

E - Tender for Courier Services for Stockholding Offices - PAN India



RFP No. SHCIL/CPT/RFP/21-22/002

Date: 21st March, 2022

Table of Contents

Disclaimer	4
1. Background	5
2. Purpose of RFP	5
3. Cost of Bid	5
4. Cost of e – Tender / RFP / Bid Document	5
5. Earnest Money Deposit (EMD)	6
6. DISCHARGE OF EMD	6
7. Period of validity	6
8. AMENDMENT OF BID DOCUMENT/RFP DOCUMENT	7
9. STOCKHOLDING'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS	7
10. ACCEPTANCE OF BID	7
11. EXECUTION OF DOCUMENTS	7
12. PERFORMANCE BANK GUARANTEE	8
13. TERMINATION OF CONTRACT	8
14. Dispute Resolution	9
15. ADHERENCE TO SAFETY PROCEDURES, RULES REGULATIONS AND RESTRICTION	9
16. GOVERNING LAW	10
17. JURISDICTION OF COURTS	10
18. Scope of Work	10
1. Purpose	10
19. Procedure for Submission of Application for Technical Bid and Financial Bid (Online)	11
20. Terms and Conditions	13
21. Eligibility Criteria	16
22. Documents to be submitted	17
23. Commercial Bid / Financial Bid	18
24. Annexure and Forms	19
1. Bidders Profile (on letter head)	19
2. FORMAT OF PRE – BID QUERIES	20
3. Self-Declaration	21

Document Control Sheet

Name of the company	Stockholding Corporation of India Ltd.	
RFP Reference No.	SHCIL/CPT/RFP/21-22/002	
Date of Issue:	21 st March, 2022	
Last date for submission of Pre-Bid Queries	25 th March, 2022 EOD	
Pre Bid Meeting	28 th March, 2022 Time: 11.00 AM.	
Last Date and time for submission of Bids (Technical and Financial)	Date:	08 th April, 2022 (Online)
	Time:	03:00 p.m.
Cost of Bid Document	INR	2,000/- (Non Refundable)
Earnest Money Deposit (EMD)	INR	1,40,000/- (Refundable)
Schedule for Opening of Technical Bids	Date:	08 th April, 2022 (Online)
	Time:	03:30 p.m.
Place of Pre-bid meeting/ Opening of Bids / address for Communication & Contact Person	Stockholding Corporation of India 301, 3rd Floor, Centre Point, Dr. Babasaheb Ambedkar Marg, Near Bharatmata Cinema, Parel, Mumbai- 400 012 Contact No. 022 61779401	
	Viraj Prabhu M: +91 8879625737 Viraj.prabhu@stockholding.com	Shubha Nair M: +91 9892258753 shubhanair@stockholding.com
	Meherprakash Achrekar M: +91 9987776262 meher@stockholding.com	

Note:

1. This tender document is the property of Stockholding (SHCIL) & is not transferable.
2. This bid document has 45 pages.
3. If a holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

Disclaimer

The information contained in this Request for Proposal ("RFP / Bid Document") or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Stockholding Corporation of India Limited ("SHCIL"), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is neither an offer nor an invitation by STOCKHOLDING to any parties other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this RFP is to provide the Bidder(s) with information to assist them in formulation of their proposals ("Bids"). This RFP does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. STOCKHOLDING makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. STOCKHOLDING may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

The information contained in the RFP document is selective and is subject to update, expansion, revision and amendment. STOCKHOLDING does not undertake to provide any Bidder with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein, which may become apparent. STOCKHOLDING reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available / accessible to all recipients by STOCKHOLDING.

STOCKHOLDING reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this RFP at any stage without assigning any reason whatsoever. The decision of STOCKHOLDING shall be final, conclusive and binding on all the parties.

It may be noted that notice regarding corrigenda, addendums, amendments, time-extensions, clarifications, response to bidders' queries etc., if any to RFP, will not be published through any advertisement in newspapers or any other media. Prospective bidders shall regularly visit STOCKHOLDING's website for any changes / development in relation to this RFP.

1. Background

Stockholding was incorporated as a Public Limited Company in 1986. It has been jointly promoted by leading Banks and Financial Institutions. Stockholding is a subsidiary of IFCI Limited. The equity capital of Stockholding is presently held by LIC, GIC, IFCI Ltd., SU-UTI, NIA, NIC, UIC, and TOICL, all leaders in their respective fields of business. Stockholding began by offering custodial and post trading services, adding depository services and other services to its portfolio over a period of time. Stockholding has established itself in India as a one-stop solution provider in the Financial Services domain.

2. Purpose of RFP

Stock Holding Corporation of India Limited invites quotations in the prescribed formats for Courier Service for its Stockholding Offices Located in Pan India for a period of two years i.e. from Period of Contract April, 2022 to March, 2024 (2 years) from reputed vendors based in Mumbai, Navi Mumbai & Thane. Stockholding reserves the right to terminate the contract by giving One month's notice.

The successful bidder shall be responsible for providing Courier Service to Stockholding Offices Located in Mumbai, Thane and Navi Mumbai for a period of Two years as per the scope of work and services defined in point no. 18 on page no. 10 of this RFP/Bid Document.

Due Diligence

The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP and study the RFP document carefully. Bid shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information required by this RFP or submission of a Bid not responsive to this RFP in each and every respect will be at the Bidder's own risk and may result in rejection of the Bid and for which STOCKHOLDING shall not be held responsible. Any decision taken by STOCKHOLDING as to completeness of the Bid or rejection of any / all Bid(s) shall be final, conclusive and binding upon the Bidder(s) and shall not be question / challenged by the Bidder(s).

3. Cost of Bid

The Bidder shall bear all costs and expenses associated with the preparation and submission of its Bid and STOCKHOLDING shall in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment or annulment of the bidding process.

4. Cost of e – Tender / RFP / Bid Document

Cost of RFP / Bid document is INR 2,000/- (Rupees Two Thousand Only). The prospective Bidder is required to pay the prescribed amount in the form of Demand Draft or pay order in favor of "Stockholding Corporation of India Limited", payable at Mumbai. Since the Bid/RFP Documents are downloaded from the Internet (STOCKHOLDING website or e-procurement portal); the prescribed amount towards the cost of Bid Document should be paid along with the submission of the Bid response. Bids without the payment of amount towards the cost of Bid Document shall be rejected. The Demand Draft (DD) should be submitted at Mahape on or before last date for submission of BIDs.

The Cost of RFP / Bid document is non-refundable.

5. Earnest Money Deposit (EMD)

The Bidder shall furnish, as part of its EMD of INR 1,40,000/- (Rupees One Lakh Forty thousand only) by way of demand draft or pay order from any scheduled commercial bank drawn in favor of "Stockholding Corporation of India Limited", payable at Mumbai. The EMD shall be furnished in Indian Rupees (INR). The Demand Draft (DD) should be submitted at Mahape on or before last date for submission of BIDs.

Rejection of Bid: Any submitted bid not accompanied by EMD as mentioned above, shall be summarily rejected by STOCKHOLDING, without any further correspondence.

The EMD shall not bear any interest.

The EMD shall be forfeited:

1. if a Bidder withdraws his bid during the bid validity period; or
2. if a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time prior to signing of contract and/or conceals or suppresses material information; or
3. if the Successful Bidder fails to sign the contract and or furnish performance security and other guarantee(s)/security in the form and manner to the satisfaction of STOCKHOLDING, as mentioned in the Bid Documents; or
4. In the event of any evasion, avoidance, refusal or delay on the part of the Successful Bidder to sign and execute the order/ purchase order/ service order or any document, as may be required by STOCKHOLDING in case the Bid is accepted. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

The EMD and Tender fees to be submitted at the Address mentioned in control sheet, ON or Before Last day of submission of BID/application.

6. DISCHARGE OF EMD

1. STOCKHOLDING shall promptly request the Successful Bidder to provide performance security / performance guarantee. EMD of such Bidder shall be discharged on signing of the Contract and upon furnishing the performance guarantee / security to the satisfaction of STOCKHOLDING.
2. The EMD of all unsuccessful Bidder(s) shall be discharged / returned as promptly as possible as but not later than 90 (ninety) days after the expiry of the period of Bid Validity Period.

7. Period of validity

1. Bids should be valid for 120 (One Twenty) days from the last date of submission. A Bid valid for a shorter period may be rejected by STOCKHOLDING as non-responsive. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.
2. In exceptional circumstances, STOCKHOLDING may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its EMD. A Bidder granting the request will not be permitted to modify its Bid. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

8. AMENDMENT OF BID DOCUMENT/RFP DOCUMENT

1. STOCKHOLDING reserves the right in its sole discretion of inclusion of any addendum to this entire Bid process. The Bidders shall not claim as a right for requiring STOCKHOLDING to do the aforesaid.
2. At any time before the deadline for submission of Bids / offers, STOCKHOLDING may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify this RFP / Bid Document and all such modifications shall be binding on them.
3. All prospective Bidders who have received this RFP shall be notified about the amendment on our website and on Auction Tiger' website and all such amendments shall be binding on them.
4. If required in order to allow prospective Bidders reasonable time in which they need to take the amendment into account in preparing their Bids, STOCKHOLDING at its sole discretion reserves the rights to extend the deadline for the submission of Bids. In no circumstance, the deadline for submission of Bids shall be extended beyond a period of 7 days. However, no request from the Bidder, shall be binding on STOCKHOLDING for the same. STOCKHOLDING's decision in this regard shall be final, conclusive and binding on all the Bidders.
5. Any attempt by the Bidders to visit or meet Top management officials of the STOCKHOLDING in connection with or incidental to the Bid process, shall be construed by the STOCKHOLDING as an unlawful attempt by the prospective Bidder, to influence the RFP/ Bid process and may invite disqualification from bidding. Only one authorized representative of each bidder would be permitted to visit for submitting the RFP Document/ or when called by the STOCKHOLDING.

9. STOCKHOLDING'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

STOCKHOLDING reserves the right to accept / reject any bid and to annul the Bid process at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for STOCKHOLDING's action. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

10. ACCEPTANCE OF BID

Prior to the expiration of the period of Bid validity, STOCKHOLDING will notify the successful Bidder in writing, that its bid has been accepted

11. EXECUTION OF DOCUMENTS

1. After STOCKHOLDING notifies the Successful Bidder that its bid has been accepted; the Bidder should sign the Contract and complete the execution of all other documents within 15 business days of the acceptance of LOI / PO.
2. The signing of Contract should be accompanied by the submission of Performance Bank Guarantee, or any other legal Document etc. also the successful bidder will have to execute an Integrity pact with the Corporation. The format of the same is available on the website of the Corporation.
3. Payment of stamp duty would be as per laws applicable in the State of Maharashtra.
4. The Bidder shall bear all costs and expenses for the execution, stamp duty and submission of the contract and agreements. STOCKHOLDING shall not be responsible or liable for reimbursing / compensating these costs and expenses.
5. The incidental expenses of execution of the Contract as well as the conditions stipulated in the contract shall be strictly adhered to and any breach / violation thereof shall entail termination of the Contract without prejudice to the other right of STOCKHOLDING including but not limited to the right to levy / impose and recover penalties as specified in this RFP or Contract.

