



LIC of India Divisional office Ajmer

TENDER NOTICE **FOR COURIER SERVICES**

Sealed Envelope containing tenders are invited from leading courier service agencies having offices at Ajmer, Bhilwara and Kota and facilities to deliver the consignment at our offices located as per Annexure-A and all over India.

The tender forms can be obtained from OS Deptt LIC of India DO Ajmer or may be downloaded from our web page www.licindia.in

by remitting a fees(non refundable) of Rs 118/- (Tender fees Rs100+GST) by cash/DD at cash counter during our Cash hours. If tender fees is not remitted , DD for Rs 118/- should be enclosed with sealed Tender envelope which is to be sent to :-

THE CHAIRMAN STORES COMMITTEE ,
L.I.C. OF INDIA,
Divisional office,
JEEVAN PRAKASH , RANADE MARG,
ALWAR GATE , AJMER- 305029.

Please note that:-

- | | |
|-------------------------------|-----------------------|
| A. Date of issue of tender | : 04.06.2025 |
| B. Last Date of Receipt | : 19.06.2025 5:00 PM |
| C. Date of opening of Tender. | : 20.06.2025 11.30 AM |

1. Tenders received after last date& time will not be accepted
2. The Vendors are advised to put their Signature on each and every page with stamp and date.
3. Earnest Money Rs. 10000 (Refundable after finalization of tender) and Tender Fee Rs. 118 which is not Refundable.
Remitted by Cash/Bank Draft bearing No.
Dated of bank
In favor of L.I.C. Of India , payable at Ajmer.

Tenders without tender fees of rs. 118.00 will not be accepted.
All other details with terms & conditions are given in the tender itself

DATE: 04.06.2025

SR. DIVISIONAL MANAGER

SIGNATURE & SEAL OF THE CONTRACTOR



LIC of India Divisional office Ajmer

Ref: OS/ Tender courier / 2025-26

Dated :04.06.2025

Re.: Tender for providing courier Services on contract basis for our Divisional Office Ajmer and Offices of Ajmer DO. Within RAJASTHAN AND OUTSIDE RAJASTHAN

You are requested to quote your rates for arranging and providing Courier services on contract basis as per under mentioned terms and conditions so as to reach us on or before 5:00 pm in a sealed envelope addressed to the **THE CHAIRMAN STORES COMMITTEE ,L.I.C. OF INDIA , JEEVAN PRAKASH , RANADE MARG,ALWAR GATE , AJMER- 305029.**

Eligibility Criteria

1. The Vendor should have offices at Ajmer, Bhilwara and Kota and facilities to deliver the consignment at our offices located as per Annexure-A and ZO, New Delhi.
2. The vendor must be in profession for last three years.
3. The Vendor must submit IT returns for last three years.
4. The vendor must submit copy of Valid PAN card and cancelled cheque.
5. The Tender must be accompanied by Tender fees + Earnest Money
6. Financial bid (rate quotation must be submitted in a separate envelope).
7. The Vendor must have experience of working for at least one Govt./PSU.
8. The Vendor must attach a stamp paper declaring that the firm has not been blacklisted by any Govt/PSU for the last three years and they are not involved in any litigation or civil suit.
9. The Vendor must sign and put the seal on each paper of the tender.
10. Annexure –B must be filled completely.
11. The Vendor must have his own website for tracking documents.The vendor must support his bill with copy of record of delivery of last month as proof of delivery.
12. In case of consignment other than Annexure-A Receipt of consignment is required.

The firms fulfilling the above criteria will be considered for financial bid.

Technical Bid (General Information)

s.no.	Information	
1.	Name of the Agency/Firm/Establishment	
2	Status of the Firm: Sole proprietorship/Partnership/Private Limited Company/Public limited Company (attach documents)	
3	Date Of establishment/in corporation(proof to be attach)	
4 a	Address,Email id and telephone Number of head Office	
4 b	Address,Email id and telephone Number of Ajmer Office	
4c	Address,Email id and telephone Number of Bhilwara Office	
4d	Address,Email id and telephone Number of Kota Office	
5	Name of Partners/Directors	
6	Name & mobile nos of Representatives who would be Calling on us and attending to our Jobs .	
7	PAN CARD NO. (copy to be enclosed)	
8	GST NO. (copy to be enclosed)	
9	BANK DETAILS IFSC CODE A/C NO. (Please ATTACH PROOF	
10	Experience (three year experience required)	
11	Turn over of last three year (copy of IT returns, balance sheet & p/l a/c to be enclosed for last 3 years	
12	Number of own offices/ distribution network	
13	Whether having own website for tracking document. Please mention name of website	
14	List of corporate clients	
15	Procedure of submitting P.O.D.s(pod should have sign, stamp, of consignee & date of delivery)	
16	Have your firm ever been blacklisted by LIC OF India or PSU/BFSI/ govt / semi govt department give undertaking as per annex –B	
17	Are you agree to provide services to LIC offices under Ajmer Division as per annex-A	
18	Destinations covered(please tick mark against Destinations covered by courier agency in the list enclosed (annex –A) about our regular destinations)	
19	Detail of EMD deposit	<u>Rs.</u> <u>MR/DD no.</u> <u>Date</u>
20	Detail of tender fee deposited	<u>Rs.</u> <u>MR/DDno.</u> <u>Date</u>

