



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

**LIFE INSURANCE CORPORATION OF INDIA,
Mumbai Divisional Office III**

New India Building, 1st Flr, S.V. Road, Santacruz West, Mumbai – 400 054
Phone : 022 6659272/233, Email : os.mumbai-do3@licindia.com

TENDER DOCUMENT

(For 'ANNUAL CONTRACT FOR Mass mailing of preprinted Inland letters/Notices at Offices of Life Insurance Corporation of India, Mumbai Division'III located at Mumbai City & Suburban area as per Annexure B)

NOTICE FOR TENDER

Sr. No	Activity	Details
1	Tender Date	01.04.2026
2	Tender Fee	Rs.295/- (Two Hundred ninth five only)(non refundable) by way of Cash)(non refundable) by way of Cash/ Pay Order/Demand Draft on any Schedule Bank payable at Mumbai. If in Cash, to be paid at L I C of India, Mumbai D.O.III, Cash Counter, F&A Department, NEW INDIA BLDG, 1 st Floor, S.V. Road, Santacruz West, Mumbai -400 054. Time: Monday to Friday 10.15 am to 4.30 p.m.
3	Address for submission of sealed bid to be put in Tender Box in OS Department, M.D.O.IV.	The Manager (OS) LIC of India , Mumbai Divisional Office " III , NEW INDIA BUILDING, 1st FLR, S.V. ROAD, SANTACRUZ WEST, Mumbai 400021.
4	Submission of Bids Last Date and Time	Date : 21.04.2026 15.00 Hrs. (sealed three envelopes 1. EMD Rs. 25000/- (Rupees Twenty five Thousand only) and Tender Fee.2. Technical bid.3. Financial Bid. All envelopes should reach on or before last date & time of submission at the above address)
6	Opening Date/ Venue	Date : 21.04.2026 15.30 Hrs. Technical Bid will be opened in the presence of one authorized representative of bidders. Financial Bid will be opened after assessment of technical Bid. Venue : as per above address.
7	Contact Details	Manager (OS Deptt.), Mumbai Division III Telephone No 022-67819272/67819231 E mail Id : os.mumbai-do3@licindia.com

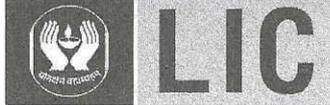
1. GENERAL QUALIFICATIONS

- I. For Offer under Part II of the Bid, The firm should be Postal Authorised Agency for which valid certificate should be submitted.
- II. The Vendor should be the valid GST registered firm/Co. Submit GST Certificate.

2. MINIMUM ELIGIBILITY CRITERIA

The preliminary evaluation will be done on the following parameters and offers from firms not conforming to any of these parameters will be rejected.

Sr. No.	Financial & Technical Parameters	Remarks
1	Average Turnover of the firm in the last 3 years	The firms should have average annual sales turnover of Rs.25 lacs or above during each of the last 3 financial years. (2023-24, 2022-23, 2021-2022) (Financial Balance Sheets and P&L account to be enclosed duly attested by Registered Chartered Accountant)
2	Works executed in the last 3 years.	The bidding Firm / Company must have in service Contract with at least three Government Depts/ P.S.U. Cos /Large Institutions/Corporate firms in the last 3 years . (The copies of Purchase Orders/ (and) Satisfactory Working Certificates are required to be enclosed with the tender).
3	No. of years in Courier business	Minimum 3 years in the Courier Services business required. Documentary evidence i.e. Certificate of Incorporation & Memorandum of Article are required to be enclosed
4	Own Office & Service Centre in Divisional Headquarters of LIC	The Firm should have its own office and service centre functioning in our Divisional Headquarters i.e. in Mumbai. List of offices along with address and phone numbers of service centers to be provided with tender.
5	Minimum Articles dispatched in last three years for Part II of Tender	For Part II of the Tender (for Postal Agencies),The Firm/Co. should have dispatched minimum 7 lacs average articles per month in Last three Years & should have the capacity of handing minimum 1 lakh envelops in 24 hours. The Firm/Co. should submit the copies of evidences/certificates for the same.



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LIFE INSURANCE CORPORATION OF INDIA

MUMBAI DIVISIONAL OFFICE-III

O.S.Dept., 1st Flr, New India Building, S.V. Road, Santacruz, Mumbai 400 021 Phone No. 67819272/233

(LETTER TO CONTRACTOR FROM SR. DIVISIONAL MANAGER)

M/S

Dear Sir,

Re: Tender For 'ANNUAL CONTRACT FOR Mass mailing of preprinted Inland letters/Notices' at Offices of Life Insurance Corporation of India, Mumbai Division'III located at Mumbai City & Suburban area.

1. We are enclosing here with the Part-wise item rate tender for the aforesaid work along with all terms & Conditions. You are requested to quote your lowest rate for above on the tender documents enclosed with this in a sealed envelope to **The Sr. Divisional Manager, Life Insurance Corporation of India, MUMBAI DIVISIONAL OFFICE III.**
2. The Tender has TWO Parts. Each part (Part I to II) will be treated separately & accordingly contract will be made for each part.
3. Please super scribe **'ANNUAL CONTRACT FOR Mass mailing of preprinted Inland letters/Notices' at Offices of Life Insurance Corporation of India, Mumbai Division'III located at Mumbai City & Suburban area'** on top of the envelope.
4. Sealed Envelopes including three envelopes (1. Tender Fee & EMD, 2. Technical Bid, 3. Financial Bid) tenders in the self addressed envelope provided for the purpose and accompanied by **Tender Fee Rs. Rs.295/- (Two Hundred ninth five only)**(in favor of 'LIFE INSURANCE CORPORATION OF INDIA', by way of Cash / Pay Order/Demand Draft on any Schedule Bank payable **at Mumbai**. In case the payment made in cash at cash counter at Mumbai D.O.III, copy of Misc receipt should be attached with the tender. Tenders shall be submitted at **Office Services Department, Mumbai Divisional Office III, on or before 21.04.2026 up to 15:00 Hrs** and will be opened Technical Bid on the same day i.e. on **21.04.2026 at 15.30 hrs**, subject to rules in the presence of contractors or their accredited representatives, who attend. Vendors shall ensure that their tenders are received before the date and time specified as **no consideration whatsoever shall be given for postal or any kind of delays**. Tenders received late are liable to be rejected at the sole discretion of the Sr. Divisional Manager.
4. The Life Insurance Corporation of India does not bind itself to accept the lowest or any tender.

Yours faithfully,

SR. DIVISIONAL MANAGER

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Terms & Conditions of the contract:

