India	
3	Tentative rate of the Delivery charges across the Country	
4	Details of Online and Mobile tracking services provided	
5	List of major clients handled by the Courier Company	
6	Relevant document to prove man power	
7	Audited A/c statements for the last 3 years	