

Ref :OS/TENDER No 02/2025-26

Date 20.01.2026

**TENDER NOTICE
FOR
COURIER SERVICE**

Tender are being invited for PROVIDING COURIER SERVICE ON CONTRACT BASIS FOR A PERIOD OF ONE YEAR FOR OUR VARIOUS OFFICES/ BRANCHES & SATELLITE OFFICES UNDER UDAIPUR DIVISION/ALL RAJASTHAN/OUT SIDE RAJASTHAN as per detail given below:-

All interested parties//firms/agencies may approach to LIC Branch/Divisional office (OS Deptt.) to collect the photocopies of the blank tender forms consisting of Terms & Conditions with Schedule of Offering of Rates.

Please note that :-

- Last date & time of receipt of filled-in tender upto **Dr: 29.01.2026 at 05.00 pm**
- Tenders received after last date & time of receipt of tender will **not** be accepted.
- Tender received without **Tender fees Rs. 118.00** and will not be accepted. **EMD Rs. 20000.00** will be deposited by L1 after declaration of successful bidder i.e.L1
- Please quote your rates without **GST**.
- Tender/s shall be submitted to Divisional Office, Udaipur at address given below :

**Chairman, (Stores Committee),
LIC Of India,
Divisional Office,
Subcity Center, Udaipur.-313001**

All other Details with Terms & Conditions are given in the tender itself.

Senior Divisional Manager

मकल कलमलललल, लललल ललकलल, लल ललल लललल 18, लललललललललल, लललललल 313 001
दूरललललल 2584730, 2486640, ललल- 2583558, ललल : osudalpur@licindia.com

Divisional Office, "Jeevan Prakash", P.B. No. 18, Subcity Centre, Udaipur - 313 001
Tel.: 2584730, 2486640, Fax: 2583558, email: os.udaipur@licindia.com

Dear Sir,

SUB : TENDER FOR PROVIDING COURIER SERVICE ON CONTRACT BASIS FOR OUR VARIOUS OFFICES/ BRANCHES & SATELLITE OFFICES UNDER UDAIPUR DIVISION/RAJASTHAN AND OUT SIDE RAJASTHAN.

You are requested to quote your lowest rates for providing **COURIER SERVICE ON CONTRACT BASIS** as per under mentioned terms & conditions on or before **29.01.2026** upto 05.00 PM. at Divisional Office, Jeevan Prakash Building, OS Deptt., Sub-City Centre, Udaipur-313001. Tender will be open on **30.01.2026 11.00 AM**.

TERMS AND CONDITIONS:

1. In lieu of EMD, Bid security Declaration is required (Attached herewith). Please complete the same and submit with Tender document.
2. The successful Bidder/Tenderer has to deposit Rs.20000/-Security Deposit before taking over the work which will be refunded after successful completion of tender period. The Security deposit will bear no interest and forfeited if tender condition not fulfilled or left during the period. The Security deposit will be deposited within 7 days from the date of receipt of award letter, failing which tender would be cancelled and appropriate action against the vendor can be initiated.
3. The Agencies are required to fill up the rates both in words and figures.
4. The Agency will furnish names & addresses with telephone numbers of their representative who could be contacted in case of official requirement even on the Sunday or Holidays.
5. The delivery of the document will be made on next working day at Branches under D.O Udaipur except Bhim, Begun, Devgarh, Pratapgarh, Sagwara, Dhariawad, Partapur, Bagidora and Rawatbhata, Aspur where delivery of document will be done on 2nd day. Further delivery of document at New Delhi will be done on next day and on 2ND day at all other remaining locations.
6. Generally mails for one station/office will be put in the one large envelop and same alongwith some additional envelops, if any, are to be picked and delivered by the vendor on daily basis.
7. **PROOF OF DELIVERY** shall be liable to submit with the bills raised by the firm and on demand as & when required in specific cases. The POD should invariably bear date of delivery and the seal with signature of the consignee. POD with signature and date & time for each delivery may be produced either separately for each date or weekly statements with all the dates, time, signatures and seal of receiver clearly mentioned on it.
8. Dealer will depute the representative to office of the Corporation for collection and delivery of documents. The representatives will have to be provided with a suitable letter of authority / identity card without which he shall not be authorized to collect the consignments.
9. If the consignments not delivered within stipulated time period as mentioned in para No. 06 above (except on occasions like imposition of curfew, lockdown or due to occurrence of natural

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calamities like floods etc.) or damaged in transit, the corporation shall impose penalty, third party charges, if any shall also to be borne by the Dealer, which will be deducted from the monthly bill.

