



NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.
Ph.Nos.0712- 2873229, 2873230, email id: os.nagpur@licindia.com

OFFICE NOTE

Ref: NGP/OS/STNT/TENDER-06

10th February, 2025

Re: Permission for floating of Open Tender for
Transportation of stationery materials

We do not have any empanelled vendor for transportation of goods and stationery materials at Nagpur Division Office. Hence we propose to float Open Tender therefore.

For this purpose, we need to publish advertisement in local newspapers (English, Hindi, Marathi) having wide circulation in Nagpur city/district locations. We had already obtained quotation from advertise agencies on 4 th Mar 2025 to publish Tender notification for Hiring of Air Cooler where M/S Siddhesh Communications emerged as 'L-1'. Hence we may not call again for fresh quotations & publish the Tender notification for this Tender through M/S Siddhesh Communications.

Tender will be placed on our web site www.licindia.in page "Tenders" on 11th March 2025.

Draft tender is put up for your perusal and approval.

AO(OS)

Manager (OS)-DM

Sr. Divisional Manager



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.
Ph. Nos.0712- 2873229, 2873230, email id: os.nagpur@licindia.com

**NOTICE INVITING TENDER FOR TRANSPORTATION OF
STATIONERY/ MATERIAL & GOODS**

TENDER NO. 6/2024-25

LIC of India, Nagpur DO intends to invite quotations under **two bid system** for Transportation of Paper Stationery/ Material & goods to & fro various branches/units under jurisdiction of Nagpur Division in sealed envelope from firms/ vendor/transporter/service providers having sound financial capacity and proven track record of at least 03 year of Transportation of Stationery Material to other reputed Government / PSU organizations or Divisional offices of LIC of India etc. The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website www.licindia.in and go to "Tenders" and click on the link "Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS TO & FRO VARIOUS OFFICES UNDER NAGPUR DIVISION.**

Application forms may be obtained from OS department of Divisional Office Nagpur of LIC of India at above mentioned address from **11.03.2025 to 21.03.2025** on all working days from 10 AM to 4.00 PM.

Last date and time for submission of tender forms is 21.03.2025 (4.00 PM)

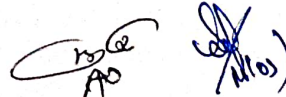
LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever.

Office hours Monday to Friday 10.00 AM to 05.30 PM (Office will remain closed on Saturdays, Sundays and Public Holidays)

Date : 05.03.2025

Place : Nagpur


Sr. Divisional Manager





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TENDER NOTICE FOR

TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS

SL. NO.	ACTIVITY	DETAILS
1	Tender No./ Date	Tender No. 6 (Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS and Date 11/03/2025
2	EMD	Rs. 6000/- (Six Thousand Only) by way of Demand Draft drawn on any Schedule Bank Payable at Nagpur Favoring Life Insurance Corporation of India. (Estimated Cost 3 lacs). It is not applicable to MSME / NSIC Vendor/transporter/service provider with valid certificate.
3	Tender Fee	Tender forms will be issued on payment of Rs.500/- plus 18% GST= Rs 590/- in cash/DD on cash counter as non refundable tender fees from OS Department, National Insurance Building, SV Patel Marg, Station Road, Nagpur. 440001. From 11.03.2025 10.00 AM to 21.03.2025 up to 4.00 PM. Tender forms may also be downloaded from our website www.licindia.in by clicking on Tender for "Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS" The Firms/Agencies/Companies having registration under NSIC/MSME will be eligible for exemption from tender fee.
4	Date of Sale of Tender Documents and Time	11.03.2025 to 21.03.2025 up to 04.00 PM.
5	Contract Period	1. One year term, which can be renewed for another one year or two years on mutual understanding of both the parties with same rates, terms and conditions or with appropriate escalation in rates duly approved by the competent authority (keeping other terms and conditions unchanged).