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the service listed by me/us in the accompanying sheets / Annexure.
3. I/ We agree that the decision of LIC OF INDIA DO AJMER in selection will be final and binding to me / us.

Dated.....

SIGNATURE & SEAL OF THE CONTRACTOR

TERMS AND CONDITIONS

1. INSTRUCTION TO BIDDER:

- i. The tender form along with Bank draft in a sealed envelope mentioning there in Name of work , Last date of submission of Tender on Top of envelope may be sent by post or dropped in Tender Box at Divisional Office, Ajmer on or before 19.06.2025 5.00 pm sharp. LIC of India is not liable for loss/damage/delay of the tender documents in transit.
- ii. The tender should be submitted along with non refundable tender fee Rs. 118.00 and EMD Rs. 10000/- by cash/Bank Draft in favor of L.I.C Of India payable at Ajmer only.
- iii. Conditional tender will not be accepted.
- iv. The bids in Sealed Cover-I containing “Technical Bid and Sealed Cover- II containing “Financial Bid” should be placed in a third sealed cover superscripted “Tender for Courier Services”.
- v. The technical bid submitted by the bidder must not contain any indication of prices. Prices are to be submitted only in Financial Bid. If the price has been found in the technical bid of any party, the offer of that party will get rejected. Prices are to be submitted only in Financial Bid.
- vi. The Financial Bid of only technically eligible bidders will be opened after technical evaluation The Financial Offer of only such agencies/ applicants who qualify in the technical offer and who comply with the Eligibility Criteria as part of financial evaluation will be opened. The date for opening of the second envelope (Financial Offer) will be intimated subsequently only to such qualified agencies/ applicants.
- vii. LIC reserves the right to accept any tender or to accept the tender in part or to reject any or all tender /s without assigning any reason thereof.
- viii. The authorized signatory / signatories must sign on all pages of tender

2. PERIOD OF CONTRACT

- i. Initially the period of contract shall be for TWO YEAR , may be extended for one year more on the same terms and conditions with mutual consent subject to satisfactory services after taking approval from the competent authority.
- ii. If services of Contractor/ Courier service provider is found unsatisfactory, the Contract will be terminated before the period specified and the Security Deposit will be forfeited.
- iii. LIC can terminate this Agreement by giving one month's written notice to the Courier Agency without assigning any reason. LIC also posses to terminate the contract by giving only a 24 hours' notice to the contractor when there is a major default in compliance of the terms and conditions of this Agreement.

3. SCOPE OF SERVICES

- i. Necessary labor for packing shall be provided by the Courier Agency within the quoted rates. Necessary materials for packing shall be provided by the LIC offices
- ii. The Divisional office is situated at Ranade marg , alwar gate, ajmer. The Branch offices and satellite offices(as per annexure A) are situated in six district i.e. Ajmer, Bhilwara, Bundi, Kota, Baran, Jhalawar at any time during the contractual period it will be obligatory on the part of the Service provider to render the services at such new locations, if added subsequently.

- iii. All the consignment in all our offices under ajmer should be delivered as under:

PLACE	DELIVERY TIME
DISTRICT HEAD QUARTER (i.e. Ajmer, Bhilwara, Bundi, Kota, Baran, Jhalawar)	On next working day
ALL OTHER PLACE (as per mention in annex-A)	Within two working day

- iv. The service provider shall render comprehensive services of the divisional office as per general guidelines and instructions from the authorities of LIC of India.
- v. Personnel engage in services shall not take any item of Divisional Offices or from any office of the corporation without the consent by authorized official of the LIC of India.
- vi. Courier service Provider / Contractor will have to provide courier service from Ajmer Divisional Office to offices and also from offices to Ajmer Divisional office as per mentioned list in Annexure – “A” within Rajasthan & out side Rajasthan.
- vii. All Dak from our branches, pertaining to a single day, must be collected and distributed in a single envelope only. In case of multiple small letters/ parcels, the same should be neatly packed as a single Dak and weighed as one quantity only.
- viii. In case the materials are delivered at wrong destination or short delivered it will be the responsibility of the agency to collect the material and deliver to the correct place at the risk and expenditure of agency. Agencies will not be eligible for any payment on account of such additional trips involved.
- ix. every day the agency will arrange picking of mail for our all Offices between 4.00 PM to 5.30 PM 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

- x. Mail is to be delivered in the before noon session to the recipient office
- xi. The Courier service Provider / contractor will furnish names and addresses with telephone / mobile no. of their representative (for all location mention in annex.A) who could be called / contacted in case of any urgent work.
- xii. Receipt of delivery (POD) is to be submitted within a month and on demand in specific cases if required earlier and shall preserve the delivery records at least for the period of 12 months and shall be in position to produce the same and when demanded in case of any dispute In case we receive any complaint regarding non receipt of courier post, courier agency must produce the PODs in each such case within 48 hrs of demand. The PODs should invariably bear date of delivery and the seal of consignee.
- xiii. The Contractor/ Courier service provider will depute the representative for all offices as per Annexure "A" for collection and delivery of documents. The representatives should possess a suitable letter of authority/Identity card issued by the Courier Agency without which he shall not be authorized to collect the consignments and any transaction.
- xiv. The Bidder should have On-line Developed Software available on its Official Website so as to enable the Company to track status, date and time of delivery of each consignment handed over for delivery to the Bidder. Soft copy of Daily Feedback of deliveries/status of consignments will be required to be submitted by the Bidder
- xv. Sealing packages securely with tape or other appropriate sealing methods and reduce the risk of damage during transit.

4. SUB- CONTRACTING

The contractor will have no right to transfer or assign the contract or any rights there under to anyone. The Contractor shall not without the prior written approval of the LIC, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the LIC to the assignment or transfer of such money is given.

5. DECISIONS RELATING TO THE CONTRACT

In case of any dispute the decision of the sr. Divisional Manager(I/C) conclusive and binding on the Agency.

6. Confidentiality:

It shall be the responsibility of the Agency to ensure that the confidentiality / integrity of the Consignments are maintained. The Agency shall also maintain all information obtained by it and/or provided by LIC OF INDIA during contract period as strictly confidential.

7. Safe Handling and Transport:

- i. All the material shall be deemed to be in the possession of the Agency and its care and custody, at its risk and responsibility from the moment they have been collected by the Agency or its representative and till such time the material is delivered to the addressee against proper acknowledgement.
- ii. The Agency shall be responsible for any mishap, accident enroute, the consequences thereof including legal compensations, if any, and payable during the execution of the contract.
- iii. LIC shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract. The Agency shall, therefore, exercise due care and caution while packaging and transporting consignments to avoid any damage or loss at any stage. The Agency shall be responsible for the safety of the consignment in their custody.
- iv. LIC shall be at liberty to recover all the damages or any payable amount from the Agency's monthly bills or from Performance Security Deposit or from both, if the Agency fails in taking care of the consignment in its custody.
- v. In case of loss of documents , Contractor/ Courier service provider will lodge FIR , Claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by the Corporation.

8. Liquidated Damages:

- i. The timely and accurate packaging and delivery of the articles/packets/ documents etc with utmost promptness is the essence of this tender. Extensions of the time limit of the delivery of the packets/articles/ documents beyond the agreed delivery schedule will not be given except in exceptional circumstances.
- ii. In case of delay in delivery beyond the agreed delivery schedule, LIC may impose financial penalties if contractor fails in effecting delivery as per terms and as per the schedule of delivery.
- iii. Quantum of liquidated damages assessed and levied by the LIC of India shall be final and not challengeable by the Agency

9. Terms of payment:

- I. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- II. Third party charges , if any shall also be borne by the Contractor/ Courier service , which will be deducted out of the payable amount to Contractor/ Courier service.
- III. Payment of courier charges will be made by Sender Office to vendor's local office on monthly basis as per invoices submitted by the Contractor/ Courier service provider duly verified by concerned office.
- IV. All payments shall be made by electronics fund transfer only after tax deducted at source as per the provisions of income tax department as amended from time to time. Courier service agency will provide bank details , IFS CODE PAN NO. for e payment
- V. The Successful Bidder shall permit to hold or deduct the amount from bill for nonperformance or part performance or failure to discharge obligations
- VI. The Successful Bidder shall permit to hold or deduct the amount from bill for nonperformance or part performance or failure to discharge obligations
- VII. Incase GST is not paid by the vendor, LIC of India will recover the same from the next bill or any other works carried out by the vendor.
- VIII. LIC of India shall have the right to impose cash penalty/claim cost of the item from the Agency in case of default or breach in performance or if LIC of India is put to any financial loss, directly or indirectly, by any act of commission or omission on part of the Agency or its employee(s).

10. Compliance:

- i.** The Successful supplier shall be responsible and will ensure compliance with all Central and State Laws as well as rules, regulations, by-laws and orders of the local authorities and statutory bodies as may be in force from time to time during the tenure of the contract.
- ii.** The Contractor shall be bound to give reply to all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.
- iii.** It will be contractor's sole responsibility to abide by the provisions of the following the workers engaged by the contractor for performance of this contract: (A) Rehabilitation Act, 2006, (B) workmen compensation Act, 1923, (C) Labour and e Act, 1972,(D) Industrial employment (standing orders) Act, 1946.(E) Labour (Regulation and abolition) Act, 1970, (F) The minimum wages Ac Employment provident Fund Act, 1952, (H) The employees state insurance act, other act or legislation which may govern the nature of the contract of the and p to the government labour inspector and to the corporation as and when required.
- iv.** The contractor shall obtain at their own expenses, all licences, permissions etc required for conducting courier services and pay all the taxes/penalties becoming the Government/Municipality, Postal authority or any other body to carry services/Mass mailing services at various LIC offices, contractor will have no child labor is employed.
- v.** 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 LIC of India shall be applicable in the performance of this Contract and Bidder shall abide by these laws. The Vendor/Contractor shall keep LIC of India 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.

11. Penalty

- I. In case of loss of documents , Contractor/ Courier service provider will lodge FIR , Claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by the Corporation.
- II. Incase of loss of any document Minimum Rs.50 and Maximum as decided by the Competent authority based on cost and importance will be charged.
- III. If the Consignment not delivered within stipulated time period as mentioned above (except on occasions like imposition of curfew/riots or due to occurrence of natural calamities like floods etc.) or (b)damaged in transit , the Corporation shall impose penalty @Rs20 per day each envelope for a station.
- IV. If the Successful supplier fails or refuses to provide packaging and courier service against requisitions than the same services shall be arranged from any other agency at the risk and cost of the Successful supplier. Extra expenditure to be incurred by LIC of India on this account will be recovered from the pending bills or Security Deposit of the Successful supplier. The decision of competent Authority in this regard on behalf of LIC of India shall be final and binding on the Successful supplier.
- V. If service carried out by the Courier Agencies is found to be substandard or unsatisfactory or un-duly delayed on its account or the LIC of India suffers loss or does not maintain the confidentiality of the contents of the courier, then the LIC of India take necessary action which may include black listing of the Courier Agency.

12. Breach of Terms and Conditions:

1. In Case the commit any breach of any of the terms and conditions here of and/or fail/neglect 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 contractor at the risk and cost of the service provider and the service provider shall have no right to claim any compensation whatsoever on this account. The Security Deposit shall be forfeited by L.I.C in the event of failure to execute the contract when called upon to do so. services of Contractor/ Courier service provider is found unsatisfactory, the Contract will be terminated before the period specified and the Security Deposit will be forfeited.

13. Termination of the contract: .

The contract may be terminated by the LIC giving one month notice, in case the agency :

- (i) Contractor's continued poor progress/performance or delay in delivery
- (ii) Withdrawal from or abandonment of the work before completion of the work
- (iii) Contractor's inability to progress the work for completion as stipulated in the contract
- (iv) Poor quality work
- (v) Corrupt act of Contractor
- (vi) Insolvency of the Contractor
- (vii) Persistent disregard to the instructions of LIC of India
- (viii) Assignment, transfer, sub-letting of contract without
- (ix) Non fulfillment of any contractual obligations
- (x) In the opinion of LIC of India, the contractor is overloaded and is not in a position to execute the job as per required schedule.

On termination of the contract, it shall be the responsibility of the agency to discontinue the services and return any undelivered document or material

14. Legal jurisdiction:

No suit or other proceedings relating to performance or breach of contract shall be filed or taken by the Agency in any Court of Law except the competent Courts having jurisdiction within the local limits of Ajmer only.

15. Other Terms and Conditions:

- a) . Before submitting the quotation the tenderers are advised to get clarified the scope of work and any other doubts relevant to submit their offer.
- b) While quoting the rates, the tenderers are advised to carefully take into account all factors including any fluctuations of whatsoever in the market conditions, working environment, house keeping requirement, rates etc. No claim shall be entertained on this account after acceptance of the tender or during the currency of the contract.
- c) The tenderer should be present if called for clarifications/negotiation. In case, the tenderer's authorized person is attending the call, such person should have the due authorization letter and he should be capable of taking spot decisions.
- d) The LIC of India 's decision in the selection process is final and will neither Entertain any correspondence in this regard nor will be bound to furnish any explanation.
- e) The acceptance of an offer will rest with the LIC of India which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
- f) The tenderer after award of work by the LIC of India through letter of indent shall execute an agreement in the form and the manner as specified by the LIC of India on non-judicial stamp paper of value not less than Rs.500.00. The cost of stamp paper will be borne by contractor. The expenses of completing and stamping the agreement are borne by the contractor.
- g) The Earnest Money of the applicant shall be forfeited if he withdraws his offer during the validity period of tender or during extended validity period as agreed to in writing by the tender.
- h) The Earnest Money of the unsuccessful Agency shall be returned immediately after finalization of the tender.
- i) If any state/ central Govt. Organisations / PSUs and any other Firms can produce documentary evidence issued by Government authorities for according exemption towards submission of EMD, they may be considered for exemption from submission of EMD.
- j) The Agency shall not be entitled to any claim or receive any interest on the amount of performance guarantee/security deposit.

LIC of India Divisional office Ajmer

- k) The personnel deployed by the Agency should be disciplined and should not participate in any activity prejudicial to the interest of the Institute / Govt. of India/ any State/or any Union Territory.
- l) Rates for courier services are same for the Branches & Satellite offices as per Divisional office contract.
- m) Successful bidder have to deposit security deposit Rs. 20000 as security deposit and will be kept with LIC for the contracted period . The Security deposit will become refundable without interest on expiry or termination of contract subject to adjustment of all dues etc.
- n) The Security Deposit shall be forfeited by L.I.C in the event of failure to execute the contract when called upon to do so.
- o) The rates quoted shall be exclusive of GST viz BASIC RATE + GST and except this nothing extra shall be paid on any account. .
- p) All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the Corporation.
- q) LIC can terminate this Agreement by giving one month's written notice to the Courier Agency without assigning any reason. LIC also posses to terminate the contract by giving only a 24 hours' notice to the contractor when there is a major default in compliance of the terms and conditions of this Agreement.
- r) LIC reserves the right to accept any tender or to accept the tender in part or to reject any or all tender /s without assigning any reason thereof.
- s) The service provider shall be responsible for the conduct and behavior of his employees. If any employee of the service provider is found misbehaving with the LIC staff, the service provider shall take necessary and appropriate action immediately.
- t) Determination of L1 bidder will be done Manually with recommen and approval of competent Authority sr. Divisional manager at LIC Ajmer .

16. Selection Criteria:

A : Rates quoted by the bidder will be multiplied with the weighted factor to ascertain the bid value. All 5 such amounts of the financial bid will be consolidated. The bidder whose such consolidated value is found lowest will be declared as successful bidder.

B: This weighted factor has been arrived by total approximate numbers in each category. Weighted Factor method has been adopted to award tender to single successful bidder by getting lowest cost to the corporation.

C: This weighted factor will not have any impact on the rates quoted by the bidder. Rates quoted for all 5 items as per the financial bid, by the successful bidder will be approved for the tender.

D: Weighted factor of all the category will be as under:

Sr. No.	Weight (In Grams)	Weighed Factor (For Calculation of lowest rates only)
1	Upto 200 gm	35
3	201 to 500gm	30
4	501 to 1kg	25
5	More than 1 Kg	10

E: Example how the lowest will be decided in this method:
Suppose a bidder gives rates as mentioned in column 3. The given rates will be multiplied by weighted factor mentioned in column 2. Values arrived in all 5 category will be added together.

Sr. No	Weighted Factor	Rates given by Bidder	Calculation for lowest
Upto 200 gm	35	3	$35 \times 3 = 105$
201 to 500gm	30	4	$30 \times 4 = 120$
501 to 1kg	25	5	$25 \times 5 = 125$
More than 1 Kg	10	5	$10 \times 5 = 50$
Grand total of all such items after weighted factor			400

In this example it is 400. Values of all the bidder will be calculated and the lowest will be decided accordingly.

All above Terms & Conditions Accepted by us

Annexure-A

Sno	Our Offices	District	Place tick mark If destination covered	Name & mobile no. of contact person
1	Bhilwara-1 BO	Bhilwara		
2	Bhilwara-2 BO	Bhilwara		
3	Shahpura	Bhilwara		
4	Nasirabad	Ajmer		
5	Kishangarh	Ajmer		
6	Beawer	Ajmer		
7	Kekri	Ajmer		
8	Bijainagar	Ajmer		
9	Kota-1	Kota		
10	kota-2	Kota		
11	Kota-3	Kota		
12	Kota CAB	Kota		
13	Bundi	Bundi		
14	Baran	Baran		
15	Lakheri	Bundi		
16	Jhalawar	Jhalawar		
17	Bhawani mandi	Jhalawar		
18	Divisional office Ajmer	Ajmer		

Note: if any new location added , same should be included in contract.

कोरियर की निविदा का प्रपत्र

कार्य का नाम : कोरियर की सेवाओं हेतु निविदा

मैं / हम भारतीय जीवन बीमा निगम, मण्डल कार्यालय अजमेर में कोरियर सेवाएँ प्रदान करने हेतु अपनी दरे प्रस्तावित करता हूँ।

1. Annexure-A में दर्शाई गई लोकेशन हेतु कोरियर सेवाएँ हेतु दरे :

विवरण	दर	जी एस टी	कुल राशि अन्को में	कुल राशि शब्दों में
वजन अधिकतम 200 ग्राम तक				
वजन 201ग्राम से 500 ग्राम तक				
वजन 501 ग्राम से 1 कि.ग्रा .तक				
1 कि.ग्रा .से अधिक प्रति कि.ग्रा, की दर				

2. Annexure-A में दर्शाई गई लोकेशन के अतिरिक्त अन्य स्थानों (क्षेत्रीय कार्यालय नई दिल्ली व अन्य) हेतु कोरियर सेवाओं की दरे :

विवरण	दर	जी एस टी	कुल राशि अन्को में	कुल राशि शब्दों में
वजन अधिकतम 200 ग्राम तक				
वजन 201ग्राम से 500 ग्राम तक				
वजन 501 ग्राम से 1 कि.ग्रा .तक				
1 कि.ग्रा .से अधिक प्रति कि.ग्रा, की दर				

कोरियर मालिक के हस्ताक्षर मय सील

दिनांक

SIGNATURE & SEAL OF THE CONTRACTOR



LIC of India Divisional office Ajmer

ANNEXURE – B

Details of Existing Clients :
(Separate page must be submitted for each Client)

Name of the Company
Address of the Company
Name, designation of contact person
With telephone no. and e-mail ID

Name :

Designation :

Landline No.:

Cell No. :

E-mail ID :

Contract period

Please attach attested copies of work Orders executed or certificate from customer)

Authorised Signatory Signature

NAME :

DESIGNATION :

Name and Address and Seal of the FIRM/COMPANY

Date :

SIGNATURE & SEAL OF THE CONTRACTOR



LIC of India Divisional office Ajmer

ANNEXURE – C

UNDERTAKING

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

Authorised Signatory Signature

NAME :

DESIGNATION :

Name and Address and SEAL OF THE FIRM / COMPANY

SIGNATURE & SEAL OF THE CONTRACTOR



LIC of India Divisional office Ajmer

ANNEXURE – D

श्रीमान वरिष्ठ मण्डल प्रबंधक,
भारतीय जीवन बीमा निगम,
मण्डल कार्यालय
अजमेर।

बिड सिक्योरिटी डिक्लेरेशन

हम.....(फर्म का नाम) सलग्न निविदा संख्या ... में जो दर हमारे द्वारा प्रस्तावित की गयी है उन्हीं दरों पर निविदा अवधि तक कार्य करने की सहमति देते हैं । यदि हमारे द्वारा इन शर्तों व दरों से प्रत्याहृत करते हैं । या कोई परिवर्तन करते हैं तो हमें निविदा अवधि / / से / / तक के लिये बर्खास्त कर दिया जाए ।

दिनांक

हस्ताक्षर व फर्म की मोहर