- 1) The present scope of the contract will cover :
 - i) The delivery of the documents should be made within 24 hours in metropolitan & Big cities and within 48 hours in other cities. For mofussil areas, delivery of document should be made in 72 hours.
 - ii) All PODs (Proof of Delivery) shall be regularly submitted within a month from the booking date and on demand in specific cases, if required earlier. The PODs should invariably bear date of delivery and the seal WITH SIGNATURE of the consignee.
 - iii) The agency will depute their representatives to our offices for collection and delivery of documents. The representative will have to be provided with a suitable letter of authority/identity card without which he shall not be authorized to collect the consignments.
 - iv) If the consignment is not delivered within the stipulated time period as mentioned in ii) above (except on occasions like imposition of curfew or due to occurrence of natural calamity like floods etc.) or damaged in transit, the Corporation shall impose penalty. Third party charges, if any, shall also be borne by the agency, which shall be deducted from their monthly bill or Security Deposit with the Corporation.
 - v) In case of loss of documents, the agency shall lodge FIR, claim insurance Compensation and fulfill every formality as deemed necessary in recovering the Documents and making good the losses suffered by the Corporation.
 - vi) Courier agency will have to preserve the delivery records at least for the period of 2 years and shall be in position to produce the same as and when demanded in case of any dispute.
 - vii) Since the correct postage charges franking is done by the contractor, for First class mail/Speed post(Part II), any penalty imposed by the postal authority for violation of rules regarding postage shall be borne by the Contractor.
 - viii) The Articles/Documents/Stationary/Inland, etc picked by the Contractor for First Class Mass/Bulk mailing (Postal Agency) should be franked & dispatched within 24 hours from the time of picked up. The penalty for delay by Agency will be charged @ 1% of the Total service charges approved by the Corporation. The delay on the part of Departments/Offices/Branches of the Corporation will be excluded from this penalty clause i.e. NO penalty will be charged for this reason.
- 2) The Contractor agency shall obtain at their own expenses, all licenses, permissions etc, that may be required for conducting Courier Services and pay all the Taxes/penalties becoming payable to the Government, Municipality or any other body by reason of their conducting Courier Services at various LIC Offices as mentioned at overleaf. The Contractor agency will also comply with all their statutory obligations towards their staff like ESIS, EPF, License under Contract Labour Act and Rules etc, as per the prevailing laws. Further they shall have to ensure that no child labour is employed.
- 3) **The contract shall be for a period of Two year commencing from 16 th May 2026 till 15 th May, 2028 which may be extended by further one year if services are found satisfactory & upon agreed terms & conditions.** However, the Corporation reserves the right to terminate the contract without assigning any reason by giving the notice of 15 days. This decision will not be challengeable in any court of law. The Contractor will have to give a notice of One month if the contractor wishes to terminate the contract before expiry of the contract period. In both these case security deposit will be forfeited. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the Security Deposit issued to the Corporation shall be forfeited without any claim whatsoever on the Corporation.
- 4) The Contractor shall submit bills to respective office on monthly basis along with the statement of number of documents/covers delivered in a month with the respective addressee's signature on their consignment note. The bill will be subject to the deduction of necessary taxes at source, if applicable at the prevailing rate.

- 5) The workers engaged by the Contractor shall be Contractor's own employees and Corporation shall in no way be responsible or liable for payment of their wages and other benefits. Further, the workers engaged by the contractor shall not be deemed to be the employees of the Corporation and shall not be entitled to any benefits either of a temporary or a regular employee of the Corporation. The Corporation will have no obligations towards such employees and such personnel will not be entitled to claim any kind of employment with the Corporation.
- 6) The Contractor or any of their agents, employees, servants or anyone else on their behalf will not in any way make use of the name of the Corporation or its Officers, employees or agents in their dealings with outsiders while making any purchase concerning or for running the Courier Services contract.
- 7) The Contractor will have no rights to transfer or assign the contract or any rights, there under to any one.
- 8) The Contractor shall arrange to carry out regular medical checkup of the staff employed by the Contractor to ensure that they are not suffering from any infectious/contagious deceases.
- 9) The Corporation shall not be liable to pay any damages/claims, made under the Workmen's Compensation Act, or rules there under or for compensation payable in consequence of any accident or injury sustained by any person in employment for purpose of this, Courier services.
- 10) The Contractor shall exercise effective control and supervision of the person employed by them. The Corporation will have right to ask the Contractor to terminate the services of any of their employee if found to be of a bad character, impolite, discourteous or suffering from any contagious disease at any time. The contractor and their staff shall follow the security rules and regulations of the Corporation in force and instructions issued from time to time. If there is any violation the Corporation will be free to take action against the Contractor.
- 11) **The Contractor shall pay Tender Fee amounting to Rs.295/- (Two Hundred ninth five only) in cash(at Cash Counter of Divisional Office & Misc. Receipt copy to be enclosed with tender) or by Demand Draft/Pay order of Nationalised/Scheduled Bank payable at Mumbai only which shall not be refunded.**

Further, the successful bidder/s have to pay Security Deposit of Rs.75000/- for each Part of the Tender or should submit an equal amount of Bank Guarantee immediately before commencement of Contract, which will remain with Corporation throughout contract period & will not carry any interest. In case of damage or loss to any article/documents/Bulk materials, equipment, Furniture and fixture on account of negligence of your workers, the Corporation shall recover the cost of the same from the Security Deposit. In case, the Security Deposit is found insufficient to cover the loss, you shall make good the difference immediately on demand.

- 12) Sr. Divisional Manager reserves the right to modify, cancel this tender for the full or any part at any stage without assigning any reason.