6	Validity of Bid	90 DAYS
7	Estimated Value of Tender	Rs 3 Lakh
8	Address for submission of bid (to be put in Tender Box)	OS Department. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, S.V. Patel Marg, Station Road, Kingsway, Nagpur. 440001.
9	Last Date & Time Submission of Bids Document	Bidders fulfilling the eligibility condition for Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS as per technical specification mentioned in the Tender should submit sealed covers Superscripted as Tender No. 6 dated 05.03.2025 Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS and name of Tenderer on or before 21.03.2025 up to 4.00 pm (last date submission of tender)
10	Technical Bid opening Date / Venue	The sealed covers will be opened by the Tender Opening committee on 21.03.2025 at 04.30 PM . The concerned agency/firm may send one representative at the time of opening of the Tender. Venue address "Conference hall, N.I. Building, LIC of India, Divisional office, Nagpur".
11	Financial Bid	The financial Bid of the Technically qualified bidders only will be opened on a later date.
12	Contact Details	Ph.Nos. 0712- 2873229, 2873230, email id: os.nagpur@licindia.com
13	Official Website (URL)	The tender Document can be downloaded from our website www.licindia.in , go to "Tenders" and click on the link "Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS".
In case there is any change in the schedule the same will be displayed on our website.'		


Sr Divisional Manager



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INSTRUCTIONS TO BIDDERS: The sealed tender is invited for running contract under two bid system for **Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS** as per enclosed Annexure - A, B, C, D and E The Bidders are advised to follow the following instructions. As two bid systems are to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

(i) **Envelope No. 1: Technical Bid (Annexure - A, A(1), B, B(1), D,E** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS** " - 'Technical Bid'. Firm's name and Address should be written on the envelope. The DD for tender fee and EMD should be enclosed separately with the technical bid only.

(ii) **Envelope No. 2: Financial Bid (Annexure -C)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS** -'Financial Bid'. Firm's name and address should be written on the envelope. Annexure-C should be duly filled with **net rates inclusive of all taxes and charges excluding GST.**

(iii) **Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as Tender No.6 of 2024-25 "**Tender for TRANSPORTATION OF PAPER STATIONERY/MATERIALS & GOODS.** The name of firm should be mentioned on the envelope.
Each page of all the Annexures - A, A(1), B, B(1), C, D, E should be duly signed and sealed.

The sealed tender envelope should reach us on or before **21.03.2025 by 04.00 PM** addressed to :
**The Manager (OS),
OS Deptt. LIC of India, Nagpur Divisional Office,
National Insurance Building, SV Patel Marg, Station Road,
Nagpur. -440001**

LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.

(The tender received after the stipulated time and date will not be considered).


Sr. Divisional Manager





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Annexure- A

ELIGIBILITY CRITERIA & OTHER CONDITIONS

1. The vendor/transporter/service provider/transporter/firm should have a valid PAN Card number issued by Income tax department and GST registration number.
(copy of PAN & GSTIN must be enclosed)
2. The vendor/transporter/service provider/transporter/firm should have Bank Account.
(copy of Bank's / cancelled cheque must be enclosed)
3. The vendor/transporter/service provider/transporter/firm should be having the experience in transportation of Stationery items/materials/goods etc for atleast 3 years. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.
(copy to be enclosed)
5. The vendor/transporter/service provider/transporter/firm should have certificate under shops and establishment act . **(copy of proof to be enclosed)**
6. **The tenderer (including MSME/NSIC registered vendor/transporter/service providers) have to deposit 5% Performance security deposit on the basis of order value. Performance Security deposit will not carry any interest and same will be refunded to the concern Vender only after completion of contract.**
8. As per Central Government implementation of public Procurement Policy for Micro and Small Enterprises under 2012, the Tenderer is registered under DGS&D/ NSIC registered vendor/transporter/service provider / dealer / printer will be exempted from EMD/ tender fee on production/submission of certificate / documents. This exemption is valid only upto validity period of certificate as per Government regulations. In absence of any such document, tenderer shall be considered as not Registered under DGS&D/ NSIC.

Tenderer's sign./ name and seal

Declaration:

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all loses caused to LIC of India in the process. I/we agree that the decision of the corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/ workshop, shop, etc is done by the official of the corporation including inspection of the quality of any or all items of the tender.

Sign.....

With seal of firm/company

Name & designation.....

Place.....date.....