12. PERFORMANCE BANK GUARANTEE

1. The value of the Performance Bank Guarantee will be 5% of the total annual estimated value.
2. The successful Bidder shall furnish the Performance Bank Guarantee within 15 business days of the receipt of acceptance of the LOI / Purchase Order / Contract by the Bank.
3. The bidder shall submit a Bank guarantee at renewal of the contract. Bank guarantee shall be valid for a period until the end contract period with 2 months buffer i.e. contract period + 2 months (with an additional claim period of three months) from the date of acceptance of the Contract / LOI / Purchase Order issued for each year.
4. The Performance Bank Guarantee (PBG) should be issued by a scheduled commercial bank and directly forwarded to STOCKHOLDING.
5. The performance Bank Guarantee for a respective year will be discharged by STOCKHOLDING and returned to the successful Bidder after 180 days from the completion of each year of service respectively from the date mentioned in acceptance certificate.
6. The proceeds of the performance security shall be payable to STOCKHOLDING as compensation for any loss or damage resulting from the Vendor's failure to complete its obligations under and in accordance with the Contract.
7. Failure of the successful Bidder to comply with the requirement of the performance bank guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event STOCKHOLDING may award the Contract to the next best evaluated Bidder or call for new Bids. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

13. TERMINATION OF CONTRACT

1. STOCKHOLDING reserves the right to terminate the contract without any compensation by giving the Bidder 30 day's prior notice & the Bank Guarantee will be invoked forthwith, if the performance of the Bidder is found to be unsatisfactory or not meeting Service Level Requirement at any point of time. Any decision in this regard of STOCKHOLDING shall be final, conclusive & binding on the Bidder.
2. The agreement may be terminated by either-side by giving one-month notice on infringement of any terms & conditions of the agreement or failure to perform any obligation under the agreement or inability of any of the parties to continue with the performance of the agreement. However, it would be the responsibility of each party to assist the other party in orderly termination of the agreement.
3. The bidder agrees that in the event of termination of this agreement, the bidder shall continue to provide services in the same manner for the notice period. The bidder agrees to co-operate with STOCKHOLDING for the smooth transfer of the subject matter of this agreement to any other party appointed for the purpose by STOCKHOLDING.
4. Where the Bidder's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against the Bidder, any failure by the Bidder to pay any of its dues to its creditors, the institution of any winding up proceedings against the Bidder or the happening of any such events that are adverse to the commercial viability of the Bidder. In the event of the happening of any events of the above nature, the STOCKHOLDING shall reserve the right to take any steps as are necessary, to ensure the business continuity.
5. Termination for Insolvency: The STOCKHOLDING may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the STOCKHOLDING.

6. Termination for Default: The STOCKHOLDING, without prejudice to any other right or remedy for breach of Contract, by a written notice of default sent to the Vendor, may terminate the Contract in whole or in part.

14. Dispute Resolution

1. The Parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this Contract in the following manner:
 - 1.1. The Party raising the dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within ten (10) days of receipt of the notice.
 - 1.2. The matter will be referred for negotiation between Authorized Representative from Stockholding and Vendor/Contractor. The matter shall then be resolved by them and the agreed course of action documented within a further period of 30 days.
2. The Parties agree that any dispute between the Parties, which cannot be settled by negotiation in the manner, described above, may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Mumbai, India and conducted in accordance with the provision of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint 1 arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Mumbai alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
3. The Bidder shall not be entitled to suspend the provision of the Services or the completion of the job, pending resolution of any disputes between the Parties and shall continue to render the Services in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.
4. The provision under this section survives the contract.

15. ADHERENCE TO SAFETY PROCEDURES, RULES REGULATIONS AND RESTRICTION

1. Bidder shall comply with the provision of all laws including labor and industrial laws, rules, regulations and notifications issued there under from time to time. All safety and labor and industrial laws enforced by statutory agencies and by STOCKHOLDING shall be applicable in the performance of this Contract and Bidder shall abide by these laws. The Vendor/Contractor shall keep Stockholding indemnified for any loss, damage, claims, costs, charges, expenses, etc. arising out of and/or suffered on account of actions, litigations, proceedings, suits, arising out of breach of the above laws.
2. Bidder shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions.
3. The Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
4. Bidder shall also adhere to all requirement/regulations of the STOCKHOLDING during the execution of the work.

16. GOVERNING LAW

This Contract shall be governed in accordance with the laws of India. These provisions shall survive the Contract.

17. JURISDICTION OF COURTS

The courts of India at Mumbai have exclusive jurisdiction to determine any proceeding in relation to this Contract. These provisions shall survive the Contract.

18. Scope of Work

1. Purpose

Stock Holding Corporation of India Limited invites quotations in the prescribed formats for providing Courier Services to Stockholding Offices – PAN India (Rate Contract) for a period of Two years i.e. from **Period of Contract April, 2022 to March, 2024** (2 years) from reputed vendors. Stockholding reserves the right to terminate the contract by Giving One months' notice

The successful bidder shall be responsible for providing Courier Services to Stockholding Offices – PAN India (Rate Contract) including Transport / Loading / Unloading etc. for an initial period of two years.

1. The Authorized representative of Courier agency will collect parcels/letters from Stockholding offices PAN India.
2. The agency should collect documents/parcels on all working days and on holidays if there are some urgent requirements. In case of emergency, flexible timings will be provided
3. The authorized representative of Courier agency will be required to furnish receipt of the parcels/letters collected.
4. The Courier agency will return the undelivered parcels/letters maximum two weeks in good condition.
5. **Domestic Courier:** The Courier Service Provider will arrange to deliver parcels/letters within defined timelines as under:
Intra City –Within 24 hours (1 day)
Inter City –Within 48 hours, (2 days) in all major cities which are connected by Air
Remote stations- Within 96 hours (6 days)
International Courier – Within 6 – 7 days
6. The courier service provider must ensure that the couriers reach the destination within the time stipulated by Stockholding Corporation of India in good condition.
7. The courier agency will ensure that all the parcels/letters are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
8. The Courier agency will furnish proof of delivery of parcels/letters every week after getting signature of the recipient, his/her name and telephone number. The Representatives of Courier Service will write the name and telephone number of the recipients themselves.

19. Procedure for Submission of Application for Technical Bid and Financial Bid (Online)

1. Technical and Financial Bid to be submitted Online on or before Last date for Submission of Bids.
2. The Bids/documents are to be submitted Online at <https://stockholding.auctiontiger.net>
3. Technical and other non-commercial queries (not impacting price) can be routed to the respective e-mail id indicated in the e-tender document.
4. Online bids submission related queries could be addressed to M/s. e-Procurement Technologies Ltd. personnel indicated in the document.
5. M/s. e-Procurement Technologies Ltd. responsibility is limited to technical assistance of bid event. Finalization of bidding process and selection of Bidder would be directly between Bidders and StockHolding.
6. The Bids submitted by telegram/Fax/Email shall not be considered and is liable to be rejected. No correspondence will be entertained in this matter.
7. No other documents or new terms and conditions are to be uploaded in Bids.
8. The Bidder is requested to submit its application prior to last date and time of submission to avoid any inability due to telephone line glitch, internet response issues, software or hardware hands will not be the responsibility of M/s. e-Procurement Technologies Ltd or of StockHolding. However, M/s. e-Procurement Technologies Ltd. shall make every effort to ensure availability of technology resources to enable submission of application.
9. All uploaded documents copies needs to be attested.
10. StockHolding will consider only such applications that satisfy the eligibility criteria.
11. The Bidder need to have Minimum Requirement for submission of tender:
 - a. Computer / Laptop with internet connection
 - b. Operating system – Window XP Service Pack -3 / VISTA / WINDOWS 7
 - c. Digital Certificate – Class II or III, Signing + Encryption and it should be organizational certificate
12. The Bidder shall submit that Technical Bid through online on website <https://stockholding.auctiontiger.net>. For any issues / clarifications, the Bidder may contact
 1. Khushboo Mehta:- 9510813528, khushboo.mehta@eptl.in
 2. Nandan Valera:- 9081000427, nandan.v@eptl.in
 3. Pooja Shah: - 9328931942, Pooja.shah@eptl.in

Call: +91 9904406300 | +91 9510812960 | +91 9265562821 | +91 6354919566 e-mail: support@auctiontiger.net

The bidders are required to upload all the documents in Portable Document Format (.pdf).

13. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all relevant details.
14. The Auction tiger's server time shall be the time stamp for the submission of the bids on the system and the said time stamp shall be final. The bidders are advised not to wait till the last minute or last few seconds to enter their bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.
15. The bidder shall submit that Financial Bid through online on website <https://stockholding.auctiontiger.net>.
16. The Financial Bids once made, cannot be cancelled and withdrawn, however, can be modified till the last date and timing of submission of tender and the bidder shall be bound by the same.
17. The bidder shall quote rates for all the variables mentioned in the Financial Bid.

18. The bidder is required to check the prices / amount carefully before uploading financial Bid.
19. The prices quoted in the Financial Bid should be inclusive of all charges except applicable taxes.
20. The Financial Bid shall be unconditional and any conditional/incomplete Financial Bids shall not be accepted.
21. Upon the successful and timely submission of bids, the portal will give a successful bid submission message which will be displayed with date and time.
22. The bidders are requested to submit the bid through auction tiger online e-tendering system well before the bid submission end date and time (as per Server System Clock and the said Server System Clock Time shall be final). The bidders are advised not to wait till the last minute or last few seconds to enter their bid.
23. The Service Provider shall upload the scanned copy of receipt as a proof of depositing EMD/tender fees along with Bids. Otherwise the bids in electronic form will not be considered. Firms registered under National Small Industries Corporation (NSIC) / Micro, Small and Medium Enterprises (MSME) for specific trade are exempted from EMD and shall upload the scanned copy of necessary documents.

20. Terms and Conditions

PERIOD OF CONTRACT / TERMINATION

1. Stock Holding Corporation of India Limited invites quotations in the prescribed formats for providing Courier Services to Stockholding Offices – PAN India (Rate Contract) for a period of TWO years i.e. from **Period of Contract April, 2022 to March, 2024** (2 years) from reputed vendors based in India. Stockholding reserves the right to terminate the contract by Giving One months' notice.

ASSIGNMENT

1. The Contractor shall not assign or transfer the contract to any another agency, or enter into sub-contracts for the said contract. The contractor shall abide by all the rules and regulations laid down by StockHolding authorities from time to time.
2. Services as mentioned in the SCHEDULE OF WORKS / SCOPE OF WORK will be organized in consultation with the authorities of StockHolding.

General Terms and Conditions for the Rate Contract

1. The bidders have to quote all the items mentioned in the Commercial / Financial bid.
2. The Tender shall be unconditional and any conditional/incomplete Tender shall not be accepted.
3. The prices quoted in tender should be exclusive of all taxes and inclusive of other charges e.g. delivery charges / courier charges etc. to all locations
4. The bidder should be able to provide courier service to all the Stockholdings Branches.
5. The bidder must fill the rates per unit and total cost per item correctly. In case of erroneous calculations, the bid will be rejected.
6. No escalation in rates on any account shall be permitted during the contract period.
7. No advance payment shall be released to the successful bidder.
8. All disputes relating to this delivery / pick up/ pricing or the services rendered there under or otherwise arising there from between the Bidder and Stockholding shall be resolved through mutual discussion and subject to the same, the court or competent jurisdiction situated within the limits of the City of Mumbai shall have jurisdiction.
9. The successful bidder will have to execute an Integrity pact with the Corporation. The format of the same is available on the website of the Corporation.
10. The Vendor, who's tender, is finally accepted & approved, will have to execute the Contract documents with StockHolding or as may be decided by StockHolding from time to time.
11. Stockholding reserves the right to ask for any further details for arriving at a decision. Stockholding reserves the right to waive any minor deviation or omission.
12. The Successful Bidder shall not place any condition on the corporation for minimum quantity.
13. The prices quoted should be in Indian rupees and will be valid for a period of two years from the date of signing the contract. Any increase in price will not be entertained during the contract period.
14. Rates should be quoted on door delivery basis according to the unit asked for strictly as per the format of price schedule.
15. The Purchaser shall not be responsible for damages, handling, clearing, transport charges etc. And will not be paid by the purchaser. The deliveries should be made as stipulated in the purchase order placed with successful tenderer. Conditional tenders are not accepted and liable for rejection.
16. If at any time during the period of contract, the price of tendered items is reduced or brought down by any Law or Act of the Central or State Government or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform the Purchaser immediately about such reduction in the contracted prices. The Purchaser is empowered to reduce the rates accordingly. In case of any enhancement in taxes due to statutory Act of the Govt. after the date of submission of tenders and during the tender period, the quantum of additional taxes so levied will be allowed to be charged extra as

separate item without any change in price structure of the items approved under the tender. For claiming the additional cost on account of the increase in Taxes, the tenderer should produce a letter from the concerned Competent Authorities for having paid additional Taxes on the goods supplied to the Purchaser and can also claim the same in the invoice.

17. The purchaser reserves the right for verifications of any original documents of the Tender submitted.
18. The agency should be either sole proprietary concern/ partnership firm or company registered with copy of registration to be attached the Registrar of firms/ registrar of Companies whichever applicable.
19. Individual page of the tender submitted should be signed by the legally empowered and designated person of the tenderer otherwise tender shall be treated as invalid and rejected. Each page of the tender submitted shall be serially numbered. In case any tender submitted is determined as conditional tender, that tender shall be rejected.
20. The purchaser reserves the right for verifications of any original documents of the Tender submitted.
21. Joint Venture is not allowed.
22. The courier agency should have 24 hrs helpline service.
23. The courier agency must have a tracking facility to track the consignment through SMS as well as internet.
24. The Courier agency should submit documentary evidence in support of fulfilling the eligibility criteria.
25. In case the party signing the Application Form is not the sole proprietor himself, the necessary power of attorney authorizing the party to act on behalf of the organization should be attached along with the documents.
26. All the corrections made anywhere in the form will have to be authenticated.
27. Any time prior to the last date for receipt of forms, Stockholding reserves the right, for any reason, to modify the terms and conditions by issuing an addendum/corrigendum. Any such amendment issued along with the original document will constitute revised document and the same will be uploaded on the Stockholding's website and the Courier agency is advised to visit the website frequently to check for any amendments.

POWER OF ATTORNEY - Sole Proprietary firms

1. When the Vendor' representative signing the tender is not the sole proprietor himself, the necessary power of attorney authorizing the person to act on behalf of the Vendor organization should be attached along with the tender documents.

TERMINATION DUE TO BREACH OF CONTRACT'S TERMS AND CONDITIONS

1. Not- withstanding anything to the contrary herein contained, StockHolding shall be at liberty to terminate this contract forthwith upon or at any time, a breach or default of any of the terms, conditions or stipulations contained herein is committed by the contractors and / or by the workmen of the contractor deployed in StockHolding premises.

COMPENSATION FOR DELAY

1. Compensation for delay @ Rs 2500/- per day can be imposed on the successful bidder for not carrying out the assigned services as per the contract. In addition on such days, StockHolding reserves the rights to carry out these jobs by any other agency at the risk and cost of the contractor.
2. In the event of the compensation for delay exceeding 1% of the estimated contract value, StockHolding reserves the right to cancel the contract. In such an event, no damages or compensation, whatsoever, will be payable to the Successful Bidder.

TYPOGRAPHICAL OR CLERICAL ERRORS

1. StockHolding interpretations regarding partially committed errors in particulars or typographical or clerical errors shall be final and binding on all applicants.

PAYMENTS

1. Monthly payment will be made upon raising the bill on completion of the service. No advance will be made under any circumstances.
2. The payment will be made only against invoices and PODs duly stamped and signed by the user department of Stockholding. Invoices shall be raised as per the following details
 - a. Administration Department at Mahape Office: For the parcel pick-ups at Mahape Office.
 - b. Administration Department at Centre Point Office: For the parcel pick-ups at Centre Point Office.
 - c. SHCIL Office at Fort: For the parcel pick-ups at branches Offices in and around Mumbai except Mahape & Centre Point Offices.
 - d. Standalone Branches outside Mumbai: For the parcel pick-ups at PAN India branches. (on as is where is basis).
3. The Successful Bidder shall permit StockHolding to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this contract.
4. In case GST is not paid by the vendor, Stockholding will recover the same from the next bill or any other works carried out by the vendor.
5. The Successful Bidder shall not subcontract the work unless permitted specifically permitted by StockHolding in writing.
6. The Successful Bidder shall execute the documents related to this contract on stamp paper as per proforma prescribed by StockHolding.

CONTRACTOR'S SIGNATURE AND SEAL

21. Eligibility Criteria

1. The bidder should be in courier service business for more than 10 years as on 31st December, 2021.
2. Bidder should have experience in similar nature of work of Courier Service for at least 3 (THREE) projects each costing not less than 20 lakhs (annually) to any Central Govt. / State Govt./ Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid.
3. The Bidders should have a minimum turnover of INR 2 Crore with positive net worth in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].
4. The bidder should have capacity to provide Courier services both domestic and international through their own network/Associates.
5. The Bidder shall produce a self-declaration that there are - (a) no vigilance and / or court cases pending against it (b) no inquiry or investigation pending against it from any statutory regulatory and / or investigation agency and (c) The Bidder has not been blacklisted by any public sector organization in last 3-years.
6. The tenderer should furnish the information on past work and satisfactory performance as a Courier Service Agency. The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years. (In case STOCKHOLDING, Performance certificate issued by STOCKHOLDING should be provided).
7. The courier agency must have ISO certification or other applicable certification from a reputed certifying agency.
8. The Bidder should have valid registration with all statutory authorities such as Registrar of companies/Firms, Central/State Labor departments, ESI, EPF, GST, PAN Etc.
9. The Bidder should have proper compliances such as PF, HRA, ESIC, Bonus, etc.
10. Valid Solvency certificate from a nationalized bank to the extent of Rs.2,00,00,000/-.

EVALUATION OF TECHNICAL BID

The authorized representatives of STOCKHOLDING will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorization from their firm / agency at the time of opening of the bids failing which they will not be allowed to participate in the opening of process.

The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

The bidder must produce the original documents towards the eligibility/qualifying criteria on the date of opening of tender for verification. Besides this STOCKHOLDING reserve the right to verify the document so submitted from those Institutes/organizations who have issued such certificates.

OPENING OF COMMERCIAL BID

The commercial bids of only those firms, who are found qualified on evaluation of the technical bids, shall be opened on a later date with intimation only to the qualified bidders. In case the date of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day. However, opening/closing time of tender will remain the same.

22. Documents to be submitted

Sr. No.	Documents to be Submitted	Submitted	
1	2 DDs (EMD and BID Document Fee)	Submission at Centre Point	
2	Unconditional Acceptance of Terms and Conditions of RFP	Upload	
3	Bidders Profile	Upload	
4	Authorization for signing of RFP Document and or POA/BR.	Upload	
5	The Bidder should have GST Registration	Upload	
6	Signed copy of the RFP and any Addenda/ Corrigenda	Upload	
7	Undertaking for Point no. 7 in Eligibility Criteria	Upload	
9	Customer Satisfactory Performance Reports	Upload	
Sr. No.	Parameter/Eligibility Criteria	Documents to be Submitted	Compliance
1	The bidder should be in courier service business for more than 10 years as on 31st December, 2021	Certificate of Incorporation/Registration	Upload
2	Bidder should have experience in similar nature of work of Courier Service for at least 3 (THREE) projects each costing not less than 20 lakhs (annually) to any Central Govt. / State Govt./ Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid.	Copy of Purchase Order/Letter of Intent	Upload
3	The Bidders should have a minimum turnover of INR 2 crore with positive net worth in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].	2019-20 (Turnover)	Upload CA Certificate
		2021-21 (Turnover)	
		2021-22 (Turnover)	
		2019-20 (Profit)	
		2020-21 (Profit)	
2021-22 (Profit)			
4	The Bidder should have capacity to provide Courier services both domestic and international through their own network/Associates.	Relevant Documents and Declaration on Letter head to be submitted	Upload
5	The Bidder should have valid registration with all statutory authorities such as Registrar of companies/Firms, Central/State Labour departments, ESI, EPF, GST, PAN Etc.	Certificates to be uploaded	Upload
6	The Bidder should have proper compliances such as PF, HRA, ESIC, Bonus, etc.	Certificates to be uploaded	Upload
7	The Bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years. (in case STOCKHOLDING, Performance certificate issued by STOCKHOLDING should be provided).	Relevant document / PO/ LOI / WO to be submitted	Upload
8	Valid Solvency certificate from a nationalized bank to the extent of Rs.2,00,00,000/-	Relevant Certificate to be submitted	Upload
9	The Bidder shall produce a self-declaration that there are - (a) no vigilance and / or court cases pending against it (b) no inquiry or investigation pending against it from any statutory regulatory and / or investigation agency and (c) The Bidder has not been blacklisted by any public sector organization in last 3-years.	Declaration on Letter head to be submitted	Upload

23. Commercial Bid / Financial Bid

Section	Courier	Weightage (W)	Rate (R)	Total (W * R)
Mumbai to Branches Branches to Mumbai Branches to Branches (Pan India StockHolding Branches)	0-500 gms	65%		0
	500-1 kg	20%		0
	1-5 kgs	10%		0
	5 kgs and above	5%		0
			Grand Total	0

Note:

1. The lowest bidder in commercial bid will be based on the Grand Total.
2. The total price is exclusive of Taxes and it will be paid at actuals.
3. Mumbai Offices are Stockholding Mahape and Centre point office.
4. The said is a Rate Contract i.e. No quantity is mentioned nor is any minimum quantity guaranteed in the Rate Contract.
5. Bidder has to quote for all the above listed items, incase no rate is filled; Stockholding reserves the right to reject the Commercial Bid.
6. Stockholding reserves the right to terminate the contract by giving One months' notice.

24. Annexure and Forms

1. Bidders Profile (on letter head)

Date:

Sr. No.	Parameters	Details
1	Name and address of Firm	
2	PAN No. copy	
3	Copy of registration certificate regarding GST	
4	Registered Office Address of the Bidder	
5	Correspondence address at Mumbai with contact person/s name/s, telephone number, mobile number etc.	
6	Contact person/s name/s, telephone number, mobile number etc. for the purpose of this RFP if different from the authorized signatory.	
7	Name and designation of the person authorized to sign the Bid / proposal and all other documents incidental to the RFP.	

Signature:

Name of the Authorized Person:
(Authorized for this RFP)

Designation:

Company Seal:

2. FORMAT OF PRE – BID QUERIES**To be submitted in excel file format only**

To be sent to the email:

Subject line of email: "E - Tender for providing Courier services to STOCKHOLDING offices - "(bidder name)"

Bidder Name:				
Contact Person:				
Contact no / email id:				
Sr. No.	RFP Ref Pg. No.	Clause No.	Existing Clause Details	Clarification Sought
1				
2				
3				
.....				

Name of the Authorized Person:

Designation:

3. Self-Declaration

(Undertaking to be submitted on Bidder Company's Letter Head)

To,

STOCKHOLDING

RFP for providing Courier services to Stockholding Offices Located PAN India

RFP no. _____

We, [●] (name and designation) on behalf of [●] having its registered office at [●] have submitted a Bid proposal to STOCKHOLDING for [●] in response to the Request for Proposal (RFP) dated issued [●] by STOCKHOLDING.

We are duly authorized persons to submit this undertaking.

We have read and understood the aforesaid RFP and we hereby convey our absolute and unconditional acceptance to the aforesaid RFP.

We do not have any business relationship with STOCKHOLDING including its directors and officers which may result in any conflict of interest between us and STOCKHOLDING. We shall on occurrence of any such event immediately inform the concerned authorities of the same.

We have submitted our Bid in compliance with the specific requirements as mentioned in this RFP.

We have provided with all necessary information and details as required by STOCKHOLDING and shall provide with such additional information's may be required by STOCKHOLDING from time to time.

Neither we nor any of our employee/director has been barred from providing the Services nor are we in negative list/blacklisted by any Organizations, statutory or regulatory or investigative agencies in India or abroad in the last 5 years.

There are no vigilance and / or court cases pending against us/company and no inquiry or investigation pending against us from any statutory regulatory and / or investigation agency.

All the information furnished here in and as per the document submitted is true and accurate and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are aware that we would be liable to any punitive action in case of furnishing of false information / documents.

We also undertake that; we were/are never involved in any legal case that may affect the solvency / existence of our organization or in any other way that may affect capability to provide / continue the services to STOCKHOLDING.

It is further certified that we have not modified or deleted any text/matter in this RFP. Dated this _____ day of _____ 2022.

Signature:

(Company Seal)

In the capacity of Duly authorized to sign bids for and on behalf of.

1. GENERAL INFORMATION

Area wise Details and Addresses of Locations

Stockholding's Offices

SR NO	REGION NAME	LOCATION	ADDRESS	Pin Code	STD NO	TELEPHONE
1	HO-Department	Center Point	301,Center Point Dr.Babasaheb Ambedkar Road Parel,Mumbai	400012	22	6177 9401
2	HO-Department	MAHAPE	SHCIL HOUSE,P - 51 T.T.C. Industrial Area,MIDC Mahape,Navi Mumbai	400710	22	2778 8000

Mumbai Branches

SR NO	REGION NAME	LOCATION	ADDRESS	Pin Code	STD NO	TELEPHONE
1	MUMBAI	ANDHERI	Shop No. 4 , Parsian Apartments , V.P. Road , Off. S.V. Raod , Andheri West , Mumbai .	400058	22	26230910
2	MUMBAI	Borivali	Shop No.10, Mangal Kunj, Madhu Milan C.H.S Opp. Indraprasth Shopping Centre, S.V. Rd. Borivali - W	400092	22	28332104 / 2085
3	MUMBAI	Chembur	RAMESH NIWAS,01ST FLOOR,ROAD NO.20, NEAR AMBEDKAR UDYAN,OPP.CORAL CLASSIC, CHEMBUR-EAST	400071	22	25288358
4	MUMBAI	Dadar T.T-Mumbai	ROOM NO 2, G-2 , GROUND FLOOR, TRISANDHYA -B , CHS DADASAHEB PHALKE ROAD, DADAR-EAST Mumbai	400014	22	24151706/07
5	MUMBAI	Dombivali	Office No. 6, 1st Floor, Shri Suyash CHS, Near Madhuban Talkies, Ursekarwadi, Dombivli (East),Thane	421201	95251	2861196
6	MUMBAI	Fort	12/14, UTI Building, Bank Street Cross Lane, Near Old Custom House, Fort	400023	22	22622677
7	MUMBAI	Ghatkopar	Vishwa C.H.S., Ground Floor, Junction of R B. Mehta Rd & Hingwala Lane, Ghatkopar (East),Mumbai	400077	22	25137653
8	MUMBAI	Goa	2nd Floor ,Tamba Bldg Dr Atmaram Borkar Road Panaji, Goa	403001	832	2421496,97
9	MUMBAI	Goregaon	G-2, Unique Towers, Gr. Flr., Opp. Kamath Club, Off. S. V. Road, Goregaon (West),Mumbai	400062	22	28787336

10	MUMBAI	KHARGHAR	Shop No-3,Shree Ambika Heritage Plot No.1,Sec-1,Opp. Kharghar Railway Station, Kharghar,NAVI MUMBAI	410210	22	27741333/34/36
11	MUMBAI	Kalyan	Gala No. 110, Vasant Vihar Complex Chandulal Joshi Compound, Opp Railway Station Kalyan (West), Thane	421301	251	2315422 / 23
12	MUMBAI	Mahalaxmi	Rewa Apartments, 'B' Wing, Gr.Flr, Behind BOI, Opp Cadbury House, Bhulabhai Desai Rd,Mahalaxmi,Mumbai	400026	22	23538225
13	MUMBAI	Mulund	Koteswar Bhavan, R.H.B. Road, Near Maharaja Textiles, Opp. Shamrao Vitthal Co-op Mulund (West), Mumbai	400080	22	25620703
14	MUMBAI	Nariman Point	Stock Holding Corporation of India Ltd Raheja Chambers, Off number 15, ground floor Free Press Journal Marg, Nariman Point, Mumbai	400021	22	22852977
15	MUMBAI	Parel	SHOP NO 4 TIRUPATI CHS DR SS ROAD OPP IT OFFICE LALBAUG PAREL MUMBAI	400012	22	24707289/241153
16	MUMBAI	Thane	SHOP NO 5 GROUND FLOOR LAXMI NIWAS CHS VISHNU NAGAR OPP THANE BHARAT SAHAKARI BANK NAUPADA, THANE WEST	400602	22	25453790 / 91
17	MUMBAI	VASAI	Shop No.113,1st Floor,North Lanes Business Centre, Vartak College Road,Next to Railway Station, Vasai (West),District- Palghar	401202	250	2333417/18/19
18	MUMBAI	Vashi	Block no 2, Ground Floor, Type C-1, Building no 12 Sector -2, Near Abhyudaya Bank, Opp.Shanti Centre Vashi, Navi Mumbai	400703	22	27821105/06/ 07
19	MUMBAI	Vikhroli	25, Ground Floor Hazari Baug, Station Road Vikhroli -West, Mumbai	400083	22	25779282
20	MUMBAI	Vile Parle	104, Shyamkamal, 'A' Wing, 1st Floor, Opp. Vile Parle Rly. Stn., Vile Parle (East),Mumbai	400057	22	26161101

***In case there is change of address, addition of new branches, it will be notified to the vendor as when required.**

All Branches :

Sr. No.	Location	Address	Telephone / Fax no.
ANDHRA PRADESH:			
1	GUNTUR	SECOND FLOOR , RAGHU MANSIONS,	6642898
	0863	4TH LINE 1 ST CROSS ROAD,	6640898
		BRODIPET, GUNTUR - 522 002	2246450
2	KAKINADA	D No:5-1-61/1, AYYAPPA TOWERS,	2347774 / 2347775
	0884	SECOND FLOOR, MAIN ROAD,	2347773
		SURYARAO PETA,KAKINADA - 533 001	
3	KURNOOL	FLAT NO. A 10 , FIRST FLOOR,	278738
	08518	BHUPAL COMPLEX , PARK ROAD,	278739
		KURNOOL - 518 001	278740/41
4	NELLORE	MOONLAND APTS, H No.16/1102,	2343481
	0861	GROUND FLOOR, K V AGRAHARAM,	2343480
		POGATHOTA, NELLORE - 524 001	2346204/2343435
5	RAJAHMUNDRY	7-28-32, SECOND FLOOR,	2439476
	0883	JUPUDY COMPLEX, T.NAGAR,	2476761
		RAJAHMUNDRY - 533 101	2478846
6	TIRUPATI	SHOP NO. 10, FIRST FLOOR ,	2220202
	0877	SRIDEVI COMPLEX, TILAK ROAD,	2222724
		TIRUPATI - 517 501	
7	VIJAYAWADA	DOOR No. 27 - 14 - 52, FF-1 (1st Floor),	2579004
	0866	MAHA LAKSHMI TOWERS, RAJAGOPALACHARI STREET,	6666898
		GOVERNERPET, VIJAYAWADA - 520 002	2579002
8	VISHAKAPATNAM	D No. 38-15-153/SF, PAVAN ENCLAVE,	2752070 / 2716577
	0891	C-6, SECOND FLOOR, DABA GARDEN,	2716578/79/80
		VISHAKAPATNAM - 530 020	
ASSAM :			
9	GUWAHATI	BLUEDART COMPLEX, GROUND FLOOR,	2460587 / 88
	0361	MANIRAM DEWAN LANE, JADAV BORA COMPLEX,	2454213
		G S ROAD, ULUBARI,GUWAHATI - 781 007	2454665 (Telefax)
10	JORHAT	K D BUILDING, FIRST FLOOR,	2300368 / 2300550
	0376	RUPAHI ALI , GAR ALI,	

		JORHAT - 785 001	
11	SILCHAR	N N DUTTA ROAD,	230126, 230120 (Telefax)
	03842	NEAR GURUDWARA, CACHAR, SILCHAR- 788 001	
12	TINSUKIA	1ST FLOOR, RAJ TOWER, S R LOHIA ROAD	2336010 (Telefax)
	0374	NEAR BLOOD BANK TINSUKIA - 786 125	7086630624
	BIHAR :		
13	BHAGALPUR	2ND FLOOR, ANGAR COMPLEX,	2409406
	0641	PATAL BABU ROAD, BHAGALPUR-812 001	2300416
14	MUZAFFARPUR	DOMAPOKHAR , BANK ROAD, NEAR SUTAPATY,	2246222
	0621	SHYAM MANDIR MARG, MUZAFFARPUR - 842 001	2246422
15	PATNA	301- 305 ASHIANA PLAZA,	2231167/2211752
	0612	BUDH MARG, PATNA - 800 001	2201129
	CHANDIGARH:		
16	CHANDIGARH	SCO 154-155, SECOND FLOOR,	2702545
	0172	DEEPAK TOWER BUILDING, SECTOR 17-C, CHANDIGARH - 160 017	2542807/2702547
	CHATTISGARH:		
17	BHILAI	SHOP NO. 8 CHOUHAN ESTATE,	2290454
	0788	SECOND FLOOR, G.E.ROAD, SUPELA , BHILAI , DIST. DURG - 490 020	2295355 (Fax)
18	BILASPUR	SHOP NO. B-1, FIRST FLOOR, NAVEEN PLAZA	412039
	07752	MAIN ROAD, TELIPARA, BILASPUR - 495 001	220322
19	RAIPUR	OFFICE NO.102, 1ST FLOOR, SKYPARK COMPLEX,	2534212
	0771	OPP. BANTHIA NURSING HOME, RAVI NAGAR, RAIPUR - 492 001	4034155
	GOA:		

20	PANJIM	2ND FLOOR, TAMBA BUILDING	2421496 / 2421497
	0832	DR. ATMARAM BORKAR ROAD PANAJI	
		GOA : 403001	
	GUJARAT:		
21	AHMEDABAD	403, 4TH FLOOR,	26464747 / 26464760
	079	IFCI BHAVAN, NEAR LAL BUNGLOW, C G ROAD, AHMEDABAD - 380 006	26466033
22	AHMEDABAD	OFFICE NO.6, 1ST FLOOR, RATNA COMPLEX,	25462716 / 25462717
	079	OPP. BANK OF BARODA, MANINAGAR CROSS ROAD,	25462718/25450677
		MANINAGAR, AHMEDABAD - 380 008	
23	AHMEDABAD	209, SECOND FLOOR, SHUKAN MALL,	27502790 / 27571390
	079	NEAR VISAT PETROL PUMP, MOTERA, SABARMATI, AHMEDABAD - 380 005	27702790 27570990 (Telefax)
24	AHMEDABAD	106,SUKHSAGAR COMPLEX,	27556730 / 31/32
	079	NEAR FORTUNE LANDMARK HOTEL, USMANPURA, ASHRAM ROAD, AHMEDABAD - 380 013	
25	AHMEDABAD	FF-5, FIRST FLOOR, JYOTI PLAZA,	26762554/26762558
	079	SHYAMAL CROSS ROAD, SATELLITE, AHMEDABAD-380015	26762552/26762553
26	ANAND	204, AMBE GOLD, NEAR GOVERNMENT CIRCUIT HOUSE,	266610 / 266611
	02692	AMUL DAIRY ROAD, ANAND - 388 001	266640 / 266641
27	BHARUCH	A/119, FIRST FLOOR	268632/33
	02642	BLUECHIP COMPLEX, ABOVE CANARA BANK, SEVASHRAM ROAD	268634
		BHARUCH - 392 001	
28	BHAVNAGAR	G/2, VASUNDHARA COMPLEX, FIRST FLOOR,	2471113/ 14
	0278	OPP. DAKSHINAMURTHY SCHOOL, WAGHAWADI ROAD, BHAVNAGAR - 364 002	2471114 (Telefax)
29	GANDHINAGAR	SECOND FLOOR,PLOT NO. 447,	23248578/79/80/81/82
	079	ABOVE DR. PRAKASH JOSHI'S HOSPITAL, OPPOSITE GANDHI NAGAR	23248579 (Telefax)

		CHOWPATTY, GH-5,SECTOR 16,GANDHINAGAR – 382 016	
30	GANDHIDHAM	OFFICE NO. 206, SINDHU-II,	226585 / 86
	02836	PLOT NO.302, WARD-12-B, GANDHIDHAM – 370 201	220700 (Telefax)
31	JAMNAGAR	OFFICE NO 6,7 & 8, GROUND FLOOR,	2770125
	0288	MADHAV DARSHAN COMPLEX, OPP. CRICKET BUNGLOW, GURUDWARA ROAD, JAMNAGAR – 361 001	2661756/1159
32	JUNAGADH	34,35,GROUND FLOOR, PLATINUM COMPLEX,	2652748
	0285	JAYASHREE TALKIES ROAD, KALWA CHOWK, JUNAGADH – 362 001	2629748
33	MEHSANA	27,28,29 1 st FLOOR,SHETH PUNJIRAM CHAMBERS	232622
	02762	AERODRAM CROSS ROAD,RADHANPUR ROAD MEHSANA - 384 002	232623
34	NAVSARI	2288/102, FIRST FLOOR, NANU VISHNU DHAM,	249401 / 3 / 25
	02637	SWAMI VIVEKANAND ROAD, KANSARWAD, NAVSARI - 396 445	
35	PORBANDAR	PURUSHARTH, GROUND FLOOR,	2215884 / 30
	0286	B/H. AROON PHOTO STUDIO, M. G. ROAD, PORBANDAR – 360 575	2215831
36	RAJKOT	SHREE SADGURU COMPLEX,	2478004/2478006
	0281	1ST FLOOR, NEAR SWAMINARAYAN TEMPLE, KALAWAD ROAD, RAJKOT - 360 007	
37	RAJKOT	ORBIT COMPLEX, GROUND FLOOR,	2450772, 2474094
	0281	NEAR SADAR POLICE CHOWKI, SADAR BAZAR, RAJKOT – 360 001	2450773
38	SURAT	H-207, MANTHAN, NR. GUJARAT GAS CIRCLE,	
	0261	ABOVE CENTRAL BANK OF INDIA, ADAJAN, SURAT- 395 009	2788995/2788996

39	SURAT	311, SHREE SHYAM CHAMBERS,	2321281 / 2
	0261	OPP. SUB JAIL,	2321283 (Fax)
		RING ROAD, SURAT - 395 002	
40	SURAT	UG-7, UPPER GROUND FLOOR, ECO FUTURZ,	2260131/32
	0261	OPP. SAMARTH AQUISTIC, NEW CITYLIGHT ROAD,	
		SURAT-395007	
41	VADODARA	305-308, PARADISE COMPLEX,	2361591
	0265	THIRD FLOOR,	2363516 / 419
		SAYAJIGUNJ, VADODARA – 390 020	
42	VADODARA	FF-12, FIRST FLOOR, TRIDENT	2489831/32/33/34
	0265	RACECOURSE ROAD	
		VADODARA – 390 007	
43	VADODARA	FF-8,9 ,SHRUSHTI AVENUE,OPP AMRAPALI	2531029
	0265	NR JYOTI PARK,WATER TANK ROAD KARELIBAG	2531039 (Telefax)
		KARELIBAG, VADODARA-390018	
44	VISNAGAR	48, SUKHNIVAS COMPLEX,	227610 / 20/ 30/ 40
	02765	FIRST FLOOR, STATION ROAD,	
		VISNAGAR - 384 315	
	HARYANA :		
45	AMBALA	5502, 1ST FLOOR, SURYA TOWER,	2645358 / 66 / 67
	0171	OPP. NIGAR CINEMA	
		NICHOLSON ROAD, AMBALA CANTT - 133 001	
46	GURGRAM	SHOP NO. 251, CENTRAL ARCADE,	2387956 / 59
	0124	FIRST FLOOR, OPP. SAHARA MALL, DLF PHASE II,	4068690
		GURUGRAM - 122 002	
47	KARNAL	SCO : 16,FIRST FLOOR, OPPOSITE MAHILA	2253875/2262734
	0184	ASHRAM COMPLEX, BEHIND MAIN BUS STAND,	2251706
		KARNAL - 132 001	
48	PANCHKULA	S.C.O-64, FIRST FLOOR,SECTOR-11,	4635063
	0172	PANCHKULA- 134 112	4639064 (Telefax)

	HIMACHAL PRADESH:		
49	SHIMLA	201, P.C. CHAMBERS,	2803737 (Telefax)
	0177	RITZ CINEMA ROAD, NEAR MALL ROAD,	2804747
		SHIMLA - 171 001	
50	SOLAN	PLATINUM MALL, GROUND FLOOR,	225464
	01792	SOUTH ENCLAVE, SAPROON BYE PASS,	225465
		SOLAN - 173 211	
	JAMMU & KASHMIR :		
51	JAMMU	83 A/D EXTN. NEAR POLICE LINES,	2455058
	0191	GANDHI NAGAR, JAMMU - 180 004	2454473 (Fax)
	JHARKHAND:		
52	BOKARO	C1 – 22 C, CITY CENTER, SECTOR IV,	231960
	06542	BOKARO STEEL CITY - 827 004	231950
53	DHANBAD	101, SHANTI BHAWAN,	2300185/
	0326	BANK MORE, DHANBAD - 826 001	2300184 / 2308820
54	HAZARIBAGH	ABOVE CENTRAL BANK OF INDIA,	222674
	06546	MALVIYA MARG, BODOM BAZAR,	222847 (Telefax)
		HAZARIBAGH - 825 301	
55	JAMSHEDPUR	SHANTI NIKETAN BUILDING, 2ND FLOOR,	2420437
	0657	1 S.B. SHOP AREA, BISTUPUR,	2420438
		MAIN ROAD, JAMSHEDPUR - 831 001	2422633 (Fax)
56	RANCHI	3RD FLOOR , ARJAN PLACE	2331632,2330938
	0651	5 MAIN ROAD, RANCHI - 834 001	2330013
	KARNATAKA :		
57	BAGALKOT	T.P.NO. 159/ 1A /8, WARD NO. 10,	220100 / 03
	08354	BEHIND KALBURGI HOSPITAL,	
		MAHAVEER ROAD, BAGALKOT- 587 101	
58	BENGALURU	BANGALORE STOCK EXCHANGE LTD.,	2299 5246 / 49
	080	STOCK EXCHANGE TOWERS, 51, 1ST CROSS,	2299 5236
		J.C. ROAD, BENGALURU - 560 027	22995211
59	BENGALURU	AHAD CHAMBERS,No:406,GROUND FLOOR,	2552 9149
	080	7TH BLOCK, OPP RAHEJA ARACDE	2552 9150
		KORAMANGALA,BANGALORE-560095 ,	

60	BENGALURU	SHOP 7, FIRST FLOOR,	22453800
	080	44, 33rd CROSS, 4th T BLOCK,	22453900
		JAYANAGAR, BANGALORE- 560 011	
61	BENGALURU	NO-10, 1ST FLOOR, 3RD CROSS LANE,	23461225
	080	NEAR HALLIMANE HOTEL, MALLESHWARAM	23560525
		BENGALURU - 560 003	
62	BENGALURU	ANKAD BUILDING, 1ST FLOOR, NO.960,	28562334
	080	LIG 2ND PHASE, 16TH 'B' CROSS,	28562335
		YELAHANKA NEW TOWN,	
		BANGALORE- 560064	
63	BELGAUM	BASAVAKRUPA 1, CLUB ROAD,	2469817 / 2469818
	0831	OPP. CIVIL HOSPITAL, NEAR HANSRAJ SUPER MARKET,	2432102
		BELGAUM - 590 002	2432101 (Fax)
64	BALLARY	DOOR NO : 342 / 1 A/1,	257660
	08392	CHIRANJIVI NILAYA, SHUBHA MAHAL,	257664
		GANDHI NAGAR, BALLARY - 583 101	
65	DAVANAGERE	FIRST FLOOR, ABOVE MAHALAXMI BOOK DEPOT	236964 / 5
	08192	AKKAMAHADEVI ROAD, NEAR AVK COLLEGE	234442
		P J EXTENSION, DAVANGERE - 577 002	
66	DHARWAD	GROUND FLOOR, SRI RANGA TOWER,	2435635 / 2435636
	0836	RAM NAGAR CROSS, NEAR NTTF,	
		P. B ROAD, DHARWAD - 580 001	
67	GULBARGA	G1 & G2, SHRUSHTI ARCADE,	279711
	08472	OPP. St. MARY's CHURCH, COURT ROAD,	279710 (Fax)
		Off S B TEMPLE ROAD GULBARGA - 585 102	
68	HASSAN	DOOR NO: 2324/2115 ,DYUTHI ARCADE,	232117 / 232118
	08172	OPP K.E.B OFFICE ,2ND MAIN,K.R.PURAM,HASSAN-573201,	
69	HUBBALI	FIRST FLOOR, VARSHA COMPLEX,	2212050 / 2253106
	0836	NEXT TO CORPORATION BANK, BEHIND BHAVANI ARCADE,	2253112
		OPP. BASAVA VANA, NEAR OLD BUS STAND, HUBBALI - 580 029	2253113

70	KARKALA	SHOP NO. 12, DOOR NO. 127/23,	234650 / 234651
	08258	FIRST FLOOR, SHARADA PALACE, MARKET ROAD, KARKALA - 574 104	
71	KUNDAPUR	DOOR NO. 433/1/5, FIRST FLOOR,	234557 / 234558
	08254	NEAR MANJUNATH NURSING HOME, MASTI KATTE, MAIN ROAD, KUNDAPUR - 576 201	
72	MANGALURU	SHOP NO 6 & 7, SECOND FLOOR, MANASA TOWER,	2494986
	0824	KODIALBAIL, M G ROAD, P V S CIRCLE MANGALURU - 575 003	2495220 / 24
73	MYSURU	LAKSHMAN PLAZA,	2333860
	0821	442/ 3/ 4 , FIRST FLOOR, NEAR RAMASWAMY CIRCLE, CHAMARAJA DOUBLE ROAD, MYSURU - 570 024	2333926 2330243
74	RAICHUR	11/2/59/A-1, SHREYANSH TOWER, FIRST FLOOR,	225049
	08532	ABOVE BANK OF MAHARASHTRA, M.G. ROAD, RAICHUR - 584 101	225050
75	SHIMOGA	FIRST FLOOR, SANGAPPA COMPLEX,	227785 / 86
	08182	GARDEN AREA, 3RD CROSS, NEAR STATE BANK OF INDIA OPP GANESH TRADERS, SHIMOGA - 577 201	
76	UDUPI	THIRD FLOOR 'SHRIRAM ARCADE',	2535404 / 2535405
	0820	OPP HEAD POST OFFICE, UDUPI - 576 101	2520275
	KERALA:		
77	CALICUT	METRO TOWERS, 19/2084 - B/20, FIRST FLOOR,	2300373
	0495	OPP JAYALAKSHMI SILKS, P.V. SWAMY ROAD, CHALAPPURAM P.O., CALICUT - 673 002	2304473
78	KANNUR	SECOND FLOOR, K.V.R. TOWER,	2712323
	0497	SOUTH BAZAR, KANNUR - 670 002	2712333

79	KOCHI	SAFEENA MANSION, GROUND FLOOR	2363022 to 25
	0484	RAVIPURAM JN,OPP. KANOOS THEATRE, M G ROAD,ERNAKULAM-682016	2363026
80	KOLLAM	E-2-24/25, SECOND FLOOR, COMMERCIAL COMPLEX,	2768158
	0474	EAST BLOCK, BISHOP JEROME NAGAR, CHINNAKADA, KOLLAM - 691 001	2768159
81	KOTTAYAM	MADAPPALLIL, ROOM NO. 572 F	2303670 / 2303671
	0481	FIRST FLOOR, SHASTRI ROAD KOTTAYAM - 686 001	2304394
82	THIRUVANANTHAPURAM	SOWBHAGYA,T C 16/1999 (1)	2543133
	0471	GROUND FLOOR,SUHA RESIDENCY, POONTHI ROAD,KUMARAPURAM, MEDICAL COLLEGE PO THIRUVANANTHAPURAM - 695 011	2543032
83	THRISSUR	POOMA COMPLEX, THIRD FLOOR,	2445658
	0487	M.G.ROAD, THRISSUR - 680 001	2445657
	MADHYA PRADESH:		
84	BHOPAL	FIRST FLOOR, ALANKAR COMPLEX,	4221321
	0755	PLOT NO. 11, ZONE - II, M P NAGAR, BHOPAL - 462 011	4220338
85	BHOPAL	SAI MEHENDI COMPLEX, Shop No. G1 & G2	4220755
	0755	PLOT NO. 5, NEAR RELIANCE FRESH, KOH E FIZA, MAIN ROAD, BHOPAL - 462 001	
86	GWALIOR	J 76A, PATEL NAGAR,	4077783
	0751	NEAR GOKUL APARTMENT, CITY CENTER, GWALIOR -474 011	4065111
87	INDORE	220-221, D. M. TOWERS,	4026910-915
	0731	RACE COURSE ROAD, INDORE - 452 003	4026900
88	JABALPUR	7, ANKITA COMPLEX,	4014944
	0761	2ND FLOOR , OPP PRABHU VANDANA TALKIES, CIVIC CENTRE , JABALPUR - 482 002	4007444
89	UJJAIN	OFFICE NO : 104, 1st FLOOR,	4014174

	0734	SIDDHIVINAYAK TRADE CENTRE, OPPOSITE SHAHEED PARK, FREEGANJ, UJJAIN - 456 010	2515961
	MAHARASHTRA:		
90	AHMEDNAGAR	HOUSE NO. 2440, FIRST FLOOR, ABOVE INDUSIND BANK, TELIKHUNT, AHMEDNAGAR - 414 001	2471442/43
	241		
91	AMRAVATI	BLOCK NO. 82, GULSHAN TOWER, MOFUSSIL PLOTS, NEAR PANCHSHEEL TALKIES, JAISTAMBH CHOWK, AMRAVATI - 444 601	2568986 / 2560470
	0721		
92	AURANGABAD	RAGBHIR CHAMBERS, 1ST FLOOR, ABOVE IDBI BANK, VIDYA NAGAR, JALNA ROAD, AURANGABAD - 431 005	2992585/2453631 / 32
	0240		
93	CHANDRAPUR	2ND FLOOR, RAGHUVANSHI COMPLEX, NEAR AZAD GARDEN, MAIN ROAD, CHANDRAPUR - 442 402	274202 / 276460
	07172		
94	CHINCHAWAD	OFFICE NO - 40, GROUND FLOOR, TAPASWI PLAZA NEAR KHANDOBA CHOWK, OLD MUMBAI - PUNE HIGHWAY, CHINCHWAD PUNE 411019	66113168 / 70
	020		
95	ICHALKARANJI	GOMTESH, SHOP No. 2 MALTI NIWAS, MURGUNDE BUILDING, SHAHU CORNER ROAD, ICHALKARANJI - 416 115	2421594 / 2421595
	0230		
96	JALGAON	3&4, OM CHAMBERS, ABOVE ATHARVA DENTAL CLINIC, OPP. DISTRICT & SESSION COURT, GANESH COLONY ROAD JALGAON - 425 001	2222687/88/90/91
	0257		
97	KOLHAPUR	AYODHYA TOWERS, FOURTH FLOOR, 511 KH 'E' WARD, NEAR DABHOLKAR CORNER, STN ROAD, KOLHAPUR - 416 001	2663123 / 2663124 2666180
	0231		

98	NAGPUR	3 rd FLOOR, SARAF COURT,	6643460/61/62
	0712	OPP YASHWANT STADIUM, DHANTOLI	
		NAGPUR-440 012	
99	NAGPUR	FIRST FLOOR, VISHNU COMPLEX,	2765406 /405
	0712	OPP. RAHATE HOSPITAL,	
		C A ROAD, NAGPUR - 440 008	
100	NANDED	SHOP NO 6, 1ST FLOOR, KOTHARI	232962
	02462	COMPLEX	
		SHIVAJI NAGAR, NANDED - 431 602	
101	NASHIK	F-8, FIRST FLOOR, SUYOJIT SANKUL,	2571535
	0253	ADJACENT TO RAJIV GANDHI BHAVAN,	2311058
		(NMC), SHARANPUR ROAD, NASHIK - 422 002	
102	PIMPLE SAUDAGAR	SHOP NO.171, VISION 9 MALL, 1ST	27206494 / 6495
	020	FLOOR,	
		NEAR KUNAL I CON, PIMPLE SAUDAGAR PIMPRI-CHINCHAWAD- 411 027	
103	PUNE	UNIT NO.102, 1ST FLOOR, "KAMAYANI",	25521842 / 43
	020	V.M. JOSHI MARG, OFF J.M. ROAD,	25520418
		PUNE - 411 005	
104	PUNE	5/33, AGARKAR NAGAR, BOAT CLUB	26050115 / 116
	020	ROAD,	
		NEAR ALANKAR THEATRE, PUNE - 411 001	
105	SANGLI	GOMTESH PADMAVATI,	26232251 / 52 / 53
	0233	111/112 MAHAVEER NAGAR,	
		SANGLI - 416 416	
106	YAWATMAL	SHOP NO.18,19,20,21, FIRST FLOOR,	244884 / 250276
	07232	SUPER BAZAR, SBI SQUARE,	
		YAWATMAL - 445 001	
107	MUMBAI	SHOP No.4 , PARISIAN APARTMENTS,	26230910
	(Andheri)	V.P ROAD , NEXT TO ZOROASTRIAN	26230912
	022	CO-OP BANK, OFF S.V.ROAD, ANDHERI (WEST),	26230909(Fax)
		MUMBAI - 400 058	
108	MUMBAI	SHOP NO.3, TULSI BAUG CHSL,	28332104 / 28332085
	(Borivali)	MAYFAIR 14, BEHIND PRABHODHANKAR THACKERAY NAATYA MANDIR	28334067 (Fax)