10. The Vendor will submit bills on monthly basis.
11. In case of loss of documents, vendor 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. Firm is to produce an Insurance Policy every year taken for compensation of loss in transit corporations mail document record etc. for sum assured of at least Rs. 2 Lakh.
12. It will be contractor's sole responsibility to abide by the provisions of the following acts as to the workers engaged by the contractor for performance of this contract : (A) abolition & Rehabilitation Act, 2006, (B) workmen compensation Act, 1923, (C) Labour and employment Act, 1972, (D) Industrial employment (standing orders) Act, 1946, (E) Contract Labour (Regulation and abolition) Act, 1970, (F) The minimum wages Act, 1948, (G) Employment provident Fund Act, 1952, (H) The employees state insurance act, 1948, (I) Any other act or legislation which may govern the nature of the contract of the and produce them to the government labour inspector and to the corporation as and when required.
13. The contractor shall obtain at their own expenses, all licences, permissions etc that may be required for conducting courier services and pay all the taxes/penalties becoming payable to the Government/Municipality, Postal authority or any other body to carry out courier services/Mass mailing services at various LIC offices, contractor will have to ensure that no child labour is employed.
14. Courier Service / Contractor will have to provide courier service from Udaipur Divisional Office to BOs/SOs and from BOs/SOs to Udaipur Divisional Office.
15. The contractor will have no right to transfer or assign the contract or any rights, there under to any one.
16. In case the services of contractor is found unsatisfactory, the contract will be terminated before the period specified.
17. Courier service will have to preserve the delivery records at least for the period of twelve month and shall be in position to produce the same and when demanded in case of any dispute.
18. All the above terms and conditions are not exhaustive it is subject to change by the corporation on prevailing circumstances.
19. **Important :** Courier services tender will be awarded to L1 bidder for all four category to a single bidder.
20. For determination of single L1 bidder, we have categorized courier service in four categories and sub categories. Formula for determination of single L1 bidder is rate mentioned in each sub category will be added to Grand total, Grand Total of each category 1,2,3 & 4 will be further added & lowest Final total (Grand total of each category i.e. (1+2+3+4) will be the L1.
21. LIC reserves the right to accept any tender or to accept the tenders in part or to reject any or all tender/s without assigning any reason thereof.

22. This Tender will be valid for one year from the date of acceptance and it can be renewed for another two year with the consent of both the parties i.e. Contractor & L.I.C. Of India.
23. LIC reserves the right to terminate the contract at any time by giving ONE MONTH'S NOTICE without assigning any reasons.
24. In case of any dispute the decision of the senior Divisional Manager, LIC of India shall be conclusive and binding on the Agency.
25. Rates quoted should include all taxes, duties, octroi, VAT, service taxes, etc.(Except GST) and nothing extra shall be paid on any account. The GST will be paid as per prevailing rates decided by the Govt.
26. The tender will be opened by the tender opening committee on Next-working day of last date of submission of Tenders.
27. Mail/Parcel is to be delivered in Rajasthan in 36 Hours & out side Rajasthan in 48 Hours.
28. You are liable to provide Proof of Delivery slip as & when required by corporation Mail delivered to the recipient with the signature & date mentioned on it & office rubber stamp.
29. Every day you will arrange picking of mail for our all Offices between the time period of 4.00 PM to 5.30 PM.
30. Mail is to be delivered in the before noon session to the recipient office.
31. Any failure on the counts of time period of delivery & receipt etc will lead to penalties. 31. Financial bid schedule will fill and submit with tender documents.
31. Determination of L1 bidder will be done Manually with recommendation of Stores committee and approval of competent Authority Senior Divisional manager at LIC of India Divisional office Udaipur.
32. Sealed tender complete in all respect along with a bank draft for Rs.118/- towards Tender Fees, placed in an Envelope should be submitted at Divisional Office, Subcity Center, P.B. No. 18, Udaipur (Raj), on or before 29.01.2026 up to 5.00 p.m. Incomplete/conditional/late tenders or those without Tender fees will be rejected. All the pages of tender Document should be duly signed with seal of the firm.