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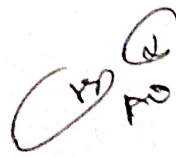
ANNEXURE –B(1)

Location for which Transport services of various types of Stationery (Printed Stationery, Continuous Stationery, Printer Ribbon Cartridges/ Materials etc to be supplied)

Sl. No.	LOCATION	Name of Branches/offices
1	NAGPUR –LOCAL (OFFICES IN DIVISIONAL OFFICE-NATIONAL INSURANCE BUILDING)	970, 971, P&GS Unit & Departments of Division office (N.I. Building, Nagpur)
2	NAGPUR-LOCAL (NAGPUR CITY BRANCHES)/CLIA-990(SO)	972, 993, 973, 990, 99F, 99G, 97F (Local Branch offices of Nagpur City)+ SO-CLIA(990)
3	NAGPUR- MOFUSSIL (DISTRICT BRANCHES+ SATELLITE OFFICES)	Bhandara, Sakoli, Gondia, Tumsar, Ramtek, Saoner, Katol, Arvi, Wardha, Hinganghat, Warora, Chandrapur I, Chandrapur II, Ballarpur, Umrer, Bramhapuri, Gadchiroli (Mofusil Branch Offices under Nagpur Division)+ Satellite Offices @ Butibori, ,Mauda, Kamptee, HIngna, Pulgaon, Mul, Amgaon, Lakhni, Pauni, Allapalli, Tiroda
4	RMF-MAHALGAON	EDMS Centre (Kapsi Mahalgaon, Nagpur to Division Office)


Sr. Divisional Manager

Sign & Seal of the Tenderer







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ANNEXURE-A(1)

Terms and conditions

2. The tender in the prescribed format (**Hard Copy only**) to be submitted in Inward section of OS department, LIC of India Nagpur DO on or before the last date / time specified.
3. The rates to be quoted in Annexure-F shall be net, i.e. inclusive of loading/unloading, hamali charges for positioning items at identified spots at various locations (instructed by location head of LIC) etc **excluding GST**.
4. The rates shall be valid for one year only. The Contract can be extended up to further one or two years on mutual understanding of both the parties with same rates and terms & conditions or with appropriate escalation in rates duly approved by the competent authority (keeping other terms & conditions unchanged).
5. The Corporation reserves the right to accept any quotation; this does not necessarily mean that the lowest quotation will be accepted.
6. After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.
7. Mere submission of the application for tender does not confer the right of selection.
8. The selection on tender would be without any liabilities from our side.
9. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender Selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
10. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nagpur and be subject to adjudication of competent Court in Nagpur only.
11. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
12. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor/transporter/service provider undertakes to abide by them at all times.

13. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor/transporter/service provider or its Employees, the vendor/transporter/service provider shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
14. The vendor/transporter/service provider shall not appoint any sub-vendor/transporter/service provider to carry out any obligations under the contract.
15. If the vendor/transporter/service provider commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor/transporter/service provider at the risk and cost of the vendor/transporter/service provider and the vendor/transporter/service provider shall have no right to make any representation in this regard.
16. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, Life Insurance Corporation of India, Divisional Office Nagpur, whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nagpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
17. The employees of the vendor/transporter/service provider shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
18. In the event of failure of the vendor/transporter/service provider to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.
19. It is clearly understood by the vendor/transporter/service provider that the persons employed by the vendor/transporter/service provider for providing services as mentioned herein, shall be the employees of the vendor/transporter/service provider and not of "The LIC". The vendor/transporter/service provider shall be liable to make payments to its said employees.
20. If vendor/transporter/service provider commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor/transporter/service provider to rectify such breach within the time limit specified in such notice. In the event the vendor/transporter/service provider fails to rectify such breach within the stipulated time **Corporation reserve the right to forfeit the outstanding Bills/EMD/ performance Security Deposit**, further agreement shall forthwith stand terminated and the vendor/transporter/service provider shall be liable to the LIC for losses or damages on account of such breach.
21. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters

into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.

22. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
23. Tax at source will be deducted from the payment as per the Income Tax Rules applicable.
24. No advance payment shall be made.
25. The Vendor/transporter/service provider will have to deposit 5% of Contract Value as Performance Security Deposit within 15 days from the date of rate agreement. **Performance Security deposit will not carry any interest and same will be refunded to the concern vender only after completion of contract.**
26. No extra Terms and Conditions of the vendor/transporter/service provider will be accepted at any time. If any vendor/transporter/service provider gives his own Terms and Conditions his tender will be rejected without informing him.
27. The approved Vendor/transporter/service provider shall have to enter in to an agreement on a Non-judicial stamp paper of requisite value.
28. The Vendor/transporter/service provider shall be responsible for the payment of wages of his workers and shall abide by various laws enacted for welfare of the workers and he shall be personally liable for any damages etc which may be caused due to his failure to comply with various provisions of the law.
29. The Vendor/transporter/service provider and his workers will have no right to stay in office premises beyond working hours as specified above.
30. If the vendor/transporter/service provider terminates this contract in the event of failure to carry out the duties entrusted to him or in the event of breach of any of the terms of the agreement the Vendor/transporter/service provider shall be liable for forfeiture of the Bid security Deposit (if any) deposited by way of EMD without prejudice to any other remedy available to Sr.Divisional Manager.
31. In case more than one bidder quoting the lowest identical price then decision will be taken on the basis of the agency having work experience and maximum average annual turnover during the last three years. The decision of the competent authority at LIC of India, Nagpur Divisional Office shall be final in such cases.
32. If the services are not satisfactory the contract will be terminated even in the middle of the term.
33. The Corporation shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the Contractor during the performance of duties in the premises of the Corporation. The Contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.

34. The Contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners / tenants / occupants of nearby properties or to the general public.
35. The Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Corporation's property including fittings, furniture, fixtures or any other equipment(s). The Corporation shall assess the amount payable by the Contractor towards damages / loss / theft / pilferage and the same shall be recovered by the Corporation from the monthly payment to be made to the Contractor
36. The vendor/transporter/service provider shall take due care of maintenance of the office furnitures, equipments etc. keep the same intact and in good condition and in case of damage or loss the amount therefor as may be fixed by the Sr.D.M., LIC of India, Nagpur will be recovered from the vendor/transporter/service provider.
37. The Contractor shall take all safety measures for the personnel/boys deployed by him. The Contractor shall follow all the provisions of labour law and shall alone be responsible for any lapse in this regard.
38. The Contractor shall carry out the entire work having full regard to the safety of his own personnel as well as Corporation's staff and officers in the complex. All safe practices shall be strictly adhered to by the Contractor. Despite observing safe practices if any unfortunate incident occurs, the Contractor shall bear all expense or claims towards treatment or compensation. . While discharging the duties, the contractor shall be responsible for any injuries to persons, damage to building, building structure, streets and footpaths and shall rectify it at his own cost.
39. The vendor/transporter/service provider shall pay all Taxes imposed by the Local Authorities and / or State Govt. and / or Union Govt. from time to time.
- **Rates quoted will be per stationery BOX/BORI for said locations and should be inclusive of all levies/loading/unloading charges and toll charges (if any) and no extra charges on any account should be paid. GST will be paid as per Government norms.**

BOX- COMPONENTS/DETAILS

- i) **Size of the Box:** Approximately 12 x 15 x 12 inches.-Contains pre packed stationery (continuous paper/Table stationery/Printed forms/Ribbons/Cartridges)
- ii) **Weight:** Approximately 25 to 30 Kg.

BORI- COMPONENTS/DETAILS

- i) **Size of Bori (Jute) :** Approximately 24 x 36 inches:- Miscellaneous stationery items
- ii) **Weight :** Approximately 25 to 30 Kg.

- iii) **Quantity:** Transportation services are required throughout the year for movement of goods/stationery as required by our Branch Offices. Hence exact quantity could not be specified now.
- iv) Our parcels/consignments shall be picked up from our designated Office and shall be delivered to the marked Office/addressee at the mentioned address and designated place marked by respective L.I.C. BO.

- I. Income Tax will be deducted as per rules.
- II. Rates will comprise of Transportation, loading/unloading of goods/stationery/furniture items.
- III. Transportation of goods/stationery will be inter offices under the jurisdiction of Nagpur Divisional Office only..
- IV. Goods are to be loaded/unloaded in the stationery room or room marked by Branch Office of LIC.

Transportation order is to be implemented & completed within 24 hour and preferably goods are to be transported during office hours. Any delay in the same beyond the prescribed time will be penalized @ 20% of transportation charges.

