



Divisional Office, Jeevan Prakash, Jeevan Bima Marg, Pandri, Raipur(C.G.)-492004

Ref :DO/OS/Courier Service/Tender

Dt.:



To,

LAST DATE & TIME for
Submission of Tender
01/06/2023

Re.: Tender for Courier Service.

1. Sealed Tenders under Two-Bid system with Non-refundable Tender fee of Rs.100/- favouring LIC of India in the form of Demand Draft/Banker's Cheque payable at Raipur, are invited for Courier Service.
2. The Courier Service Agency should have a minimum work experience of 5 years.
3. The tender should be sent so as to reach this office ON OR BEFORE THE DATE SPECIFIED.
4. Tender Quotation should be either TYPE WRITTEN or must be IN INK and should NOT be with any hedging conditions.
5. The last date for receipt of tender is 01/06/2023. Tender should ensure that their tender is Received before the date and time specified above.
6. Received Tenders will be opened on 02/06/2023 at 2.15 PM.
7. Sealed tenders should be sent to

Manager(OS/DM),
LIC OF INDIA
DIVISIONAL OFFICE
PANDRI, RAIPUR. (cg).


Manager(OS/DM).


GENERAL & TECHNICAL INFORMATION

Annexure-A

Kindly provide information for the following :

Sl. No.	Information required from the Tenderer	Information to be provided by Tenderer
1	Name of the Firm/Establishment	
2	Whether the Firm/Establishment is proprietorship/Partnership or Ltd. company (attach documents)	
3	Local address In Raipur	
4	If Head Office is other than in (3) above, Then give the address for the same	
5	Contact No. of the Firm	
6	Name of the contact person and his contact No.	
7	Date of Establishment/incorporation	
8	PAN CARD No. (Copy to be enclosed)	
9	Service Tax Registration No. (Copy to be enclosed)	
10	ESIS Registration No. if any (Copy to be enclosed)	
11	Turnover of last three years (Copy of IT returns, Balance sheet & P/L a/c to be attached for last 3 years)	
17	Tender Fee (DD No. with Date)	
18	Number of own offices/distribution network	
19	Whether having own website for tracking	

	Document. Please mention name of website	
20	List of Corporate clients.	
21	Procedure of submitting P.O.D.s (POD should have sign, stamp of consignee & date of delivery)	
22	Whether registered with Central Govt. Excise ? If so, Registration No.	
23	Destinations covered (Please tick mark against destinations covered by courier agency in the list enclosed about our regular destinations)	

Place:

Date:

Authorized Signatories
With Seal

Financial Bid

PARTICULARS	001gm to 100 gm	101 gm to 250 gm	251 gm to 500 gm	501 gm to 1000 gm	Delivery Time
Local Raipur					24 Hrs.
Chhattisgarh					48 Hrs.
Other State					72 Hrs.

Rates should be inclusive of all taxes & charges. Service Tax as per Central Government Rules will be charged in addition to above rates. No other charges will be paid.

Place:

Date:

Authorized Signatories
With Seal

Terms & Conditions and Scope of Courier Service.

1. The Surface Courier Service must have wide network major cities all over India and especially in Chhattisgarh.
2. Normally consignments to Metropolis, other than the Metropolis and remote areas are to be delivered with 24 hours, 48 hours and 72 hours respectively. If the consignments are not delivered in time (except on occasions like imposition of curfew or due to occurrence of unnatural calamities like floods, etc) or damaged in transit, a penalty shall be imposed on the courier service at **specified rate**. The third party charges and construction charges of the consignment, if any shall also be recovered from the courier's monthly bill.
3. In case of loss/damage of consignment, the agency should lodge FIR, claim Insurance compensation and fulfill every formality as deemed necessary in Recovering the consignments and making good the loss suffered by the Corporation. J
4. The Surface Courier should have registration with the State/Central Authorities for the following ✓
 - (a) Undertaking the Profession of courier service (Registration)
 - (b) Service Tax
 - (c) Shop & Establishment Act
 - (d) Excise Dept. Registration if any
5. The Surface courier agency should have functional website for tracking documents. Please give name of website for our verification. ✓
6. Regular submission of Proof of Delivery (POD) which should invariably bear seal of the Consignee and date of delivery. Payment should not be made in respect of consignments for which POD are not submitted.
7. **SPECIFY THE TIME** which the Office deems fit to enable the courier to send their pick up vehicle with authorized personnel for collecting the consignments. The pick-up personnel should be provided with proper letter of authority/identity card by the courier company.
8. In case the services of the courier are not found satisfactory, the contract may be terminated before the expiry of the contract with one month notice.
9. All the above terms and conditions are not exhaustive it is subject to change according circumstances by the Corporation.