AGREED AND ACCEPTED FOR

(Signature With Seal)

Agency/Firms Name & Phone nos.

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Financial bid

SCHEDULE

Name of the Work : COURIER SERVICE :- Tender / Quotation for arranging and providing COURIER SERVICE.

I/We quote my/our RATES to provide Courier Services on contract basis under mentioned as and when demanded by the LIC :-

1. COURIER SERVICE FROM DIVISIONAL OFFICE, UDAIPUR TO UDAIPUR LOCAL Branch Offices i.e. Udaipur-I(Delhi Gate), Udaipur-II (Patel Circle), Udaipur-CAB(Reti Stand), Satellite Office Syphon Chouraha, Satellite Office CLIA, Delhi Gate, Udaipur and from these Branch Offices to Divisional Office

विवरण	दर अर्का में (Excluding GST) (A)	दर शब्दा में (Excluding GST)
हयपर स्थानीय शाखाओं हत फिक्स मसिनक दर (वजन अधिकतम 2 किग्रा)		
		कुल योग
Quoted rates should be inclusive for picking and distributing the mails for all the 6 offices on daily basis for whole month.		

2. COURIER SERVICE FOR UDAIPUR LOCAL STATION to deliver mails to parties which are other than our LIC offices :-

विवरण	दर अर्का में (Excluding GST) (A)	दर शब्दा में (Excluding GST)
अधिकतम 100 ग्राम तक		
		कुल योग

महत्त कस्यभुक्त, जीवन (कस्य, पो बर संकल 18, सिटी सेंटर, उदयपुर 313 001
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3. COURIER SERVICE FROM DIVISIONAL OFFICE TO :- Branch Office: Nathdwara, Rajsamand, Bhim, Rishabdeo, Dungarpur, Sagwara, Banswara, Nimbahera, Chittorgarh, Pratapgarh, Begun, Bhinder, Salumber, Partapur, Dhariyavad, Amet, Rawat Bhata, Mavli, ChotiSadri, Kapasan, Bagidora, Aspur, Devgarh, Fatehnagar AND ALL RAJASTHAN :-

विवरण	दर अकां में (Excluding GST) (A)	दर शहेदा में (Excluding GST)
250 ग्राम तक		
250 ग्राम से 600 ग्राम तक		
601 ग्राम से 1 किलोग्राम तक		
स्परस्त 1 किलोग्राम के स्परस्त पत किलोग्राम दर		
		कुल योग

नांठरुड मण्डल कायालय, उदयपुर से उपराक्त वणित शाखाओमें डाक ले जान एव इन शाखाओसे डाक लान की एक ही दर भर जा कि सम मूल्य पर दोनों तरफ दय एव मान्य हागी अर्थात दोनों तरफ की अलग-अलग दर मान्य नही हागी । मण्डल कायालय से डाक ले जान का भगतान मण्डल कायालय द्वारा किया जायगा एव बाहरी शाखाओसे डाक लान का भगतान सम्बन्धित शाखा द्वारा किया जायगा ।

4. COURIER SERVICE FROM DIVISIONAL OFFICE, UDAIPUR TO OUT SIDE RAJASTHAN

विवरण	दर अकां में (Excluding GST) (A)	दर शहेदा में (Excluding GST)
250 ग्राम तक		
250 ग्राम से 600 ग्राम तक		
601 ग्राम से 1 किलोग्राम तक		
स्परस्त 1 किलोग्राम के स्परस्त पत किलोग्राम दर		
		कुल योग

(NOTE: PLEASE QUOTE RATES WITHOUT GST. IT WILL BE PAID AS PER PREVAILING GOVT. RATES.)

L1 निधारण के लिए उपरोक्त चारों कैटेगरी के कुल योग को जोड़ने के पश्चात, जिस भर निवेदा करता का चरो के कुल योग सबसे कम पाया जाएगा उसे L1

निधारित कर निवेदा उस क्षणित के नाम जार क जाएगी ।

AGREED AND ACCEPTED FOR

(Signature With Seal)

Agency/Firms Name & Phone nos.

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