Force Majeure

Any delay in or failure of the performance shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays or failure of performance is caused by occurrences such as acts of God or an enemy, expropriation or confiscation of facilities by Government authorities, acts of war, rebellion, sabotage or fires, floods, etc. The bidder shall keep records of the circumstances referred to above and bring these to the notice of LIC of India in writing immediately on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted for the Contract period. The decision of LIC of India, Nagpur Divisional Office arrived at after consultation with the bidder, shall be final and binding. Such a determined period of time will be extended by LIC of India, Nagpur Divisional Office to enable the bidder to complete the job within such extended period of time. If a bidder is prevented or delayed from performing any of its obligations under the Contract with LIC of India, Nagpur Divisional Office by Force Majeure, then the bidder shall notify the LIC of India, Nagpur Divisional Office, circumstances constituting the Force Majeure and the obligations of which is thereby delayed or prevented, within two (2) working days from the occurrence of the events.

- V. Any statutory requirements in r/o transport vehicle permit or sanction etc will be responsibility of transporter.
- VI. Driver of the vehicle must have valid license of transport vehicle.
- VII. The vendor/transporter/service provider firm should effect an appropriate Transit Insurance Policy (Yearly Renewable) of appropriate Risk cover after due consultation with LIC . The premium therefor is to be borne by the vendor/transporter/service provider. Safety/integrity of

goods/stationery will be responsibility of Transporter. Any damage thereto will have to be made good for value by the vendor/transporter/service provider

- VIII. **Security Deposit:-** On scrutiny of the quotations, vendor/transporter/service provider will be informed regarding the allotment of the job if any. It will be necessary to deposit of **Rs. 15,000/-** in cash or DD by the successful vendor/transporter/service provider i.e. to whom the contract will be allotted. This amount will be refundable after completion of contract period without interest.
- IX. **Payment:** Payment will be made on completion of transport and after submission of bill and acknowledgement of goods/stationery received by Branch Offices and the same will be paid by LIC Of India, Nagpur Divisional Office through NEFT/RTGS only.
- X. The transporter will be solely responsible for any injury/accident caused to Workman/Driver. LIC of India will not be liable for any claim.
- XI. Successful Vendor/transporter/service providers are advised to adhere safety standards to prevent the spread of COVID while doing transportation
- XII. If it is found that the services are not satisfactory then the contract will be terminated without notice period.
- XIII. The decision of the Sr. Divisional Manager, Nagpur for rejection, imposition of penalty or termination of the contract will be final and binding on the vendor/transporter/service providers to whom contract is awarded.
- XIV. You are requested to send Annexure A,B,C,D and E in a sealed envelope super scribed with **"Quotation of Transportation services of Paper Stationery Materials and goods** and addressed to The Manager (OS) as under so as to reach us by 21.03.2025. before 04.00 PM. Quotations received after due date will not be considered.

Address for receiving the Tender;

Manager (OS)

**L.I.C. Of India,
Nagpur Divisional Office,
National Insurance Building, S.V.Patel Marg,
Nagpur-440001.**

Tenderer's sign./ name and seal

FINANCIAL BID

Sl. No.	FROM : OFFICE SERVICES DEPTT, NATIONAL INSURANCE BUILDING, NAGPUR TO : FOLLOWING LOCATIONS (AS PER ANNEXURE-B(1)) ↓	Rate (Rs.) (Excluding GST but including all other charges/loading/unloading/other levies/tolls-taxes etc)			
		Per Box	Per Bori	Steel Almirah/Steel Racks/Office Table/Sofa etc.(BIG SIZE) (PER ITEM)	Steel Almirah/Steel Racks/Office Table/Sofa etc.(SMALL SIZE) (PER ITEM)
1	970, 971, P&GS Unit & Departments of Division office (N.I. Building, Nagpur)				
2	972, 993, 973, 990, 99F, 99G, 97F (Local Branch offices of Nagpur City)+SO(990-CLIA)				
3	Bhandara, Sakoli, Gondia, Tumsar, Ramtek, Saoner, Katol, Arvi, Wardha, Hinganghat, Warora, Chandrapur I, Chandrapur II, Ballarpur, Umrer, Bramhapuri, Gadchiroli (Mofusil Branch Offices under Nagpur Division)+Satellite offices as per Annexure-B(1)				
4	EDMS Centre (Kapsi Mahalgaon, Nagpur to Division Office)				

Rates should be inclusive of all loading/unloading, packing/unpacking of boxes/boris, other charges, Taxes and Toll charges, if any.(excluding GST)

L-1 will be decided on the Weighted Average of the transportation costs for all above locations.