	022	RAMDAS SURTALE MARG, OFF. CHANDAVARKAR ROAD, BORIVALI (W), MUMBAI - 400 092	
109	MUMBAI	1ST FLOOR, RAMESH NIWAS, PLOT NO-60/A	25288358 / 25290439
	(Chembur)	ROAD NO-20, NEAR SBI, OPP CORAL CLASSIC	25290542
	022	CHEMBUR EAST, MUMBAI - 400 071	
110	MUMBAI	G-2, GROUND FLOOR, TRISANDHYA,	24151706
	(Dadar)	B WING, DADASAHEB PHALAKE ROAD, DADAR EAST	24151707
	022	MUMBAI 400 014	
111	MUMBAI	SWANAND BUILDING, FIRST FLOOR, ABOVE BANK OF BARODA ATM,	2446986
	(Dombivli)	RAJAJI PATH ROAD, RAMNAGAR,	2446868
	0251	DOMBIVLI (EAST) - 421201	2446878
112	MUMBAI	12/14, UTI BUILDING,	22622677
	(Fort)	BANK STREET, CROSS LANE,	61772200
	022	NEAR OLD CUSTOM HOUSE, FORT, MUMBAI - 400 023	61772202
113	MUMBAI	VISHWA CHS, GR. FLOOR,	21020790 / 21021795
	(Ghatkopar)	JUNCTION OF RB MEHTA ROAD & HINGWALA LANE,	21021800
	022	GHATKOPAR (EAST), MUMBAI - 400 077	21023822 (Telefax)
114	MUMBAI	G-2, UNIQUE TOWERS, GR. FLOOR,	28787336 / 41
	(Goregaon)	OPP. KAMATH CLUB, S V ROAD,	28787338
	022	GOREGAON (WEST), MUMBAI - 400 062	
115	MUMBAI	GALA NO 110, VASANT VIHAR COMPLEX	2315421/22/24
	(Kalyan)	CHANDULAL JOSHI COMPOUND	
	0251	OPP KALYAN STATION, KALYAN WEST, THANE - 421 301	
116	MUMBAI	SHOP NO 3, GROUND FLOOR,SHREE AMBICA HERITAGE	27741333/27741334
	(Kharghar)	PLOT NO 1,SECTOR 1, NEAR KHARGHAR STATION	27741335/27741336
	022	KHARGHAR NAVI MUMBAI 410210	
117	MUMBAI	REWA APARTMENT, B WING,	23538225 / 23526220,
	(Mahalaxmi)	GR. FLOOR, BEHIND BANK OF INDIA,	23538221
	022	OPP. CADBURY HOUSE, BHULABHAI DESAI ROAD, MAHALAXMI, MUMBAI - 400 026	
118	MUMBAI	SHCIL HOUSE, PLOT NO. P-51,	61778100 /01/ 02/ 03/
	(Mahape)	T.T.C. INDUSTRIAL AREA, MIDC, MAHAPE,	04/ 05/ 06/ 07/ 08/ 09
	022	NAVI MUMBAI- 400 710	
119	MUMBAI	SHOP NO.11, GROUND FLOOR, MANISHA PRIDE,	25907618/25907617

	(Mulund)	JUNCTION OF J. N. ROAD AND R.H.B. ROAD,	25620703/25676339
	022	MULUND WEST MUMBAI - 400 080	
120	MUMBAI	RAHEJA CHAMBERS, OFFICE NUMBER 15,	22844247/22852977
	(Nariman Point)	GROUND FLOOR, FREE PRESS JOURNAL MARG,	22818624 (Fax)
	022	NARIMAN POINT, MUMBAI - 400 021	
121	MUMBAI	301, CENTRE POINT,	61779400 /01 / 02/ 03/
	(Parel)	DR. BABASAHEB AMBEDKAR ROAD,	04/05/06/07/08/09
	022	PAREL, MUMBAI - 400 012	
122	MUMBAI	SHOP NO. 4,GROUND FLOOR, TIRUPATI CHS,	24115313
	(Parel Branch)	BESIDE UNION BANK OF INDIA AND PUNJAB NATIONAL BANK	24707289
	022	DR. S. S. RAO ROAD, LALBAUGH, PAREL-4000012	
123	MUMBAI	SHOP NO.5, LAXMI NIWAS CHS, VISHNU NAGAR	25453790 / 91
	(Thane)	OPP. THANE BHARAT SAHAKARI BANK,	25453802
	022	NAUPADA, THANE WEST – 400 602	
124	MUMBAI	SHOP NO-113, FIRST FLOOR,	2333417
	(Vasai)	NORTH LANE BUSINESS CENTRE,	2303418
	0250	NEXT TO RAILWAY STATION, VARTAK COLLEGE ROAD,	2303419
		VASAI WEST - 401202	
125	MUMBAI	BLOCK NO.2, GROUND FLOOR, TYPE C-1, BUILDING NO.12,	27821105/6/7//8
	(Vashi)	SECTOR – 2, NEAR ABHYUDAYA BANK, OPP. SHANTI CENTRE,	
	022	VASHI, NAVI MUMBAI - 400 703	
126	MUMBAI	25 HAZARI BAUG,	25778466 / 25779282
	(Vikhroli)	GROUND FLOOR, STATION ROAD,	
	022	VIKHROLI WEST, MUMBAI - 400 083	
127	MUMBAI	104, SHYAM KAMAL, A - WING, 1ST FLOOR,	26161101 /26105363
	(Vileparle)	OPP. VILE PARLE STATION, VILE PARLE (EAST),	26184143
	022	MUMBAI - 400 057	26161108 (Fax)
	NEW DELHI:		
128	NEW DELHI	IFCI TOWER, 5TH FLOOR,	26425334
	011	A WING, 61, NEHRU PLACE	26425335 / 36 / 37
		NEW DELHI - 110 019	26293836 (Fax)
129	NEW DELHI	8A, MILAP BUILDING, GROUND FLOOR,	23359517 / 18
	011	BAHADUR SHAH ZAFAR MARG,	43546864/43546863

		NEW DELHI - 110 002	23731771
130	NEW DELHI 011	103, FIRST FLOOR, SUNEJA TOWER - I, JANAK PURI DISTRICT CENTRE, JANAK PURI, NEW DELHI - 110 058	25507316 / 25507326 25507314
131	NEW DELHI 011	GROUND FLOOR, SHOP GF- 13, BUILDING NO.3, ANSAL CHAMBERS - I, BHIKAJI CAMA PLACE, NEW DELHI - 110 066	26193385 / 26193418 26193384 (Telefax) 64699302
132	NEW DELHI 011	504, 5 TH FLOOR, GDITL TOWERS, B- 08, NETAJI SUBHASH PLACE, OPP. WAZIRPUR DEPOT, PITAMPURA, DELHI - 110 034	27357134 / 37
133	NEW DELHI 011	68/2, SECOND FLOOR, ABOVE MEHRA SONS JEWELLERS, JANPATH, NEW DELHI - 110 001	23324909 /23324901
134	NEW DELHI 011	401, FOURTH FLOOR, ASHISH CORPORATE TOWER, COMMUNITY CENTRE, KARKARDOOMA, NEW DELHI - 110 092	22375744 22375747
	ODISHA :		
135	BHUBANESWAR 0674	NO.101, 1ST FLOOR, TKR BUSINESS CENTER, PLOT NO 2132/4711, ABOVE ICICI BANK LIMITED, VIVEKANAND MARG, P O OLD TOWN, BHUBANESWAR -751 002	2431107, 2431713
136	CUTTACK 0671	LEFT WING , 1ST FLOOR, SOUMITRA PLAZA BADAMBADI, CUTTACK - 753012	2411837/ 2428720
137	ROURKELA 0661	PLOT NO. 307/2050, BEHIND PANI MARKET COMPLEX, UDIT NAGAR, ROURKELA - 769 012	2500056 / 51
	PUNJAB:		
138	AMRITSAR 0183	SCO-4, 1st FLOOR, DEEP COMPLEX, COURT ROAD, AMRITSAR - 143 001	2402227 2210103 (Telefax)
139	BHATINDA	MC 4373, FIRST FLOOR ,	2253846

	164	OPP INDIAN OVERSEAS BANK, KIKAR BAZAR, BHATINDA - 151 005	2235846
140	JALANDHAR 0181	1ST FLOOR, S.C.O 33, MULTANI TOWERS, PUDA COMPLEX, OPP. TEHSIL COMPLEX, JALANDHAR - 144 001	2453076 2243974 (Telefax)
141	LUDHIANA 0161	501, 5TH FLOOR, S.C.O 18, OPP. LUDHIANA STOCK EXCHANGE, FEROZE GANDHI MARKET, LUDHIANA - 141 001	5018016/ 5022016 2422157
142	MOGA 01636	NIFD CAMPUS, 531/9, NEW TOWN, OPP. D M COLLEGE, MOGA - 142 001	223896 233296 (Telefax)
143	MOHALI 0172	SCF-33, 1ST FLOOR, PHASE 5, MOHALI - 160 059	4655065 2272123 (Telefax)
144	PATHANKOT 0186	MANAV COMPLEX, SCO:S-7/39-40, UPPER GROUND FLOOR, PATEL CHOWK, PATHANKOT, PUNJAB-145001	2250802 2250803
145	PATIALA 0175	NO. 6 & 7, LEELA BHAVAN MARKET, PATIALA - 147 001	2201890 2304678 (Telefax)
146	PHAGWARA 01824	SCF-31, 1ST FLOOR, NEAR ARJUN MALL, GURU HARGOBIND NAGAR MARKET, PHAGWARA -144 401	262981 262725 (Telefax)
	RAJASTHAN:		
147	AJMER 0145	GROUND FLOOR, MUDGAL HEIGHTS, OPP. SWASTIK HP PETROL PUMP, RAJENDRAPURA AGRA GATE, JAIPUR ROAD, AJMER – 305 001	2431290 2630648 2632086
148	ALWAR 0144	FIRST FLOOR, 38 A , LAJPAT NAGAR, SCHEME NO.2, NEAR BHAGAT SINGH CIRCLE, ALWAR - 301 001	2348459 2348614 2348615
149	BIKANER 0151	CHUGH MANSION, FIRST FLOOR, OPP. DRM OFFICE, NEAR RAILWAY STADIUM,	2540131 / 2549506 2546330

		BIKANER - 334 001	
150	JAIPUR	UNIT NO. 1-C, FIRST FLOOR	4919604-607
	0141	NAWAL TOWER, J.L.N. MARG, OPP. CLARKS AMER, MALVIYA NAGAR, JAIPUR - 302 017	
151	JAIPUR	SANGAM TOWER,	4551404 / 05 / 06
	0141	SECOND FLOOR, OFFICE NO. 213, CHURCH ROAD, JAIPUR - 302 001	
152	JODHPUR	FIRST FLOOR, 54, GULAB BHAWAN,	2636609
	0291	CHOPASNI ROAD, NEAR KANKARIYA BUILDING, JODHPUR - 342 003	2636710
153	KOTA	344, MEWARA PLAZA, FIRST FLOOR,	2360863
	0744	SHOPPING CENTRE, RAWAT BHATA- GUMAN PURA ROAD, KOTA - 324 007	2361356
154	SRIGANGANAGAR	53-B 3RD FLOOR OPP BAKSHI COMPUTER CENTRE	2482202
	0154	NEAR RAVINDRA PATH MAIN ROAD SRIGANGANAGAR-335 001	2485993
155	UDAIPUR	11-12, GROUND FLOOR, ANAND PLAZA,	2529530
	0294	NEAR AYAD BRIDGE, UNIVERSITY ROAD, UDAIPUR – 313 001	2429575 / 2429509 2492575
	TAMILNADU:		
156	CHENNAI	JUSTICE BASHEER AHMED SAYEED BLDG.,	40100200
	044	3RD FLOOR, 45, MOORE STREET, SECOND LINE BEACH, CHENNAI - 600 001	25340725 / 25340766
157	CHENNAI	202, II FLOOR, CHALLA MALL, COMPLEX,	2432 8380
	044	11/11/A, SIR THEAGARAYA ROAD, T. NAGAR, CHENNAI - 600 017	42051774
158	CHENNAI	GOKUL ARCADE, 1ST FLOOR,	45504085
	044	No 2 SARDAR PATEL ROAD, ADYAR, CHENNAI - 600 020	24420602
159	CHENNAI	W 101, 1ST FLOOR,	42051772

	044	II AVENUE , ANNA NAGAR, CHENNAI - 600 040	26282835 26280154
160	CHENNAI 044	SHOP NO.1 B GROUND FLOOR, NO. 4/180, TNHB COMPLEX, LUZ CORNER, MYLAPORE ,CHENNAI- 600 004	24986972 43536409
161	CHENNAI 044	SHOP NO 8 & 9, FIRST FLOOR, NO 68/22A, KAKKAN STREET, TAMBARAM WEST, CHENNAI – 600 045	22260569 42034948
162	CHENNAI 044	ARUT JOTHI TOWERS, 1ST FLOOR, NO. 2&9, SHAKTHI NAGAR, MOUNT POONAMALLEE HIGH ROAD, PORUR, CHENNAI - 600 116	22520191 42014260
163	CHENNAI 044	3, FIRST FLOOR, THARAMANI 100 FEET ROAD, TANSI NAGAR, VELACHERY, CHENNAI- 600042	22431016 22431017
164	CHENNAI 044	NAVIN ISWARYA, GROUND FLOOR, NEW NO.84, OLD NO. 48, BRINDAVAN STREET, WEST MAMBALAM, CHENNAI-600033	24731385 24731386
165	COIMBATORE 0422	U -101 1ST FLOOR, RAHEJA CENTRE, 1073/74, AVINASHI ROAD, COIMBATORE - 641 018	2241606 / 2241609 2241654
166	ERODE 0424	159 , FIRST FLOOR , ABOVE ADAYAR ANANDA BHAVAN PARIMALAM COMPLEX , METTUR ROAD , ERODE - 638 011	2213823 2214026 2214175
167	KARAIKUDI 04565	A.C.A COMPLEX, FIRST FLOOR, DOOR NO.30/1C, SEKKALAI ROAD, KARAIKUDI – 630 001	232180 232190
168	KARUR 04324	128/A, VANITHA TOWERS, 1ST FLOOR, KOVAI ROAD, KARUR - 639 002	240528 240438 240628
169	MADURAI	C-1, 3RD FLOOR,	2350178

	0452	A.R. PLAZA, 16-17, NORTH VELI STREET, MADURAI - 625 001	2342184 2342174 2342178
170	PUDUCHERRY 0413	201 MISSION STREET, 1ST FLOOR, PUDUCHERRY - 605 001	2331751 2331755 2331752
171	SALEM 0427	SHOP NO 5/1, 1ST FLOOR, SRI LAKSHMI COMPLEX, No.76, CHERRY ROAD, OPP TO GOVERNMENT ARTS COLLEGE, SALEM – 636 007	2418648 / 49 / 50 /58
172	TRICHY 0431	RAMANATHAN ARCADE, FIRST FLOOR, NO.16, K C ROAD, THENNUR TRICHY - 620 017	2740928 2741927 2741930
173	TUTICORIN 0461	ANBUNATHAN MEDICAL COMPLEX, 1st FLOOR, 285/8 D, WGC ROAD, TUTICORIN - 628 002	2327638 2301497 2327639
	TELANGANA :		
174	HYDERABAD 040	G-6 TO G-10, GROUND FLOOR, SWARNA JAYANTHI COMMERCIAL COMPLEX, NEAR HUDA MAITRIVANAM, AMEERPET, HYDERABAD - 500 038	69042000/01/02/03/04
175	HYDERABAD 040	#16 11 762 /1 to 15 1st FLOOR, LEGEND RINDA CAPITAL, MOOSRAMBAGH DILSUKHNAGAR, HYDERABAD - 500 060	29551203 29551197
176	HYDERABAD 040	3-6-269, G-6 & 7, MYM MONEY CENTRE, OPP. TELUGU ACADEMY, HIMAYAT NAGAR, HYDERABAD - 500 029	23261526 23261527 23261138
177	KUKATPALLY 040	KALYAN SRI SAI NIKETAN, PLOT No 138, BEHIND MARGADARSHI CHITFUND, BHAGYANAGAR COLONY, OPP. KPHB COLONY, KUKATAPALLY, HYDERABAD - 500 072	66203220 23063560/23163560

178	NIZAMABAD	BLOCK-E, FIRST FLOOR, KAVITA COMPLEX,	232233
	08462	GODOWN ROAD, NIZAMABAD - 503 001	232255
179	SECUNDERABAD	No.9-1-199/2/55/B	27803394 / 95 / 96
	040	SONA ACCORD, GROUND FLOOR, ST.MARY'S ROAD, SECUNDERABAD - 500 003	27809994 / 95
180	SECUNDERABAD	102, TAVISHA ARCADE, 1ST FLOOR,	27117396
	040	OPP. MORE SUPER MARKET, ADMIRAL KATARI MARG,	27117397
		DEFENCE COLONY, 5TH AVENUE BAKERY ROAD,	27117398
		SAINIKPURI, SECUNDERABAD- 500094	
181	WARANGAL	SHOP No.16, FIRST FLOOR,	2553318
	0870	H.No. 5-9-36/37, MAYURI BVSS COMPLEX,	
		OPP. PUBLIC GARDEN, LASHKAR BAZAR,	
		HANAMKONDA MAIN ROAD,WARANGAL - 506 001	
TRIPURA :			
182	AGARTALA	1ST FLOOR, 88, MOTOR STAND ROAD, OPP.PETROL PUMP,	2300089 (Telefax)
	0381	AGARTALA, TRIPURA WEST – 799 001	
UTTAR PRADESH:			
183	AGRA	6, AWAGARH HOUSE,	2524126/2524127/
	0562	OPPOSITE ANJANA CINEMA, M.G.ROAD,CIVIL LINES, AGRA-282 002	2520325 / 2520013
184	BAREILLY	167- A , FIRST FLOOR, OPPOSITE HOTEL D GRAND	0581-2510168
	0581	CIVIL LINES, STATION ROAD	0581-2510169
		BAREILLY – 243001	
185	JHANSI	HOUSE NO. 968 (OLD NO.372), FIRST FLOOR,	2330233
	0510	SHANTI COMPLEX GWALIOR ROAD CIVIL LINES,	2333233
		JHANSI - 284 001	2331233
186	PRAYAGRAJ (ALLAHABAD)	G-4, L.D.A. CENTRE, GROUND FLOOR,	2560178 / 2560023
	0532	2 SARDAR PATEL MARG,	2560088

		CIVIL LINES, PRAYAGRAJ - 211 001	
187	GHAZIABAD	118/3 ,ABOVE IDBI BANK	2796097
	0120	MODEL TOWN EAST	2796098
		G.T ROAD	2796099
		GHAZIABAD 201 001	4340886
188	GORAKHPUR	OFFICE NO. 16,17,18, III FLOOR,	2341809
	0551	THE MALL' CROSS ROAD, BANK ROAD ,	8189000135
		GORAKHPUR - 273 001	
189	GREATER NOIDA	303, THIRD FLOOR,	2396117
	120	KAISON'S SQUARE TOWER,	2396118
		ALPHA 1, COMMERCIAL BELT,	
		GREATER NOIDA - 201308	
190	KANPUR	GROUND FLOOR, KRISHNA TOWERS,	2338296
	0512	15 / 63 , CIVIL LINES,	2306084/3018506
		KANPUR - 208 001	
191	LUCKNOW	36/15, FIRST FLOOR,	4011810 / 4044571
	0522	OPP ROHIT BHAWAN,	7510001989
		6 SAPRU MARG,	
		LUCKNOW - 226 001	
192	MEERUT	T-306, THIRD FLOOR, GANGA PLAZA,	2656274 / 2655167
	0121	BEGUM BRIDGE ROAD,	2656036
		MEERUT - 250 002	
193	MUGHALSARAI	SHOP NO 1, 1ST FLOOR,	257542
	05412	B.N.COMPLEX,	
		BESIDE CORPORATION BANK, CIRCUS	
		MOD,	
		G.T.ROAD, MUGHALSARAI	
		CHANDAULI- 232101	
194	NOIDA	206, SECOND FLOOR, OCEAN PLAZA,	4217077 / 78 /33
	0120	P-5,	
		SECTOR 18,	2516368 /69 /70
		NOIDA - 201 301	2516369 (Fax)
195	VARANASI	KUBER COMPLEX, FOURTH FLOOR,	2226818 / 2226897
	0542	D - 58/2, RATH YATRA, VARANASI - 221	2226098
		010	
196	VARANASI	S 2/639-18, HASHMI COMPLEX, CLUB	2280302
	0542	ROAD,	
		KACHAHARI, VARANASI - 221 002	

UTTARAKHAND :			
197	DEHRADUN	FIRST FLOOR 59/3	2710248/ 2652558
	0135	RAJPUR ROAD, ABOVE IDBI BANK	2710215 (Telefax)
		DEHRADUN- 248 001	
198	HARIDWAR	FIRST FLOOR,KUMAR COMPLEX	265941 / 266504
	01334	CHANDRA ACAHARYA CHOWK, RANIPUR MORE,	
		HARIDWAR - 249 407	
199	HALDWANI	SHOP NO. L-2 , DURGA CITY CENTER,	282392 / 282393
	05946	BHOTIA PARAO, NAINITAL ROAD,	
		HALDWANI - 263 139	
WEST BENGAL :			
200	KOLKATA	125/1 PARK STREET, A G TOWERS,	22262081/ 22262100
	033	SIXTH FLOOR, KOLKATA- 700 017	40250709 / 40250710
201	KOLKATA	RNM HOUSE, 3B LAL BAZAR STREET,	22107584 / 40350810
	033	THIRD FLOOR, KOLKATA- 700 001	40350802 / 40350812
202	KOLKATA	MERLIN MATRIX,UNIT NO 102,1St FLOOR,DN 10,	46024908/46020916
	033	SECTOR-5, SALT LAKE, KOLKATA – 700091.	
203	KALYANI	B -9/21 (CA) 1ST FLOOR,NEEMTALA ROAD,	25823076
	033	KALYANI , WEST BENGAL 741235	25824448 (Telefax)
204	HALDIA	AKASH GANGA COMMERCIAL COMPLEX,	272067 / 272166
	03224	UNIT NO. 3/17, THIRD FLOOR, DURGACHAK,	
		HALDIA, DIST - MIDNAPORE -721 602	
205	RASHBEHARI	PURABI APARTMENT, GROUND FLOOR-GA,	46034980 / 46034981
	033	(NEXT TO FRANK ROSS),28, RASHBEHARI AVANUE,	
		KOLKATA – 700026.	