10. All payments shall be made by Electronics Fund Transfer only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency. Courier service will provide Bank details, IFS Code, PAN No. for creating of NEFT master for e-payment.
11. Quotation should be submitted in sealed envelop and superscribed as " Tender for Courier Service ".
12. Conditional tender will not be accepted.
13. Successful tenderer has to furnish a 'Security Deposit' of 10% of the Tender Value within seven days of receipt of the 'Letter of Intent' in the form of Demand Draft/Banker's Cheque payable at Raipur.
14. The Corporation reserves the right to accept/ reject any/all quotations without assigning any reason thereof and engaging separate agencies for different locations mentioned above depending upon the requirement.
15. The period of contract is for two years from the date of approval of the tender with a provision to renew the contract on the same terms and conditions with mutual consent for another one year (maximum two extension / renewal). Corporation reserves the right to pre-maturely terminate the contract / Agreement without assigning any reason thereof by giving one month's notice before the expiry of the contract period.
16. Name of persons who will collect and deliver the courier will be provided.
17. Any dispute arising out of or relating this tender shall deemed to have arisen in Raipur City and shall be under adjudication a Court in Raipur City.
18. The authorized signatory/signatories must sign on all pages of Tender document as a proof that the agency has gone through the entire Tender document and a Letter of Authority from the agency must be attached with the Tender documents.
19. The last date of receipt of tender is 30-07-2014 at 5.00 PM. Tenderer should ensure that their tender is received before the date and time specified above.
20. Penalty : In excess of stipulated time, 10% per dak penalty will be recovered.

We agree to abide by all the terms and conditions mentioned in forwarding letter and all Annexure which are the part of this tender.

Place:

Date:

Seal & Signature of the Courier Agency

Name of the contact/authorized person:

Tel/Mobile No.

NAME OF OFFICES / DESTINATIONS

- (1) BRANCH NO.1 BHILAI
- (2) BRANCH NO. II BHILAI
- (3) CAB BHILAI
- (4) BRANCH DURG.
- (5) BRANCH RAJNANDGAON.
- (6) BRANCH DALLIRAJHARA
- (7) BRANCH MAHASAMUND
- (8) BRANCH SARAIPALI
- (9) BRANCH DHAMTARI
- (10) BRANCH KANKER
- (11) BRANCH JAGDALPUR
- (12) BRANCH DANTEWADA
- (13) S.O. ABHANPUR
- (14) S.O. RAJIM
- (15) S.O.KURUD
- (16) S.O. BHANUPRATAPPUR
- (17) S.O. KONDAGAON
- (18) S.O. BALOD
- (19) S.O. BEMETARA
- (20) S.O. KAWARDHA
- (21) S.O. DONGARGARH
- (22) S.O. RAJNANDGAON.
- (23) S.O. KHAIRAGARH.
- (24) S.O. KASDOL
- (25) S.O., RISALI BHILAI
- (26) S.O. DURG
- (27) S.O. KUMHARI.
- (28) S.O. TELEBANDHA.
- (29) BILASPUR
- (30) BHOPAL
- (31) MUMBAI
- (32) S.O. GARIYABAND



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The terms and conditions are as under :

1. The Surface Courier Service must have wide network major cities all over india and specially in Chhatisgarh.
2. Normally consignments to be delivered with 48 hours respectively. If the consignments are not Delivered in time(except on occasions) like imposition of curfew or due to occurrence of unnatural calamities like floods, etc) or damaged in transit, a penalty shall be imposed on the courier service at specified rate.
3. In case of loss/damage of consignment, the agency should lodge FIR, claim Insurance compensation and fulfill every formality as deemed necessary in Recovering the consignments and making good the loss suffered by the Corporation.
4. Penalty : In excess of stipulated time, 10% of courier charges or Rs.50/- per dak , per day, whichever is higher penalty will be recovered.
5. The Surface Courier should have registration with the State/Central Authorities for the following:

Undertaking the Profession of courier service(Registration) Service Tax, Shop & Establishment Act & Excise Deptt Registration if any.
6. The Surface courier agency should have functional website for tracking documents. Please give name of website for our verification.
7. Regular submission of Proof of Delivery(POD) which should invariably bear seal of the Consignee and date of delivery. Payment should not be made in respect of consignments for Which POD are not submitted.
8. SPECIFY THE TIME which the Office deems fit to enable the courier to send their pick up vehicle with authorized personnel for collecting the consignment. The pick-up personnel should be provided with proper letter of authority/identity card by the courier company.
9. In case the services of the courier are not found satisfactory, the contract may be terminated before the expiry of the contract with one month notice.
10. All the above terms and conditions are not exhaustive it is subject to change according circumstances by the Corporation.
11. All payments shall be made by Electronic Fund Transfer only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provide to the agency. Courier service will provide Bank details, IFS code , PAN No. for creating of NEFT master for e_payment.
12. CONTRACT PERIOD :- THE period of contract for two year with a provision to renew the contract on the same terms and conditions with mutual consent for another one year(maximum two extension/renewal). Corporation reserves the right to pre maturely terminate the contract/Agreement without assigning any reason there of by giving one




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- Month's notice before the expiry of the contract period.
13. SECURITY DEPOSIT :- The successful bidder will also have to remit performance Security Deposit by DD/Pay Order ,Banker's Cheque for an amount i.e. Rs.10000/-(Ten thousand) within 6 days from the date of acceptance letter. Security deposit without interest will be refunded on termination of contract after deducting loss if any incurred during the period of contract.
 14. Name and contact Number of persons who will collect and deliver the courier will be provided.
 15. Any dispute arising out of or relating this contract/agreement shall deem to have arisen in Raipur City and shall be under adjudication of Court in Raipur City.
 16. 5 YEARS WORKING EXPERIENCE IS MUST.

Enclosed :a/a

Yours faithfully


Manager(OS/DM)