Date :

Seal and Signature of the
Vendor/Service Provider



NAGPUR DIVISIONAL OFFICE,

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.

Ph.Nos. 0712- 2873229, 2873230, email id: os.nagpur@licindia.com

ANNEXURE- B

**RATES APPLICABLE FOR MOVEMENT/TRANSPORT OF
GOODS/MATERIAL (INTER OFFICES – WHERE MOVEMENT IS
NOT ORIGINATING/TERMINATING FROM/AT NAGPUR LOCAL
OFFICE(IN DIVISIONAL OFFICE PREMISES)**

Sl. No.	FOR GOODS/MATERIAL TRANSPORT/MOVEMENT	RATES APPLICABLE (As per Annexure-C)
1	From Nagpur Local branches(situated in Divisional Office) to RMF –Mahalgaon	As per Sr. No. 4
2	From Nagpur Local Branches (other than situated in Divisional Office premises) to RMF- Mahalgaon	As per Sr No. 4
3	From Outstation/Mofussil branch to RMF-Mahalgaon	As per Sr no 3
4	From Mofussil Br-1 to Mofussil br-2	As per Sr no. 3
5	From Mofussil Br-1 to Local br-1(other than branches situated in Divisional Office premises)	As per Sr No. 3


Sr Divisional Manager

Tenderer's sign./ name and seal



NAGPUR DIVISIONAL OFFICE,

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.

Ph.Nos. 0712- 2873229, 2873230, email id: os.nagpur@licindia.com

**WEIGHTAGE TO BE APPLIED WHILE ARRIVING L-1 ON
WEIGHTED AVERAGE COSTING METHOD**

Sl. No.	LOCATIONS	WEIGHTAGE %
1	970, 971, P&GS Unit & Departments of Division office (N.I. Building, Nagpur)	4%
2	972, 993, 973, 990, 99F, 99G, 97F (Local Branch offices of Nagpur City)	20%
3	Bhandara, Sakoli, Gondia, Tumsar, Ramtek, Saoner, Katol, Arvi, Wardha, Hinganghat, Warora, Chandrapur I, Chandrapur II, Ballarpur, Umrer, Bramhapuri, Gadchiroli (Mofusil Branch Offices under Nagpur Division)	75%
4	EDMS Centre (Kapsi Mahalgaon, Nagpur to Division Office)	1%
	TOTAL	100%


Sr Divisional Manager







भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
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APPLICATION FORM (Profile of the Tenderer)-TECHNICAL BID ANNEXURE-D

Name of the Agency/Firm/Vendor/transporter/service provider (In Block Letters)	
Status of the Agency (Whether Sole Proprietorship/Firm/Pvt. Co.)	
Date of Incorporation/Establishment	
Correspondence Address, Contact No. & Email Id	
Address of Head Office, (If Separate) and Contact No.	
Names of the Partners/Directors /Owner	
Name of Executive with his present addresses and Contact Nos	
Name of Contact person with Designation who would be calling on us and attending to our jobs & contact phone No.	
PAN (Individual Card in case of Proprietorship OR Firm's PAN Card in other cases.	
TAN No.	
GSTN No.	
Whether holding certificate under Shops & Establishment Act, duly renewed	
Regn. No. & Date	
Name of offices where you have carried out work during past 3 years Name of at least Two of your most valued clients at the present time	
No. of vehicles by vendor/transporter/service provider with details for supply of Stationery Material	
Whether vehicle documents are available like Insurance, Tax, Permit validity, fitness certificate/PUC etc for all vehicles (enclose copies of all these documents) Do you agree to abide strictly by the Terms and Conditions of the Tender Contracts	

(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

DECLARATION

I/We _____ request Life Insurance Corporation of India, Nagpur Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of tender and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable to provide services to L.I.C of India, Divisional Office Nagpur.440001 within the stipulated time as desired by LIC of India.

Dated atthis.....day2025

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



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Annexure-E

UNDERTAKING

Ref: OS/TENDER/ 6 / 2024-25

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2025

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY: