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Senior Divisional Manager
Surat Division

1

Name &Signature of Authorized person
Of the Courier Seal of the Firm
Date.....



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation Of India, OS Dept, Divisional Office, Opp. SMC 'Jeevan Prakash
Bldg' Muglisaara, Surat, 395003, GUJARAT. Email os.surat@licindia.com. Phone 0261-2801002,
2801003, 2418447

(Letter of Invitation from Senior Divisional Manager to Prospective Firm for Courier Service Provider.)

(A). Letter for Invitation of Tender for Courier Service

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Life Insurance Corporation of India, Divisional Office, Surat invites sealed tenders under **Two Bid System** from the eligible Firms for providing courier service in all Branch Offices/Satellite Offices (total 31 as per Annexure- 1) under Surat Division. The 'Letter of Invitation for Tender and Annexure-1 to Annexure-5(B) as given in Index shall form part of Tender Document .The LIC of India reserves the right to accept or reject/cancel any or all quotations & correct or change in terms and conditions of tender without assigning reasons whatsoever. Any subsequent information regarding this tender will be published at our website www.licindia.in/Tenders. only

(B). Tendering Schedulr with Particulars for applying for Tender.

SN.	Subject	Particular
1	Issuing date of tender	07.12.2016
2	Tender Fee (Non refundable	The cost of Tender is Rs.200/- (Two Hundred Only)
3	Earnest Money Deposit (EMD)	Rs. 40000- (Rs. Forty thousand only)
4	Timing of cash counter.	From Monday to Friday 10.45 am to 3.30pm On Saturday 10.45 to 12.45 pm
5	Last date for applying/issuing Tender	27.12.2016 till 3.30 pm
6	Last date of Submission of Tender	29.12.2016 till 3.00 pm

Senior Divisional Manager
Surat Division

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Name &Signature of Authorized person
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Date.....



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7	Address for submission of Technical Bid & Financial bid	The Chairman, Store Committee, LIC of India, OS Department, Ground Floor, 'Jeevan Prakash Bldg' Muglisara, Surat, 395003, Gujarat..
8	Technical Bid Opening date/venue (Tenderer or his representative may remain present)	30.12.2016 11.30 am LIC of India OS Department, Ground Floor, 'Jeevan Prakash Bldg', Muglisara, Surat, 395003, Gujarat.
9	Price Bid opening date	Price Bid will be opened on later date which will be intimated separately to technical Bid qualifiers only.
10	Official website (URL)	https://www.licindia.in/Tenders
11	Contact detail	Email: os.surat@licindia.com Administrative Officer (OS) STD-261 Phone 2801003, Manager (OS), phone 2801002, 2418447
12	Validity of tender	Six month from date of opening the tender.

Senior Divisional Manager
Surat Division

3

Name & Signature of Authorized person
Of the Courier Seal of the Firm
Date.....



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(C). Scope of work

- (i) The successful tenderer will have to provide courier services to our offices of Surat Division listed in Annexure –1, by deploying their personnel to collect & deliver the post as per instruction given by our offices.
- (ii) The post will have to be collected by personnel of courier service provider generally between 4.00 pm to 5.00 pm and deliver the same before 12.00 noon on next working day. The post may also have to be collected/ Delivered whenever specially asked for by our offices.

(D). Eligibility For Providing Courier Service

- (i) The prospective Courier Firm should have centers at all our office locations as per Annexure- 1
- (ii) Earnest Money Deposit (EMD) of Rs.40,000/- (Rs. Forty Thousand only) along with the Tender is payable by a Demand Draft / Bankers Cheque favoring Life Insurance Corporation of India payable at Surat. **No interest shall be paid by the LIC of India on the amount of EMD.** The amount of EMD will be refunded to all the Firms except the Successful Tenderer.
- (iii) The successful Tenderer shall pay a Security Deposit of Rs. 4,00,000/- (Four Lacs only) in the nature of performance guarantee. The EMD Deposited by successful tenderer shall be converted in Security deposit and balance amount of Rs 3,60,000 shall be payable by the successful Tenderer in the form of Demand Draft / Bankers Cheque, or Bank Guarantees through Scheduled Banks. **The Security Deposit shall not carry any interest whatsoever.**
- (iv) Initially the period of contract of courier service will be **for two years** which may be extended for one year by competent authority subject to satisfactory Courier Services

Senior Divisional Manager
Surat Division

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(E). Instructions for Submission of Tender for providing Courier Services

- (i) Before filling in quotes in Format-1 & Format-2, prospective Firms/Courier Service Provider must read and understand the terms used in **Format-1 & Format-2**.
- (ii) The rates shall be quoted in words and in figures in the blanks given below the Weight Slabs in both Format-1 and Format-2. The quoted rate should be filled in neatly & should be legible.
- (iii) **The rates quoted shall include all taxes, duties; service taxes etc. and nothing shall be paid on any account.**
- (iv) The tenderers should ensure that their tender is received on or before the date and time specified above LIC will not be responsible in any manner for any postal delay, loss or non-receipt of the tender for whatsoever reason.
- (v) All pages of the Tender should be signed and correction and alteration should also be signed by authorized official of the Firm.
- (vi) Tender should be submitted in a **large envelope** containing **two separate sealed envelopes** as per the following details:-

Envelope No-1 should contain

- (a) Tender Fees (DD/Pay Order).
- (b) Earnest Money Deposit (DD/ Pay Order)
- (c) Tender papers (Page No. 1 to 14) duly signed on each paper with seal of the firm.

Envelope No-2. Shall Contain **Price Bid** (ANNEXURE –4(A) , 4 (B) & 4 (C) and ANNEXURE- 5 (A) & 5(B) (Page No 15 to 19)

The Envelop No-2 should inscribed with “Tender for Courier Service **Price Bid**”

- (vii) **The large envelope** containing the Envelop-1 & Envelop- 2 both sealed should be super scribed with “**TENDER FOR PROVIDING COURIER SERVICES** ” and shall be submitted to the following:

The Chairman
Store Committee
LIC OF INDIA
OS DEPARTMENT
GROUND FLOOR, 'JEEVAN PRAKASH BLDG'
MUGLISARA, SURAT-395003, GUJARAT

Senior Divisional Manager
Surat Division

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Name &Signature of Authorized person
Of the Courier Seal of the Firm
Date.....

(F) TERMS AND CONDITIONS GOVERNING THE CONTRACT

- (i) All the papers/articles (also referred as the **Post**) to be dispatched from our offices shall be weighed together in one or more envelopes and the payment will be calculated as per the rate in Format-1(A)/ Format-1(B)/ Format-1(C) or Format-2 (A) / Format-2 (B) whichever is applicable.
- (ii) **If the weight of the post will be more than one Kilogram, then the payment to be made will be calculated to the nearest Kilogram. For example, if the weight is more than one Kilogram, then the weight from 001 gram. to 500 grams. will be ignored and the payment will be made on the basis of one kilogram. But if the weight is more than one Kilogram, then from 501 grams to 999 grams the calculation will be made to the next Kilogram. In other words, the payment will be made taking the weight as two Kilogram.**
- (iii) The Courier Firm /Authorized Person of the firm will collect the post to be sent through courier from the concerned office mentioned in Annexure-1. The post will have to be collected on each working day by personnel of courier service provider generally between 4.00 pm to 5.00 pm (from Mon to Friday & 12.45 pm to 01.45 pm on Saturday and deliver the same before 12.00 noon on next working day. The post may also have to be collected/ delivered whenever specially asked for by our offices.
- (iv) The post sent within **Offices of Surat Division** should normally be delivered by the Firm on next working day but not later then 2 days.
- (v) The Courier Firm will have to ensure delivery of the post to agents/policy holders normally within 3 days in Surat Division, within 3 days in Mumbai area / Gujarat and within 7 days in Rest of India except where the firm is able to prove to satisfaction of competent authority of LIC that the reason of delay was beyond the control of the firm.
- (vi) The Courier Firm shall preserve the delivery records at least for the period of 12 months and shall be in position to produce the same as and when demanded in case of any dispute.
- (vii) Proof of delivery (PODs) must be submitted in cases of delivery of the **Post** to agents/policy holders. No payment shall be made for undelivered post for which PODs not submitted. Suitable remarks should be placed in the delivery report submitted by the Courier Service Firm/Provider. In case of post delivered to LIC offices POD is to be submitted within first week of the following month and on demand in specific cases if required earlier.
- (viii) In case of loss of paper/documents/post, the Courier Service Firm/Provider should lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the paper/documents/post and making good the loss suffered by the LIC of India.
- (ix) The rate quoted by Firm shall be inclusive of **ALL TAXES, DUTIES, SERVICE TAXES ETC. and nothing extra shall be paid under any circumstances.**

Senior Divisional Manager
Surat Division

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Name & Signature of Authorized person
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Date.....



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- (x) **Invoicing and Payment:** The Courier Firm shall submit their monthly invoice/bill in triplicate to LIC of India at the end of each calendar month within first week of the following month for the services rendered during the month. The payment will be made through NEFT for which mandate form will be submitted by the Courier Firm. The payment will generally be made within 15 days from date of submission of Bill. Income Tax & other Statutory tax (if any) as applicable will be deducted from the monthly bill/ invoice of the Firm/ Service Provider as per Tax rules.
- (xi) **Termination:** (a) Either party can terminate this Agreement by giving three month's notice to the other without assigning any reason and without payment of any compensation, thereof. However, the LIC shall give only a 24 hours' notice for termination of this Agreement to the service provider when there is a major default in compliance of the terms and conditions of this Agreement or the service provider has failed to comply with its statutory obligations.
- (b) If Courier Firm commits breach of any clause of this agreement, the LIC may send a written notice to the Service provider to rectify such breach within the time limit specified in such notice. In the event the service provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the service provider shall be liable to the LIC for losses or damages on account of such breach.
- (xii) Either party's liabilities for any charges, payments or expenses due to the other party which accrued prior to the termination date shall not be extinguished by termination, and such amounts (if not otherwise due on an earlier date) shall be immediately due and payable on the termination date.
- (xiii) Any obligations under this Agreement which either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
- (xiv) Any litigation in any matter relating to Terms and condition/ termination shall be subject to the jurisdiction of Surat District Court only.

We agree to abide by instructions and all the terms and conditions of the Tender.

Senior Divisional Manager
Surat Division

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Name & Signature of Authorized person
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Date.....

ANNEXURE- 1

List of Offices under Surat Divisional Office

1. LIC Divisional Office 'Jeevan Prakash' Bldg Muglisara ,Surat-395003
2. CBO-1 Branch, LIC Building, LIC Divisional Office Premises Muglisara , Surat-395003
3. CBO-2 Branch , 'Jeevan Prakash' Bldg Muglisara 1st floor, Muglisara, Surat-395003.
4. CBO-3 Branch, 'Jeevan Prakash' Bldg Muglisara Fourth floor, Muglisara, Surat-395003.
5. CBO-4 Branch, 'Jeevan Prakash' Bldg Muglisara Third floor, Muglisara, Surat-395003.
6. CBO-5 Branch, Udhna Udhyanagar Sahakari Sangh Ltd. Central Road No-10, Udhna, Surat-395010.
7. CBO-6 Branch, "Yash Plaza" First Floor, Opp- Dhanamal Mill Compound, Varachha Road.395006
8. CBO-7 Branch, "Jeevan Sammrudhi" First Floor, Timaliawad, Nanpura, Surat-395001.
9. CBO-8 Branch, Dhanmora Complex" Rander Road, Adajan Patia, Surat-395005
10. CBO-9 Branch "Dhanvantari Complex" 2nd floor, B/h Ayurvedik Collage, Sumul Dairy Road, Surat-395002
11. CBO-10 Branch "Jeevan Sammrudhi" Second Floor, Timaliawad, Nanpura, Surat-395001
12. CBO-11 Branch Udhna Udhyanagar Sahakari Sangh Ltd. Central Road No-10, Udhna, Surat-395010.
13. CBO-12 Branch , 105, 106, Trinity Business Park L P Sawani Road Adajan, Surat.395009 .
14. Customer Zone, G-02, Aditya Complex, opp- Prime Arcade, Anand Mahal Road, Surat-395009.
15. CLIA Branch, 1st floor, Mangaldeep Complex, opp- Varachha Police Station,Varachha Main Road, Varachha, Surat-395006.
16. Chikhli Branch, "Jaydeep Shopping Complex" Nr. Jaydeep Cinema, Chikhli-396521
17. Bardoli Branch, "Nav Ratna Tower" 1st floor, Sardar Baug, Station Road, Bardoli-394602.
18. Bilimora Branch "Sai Arcade, 1st & 3rd Floor, City Serve No-2875/D, Sheet No-55, Desara, Bilimora-396321
19. Navsari Branch No-1 "Sardar Patel Bhavan" Municipal Corporation Bldg. Navsari (East)-396445
20. Navsari Branch No-2 "Executive Point" 2nd & 3rd floor, Sattapirni Galli, Sadimarket, Navsari-396445
21. Valsad Branch No-1 "Jeevan Jyoti" Opp- Main Post Office, PB No-05, Halar Road, Valsad-396001
22. Valsad Branch No-2 "Jeevan Jyoti" Opp- Main Post Office, PB No-05, Halar Road, Valsad-396001
23. Vyara Branch, DNC Market, Opp-Bus Stop, First Floor, Vyara, Dist-Tapi- 394650
24. Vapi Branch, Nagarpalika Building, P O Box No-61 Opp-Machharama, Pandit J N Road, 1st floor, Nr. Railway Station, Vapi.
25. Satellite Offices of CBO-5 Branch: U-1/2 Subhlaxmi Apartment City- Light 395007. Surat.
26. Satellite Offices CBO-9 Branch : 213/214/215- Vihar Co-op Housing Society, Valinath Chowk, Singapore, Katargam Road, Surat 395004.
27. Sattellite Office of CBO-9 Branch in Amroli, 201,NEW ESCON Plaza, Amroli Road Surat (under proposal stage)
28. Satellite Offices Vapi Branch in Daman,1st Floor, " Anuradha Complex",Mashal chowk, Airport Road, Daman (U T)
29. Satellite Offices of Vapi Branch GIDC – "Commercial Bldg. No 1," Near Gunjan Cinema, GIDC, Vapi.
30. Satellite Offices of Vapi Branch in Silvassa.- IDBI Bank Building, Opp- Patel Petrol pump Silvassa Road, Amli, Silvasa (U T)
31. Satellite Offices of CBO-6 in Kimvati Complex First Floor KIM –Khatodara

Senior Divisional Manager
Surat Division

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ANNEXURE – 2(A)

Meaning of terms used in the Format-1 (A) Format-1 (B) Format-1 (C)

(1) **Surat City Offices** means: the following Offices Of Life Insurance Corporation of India (LIC).

- LIC Divisional Office 'Jeevan Prakash' Bldg Muglisara -395003
- CBO-1 Branch, LIC Building, LIC Divisional Office Premises Muglisara -395003
- CBO-2 Branch, 'Jeevan Prakash' Bldg Muglisara 1st floor, Muglisara, Surat-395003.
- CBO-3 Branch, 'Jeevan Prakash' Bldg Muglisara Fourth floor, Muglisara, Surat-395003.
- CBO-4 Branch, 'Jeevan Prakash' Bldg Muglisara Third floor, Muglisara, Surat-395003.
- CBO-5 Branch, Udhna Udhynogner Sahakari Sangh Ltd. Central Road No-10, Udhna, Surat-395010.
- CBO-6 Branch, "Yash Plaza" First Floor, Opp- Dhanamal Mill Compound, Varachha Road.395006
- CBO-7 Branch, "Jeevan Sammrudhi" First Floor, Timaliawad, Nanpura, Surat-395001.
- CBO-8 Branch, Dhanmora Complex" Rander Road, Adajan Patia, Surat-395005
- CBO-9 Branch "Dhanvantari Complex" 2nd floor, B/h Ayurvedik Collage, Sumul Dairy Road, Surat-395002
- CBO-10 Branch "Jeevan Sammrudhi" Second Floor, Timaliawad, Nanpura, Surat-395001
- CBO-11 Branch Udhna Udhynogner Sahakari Sangh Ltd. Central Road No-10, Udhna, Surat-395010.
- CBO-12 Branch , 105, 106, Trinity Business Park L P Sawani Road Adajan, Surat.395009 .
- Customer Zone, G-02, Aditya Complex, opp- Prime Arcade, Anand Mahal Road, Surat-395009.
- CLIA Branch, 1st floor, Mangaldeep Complex, opp- Varachha Police Station,Varachha Main Road, Varachha, Surat-395006.
- Satellite Offices of CBO-5 Branch: U-1/2 Subhlaxmi Apartment City-Light, Surat 395007.
- Satellite Offices CBO-9 Branch : 213, 214, 215- Vihar Co-op Housing Society,Valinath Chowk, Singanpore, Katargam Road, Surat 395004.
- Satellite Office of CBO-9 Branch in Amroli Surat (proposed)

(2). **Mofussil Offices** means: the following Offices.

- Chikhli Branch, "Jaydeep Shopping Complex" Nr. Jaydeep Cinema, Chikhli-396521
- Bardoli Branch, "Nav Ratna Tower" 1st floor, Sardar Baug, Station Road, Bardoli-394602.
- Bilimora Branch "Sai Arcade, 1st & 3rd Floor, City Serve No-2875/D, Sheet No-55, Desara, Bilimora-396321

Senior Divisional Manager
Surat Division

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- Navsari Branch No-1 "Sardar Patel Bhavan" Municipal Corporation Bldg. Navsari (East)-396445
- Navsari Branch No-2 "Executive Point" 2nd & 3rd floor, Sattapirni Galli, Sadimarket, Navsari-396445
- Valsad Branch No-1 "Jeevan Jyoti" Opp- Main Post Office, Halar Road, Valsad-396001
- Valsad Branch No-2 "Jeevan Jyoti" Opp- Main Post Office, Halar Road, Valsad-396001
- Vyara Branch, DNC Market, Opp-Bus Stop, First Floor, Vyara, Dist-Tapi- 394650
- Vapi Branch, Nagarpalika Building, P O Box No-61 Opp-Machharama, Pandit J N Road, 1st floor, Nr. Railway Station, Vapi.
- Satellite Offices Vapi Branch in Daman, 1st Floor, " Anuradha Complex", Mashal chowk, Airport Road, Daman (U T)
- Satellite Offices of Vapi Branch GIDC – "Commercial Bldg. No 1," Near Gunjan Cinema, GIDC, Vapi.
- Satellite Offices of Vapi Branch in Silvassa.- IDBI Bank Building, Opp- Patel Petrol pump Silvassa Road, Amli, Silvassa (U T)
- Satellite Offices of CBO-6 in Kimvati Complex First Floor KIM -Khatodara

(3). **Offices of Surat Division** means: all LIC offices mentioned in (1) & (2) in the above

(5). **Offices Of Mumbai** means All LIC Offices situated in Mumbai Metropolitan Region.

(6). **Rest of Gujarat means** LIC Offices Of Gujarat Excluding Offices of Surat Division.

(7) **Rest of India** means All LIC Offices excluding Offices of Mumbai & LIC Offices in Gujarat

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Surat Division

10

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ANNEXURE - (2B)

Meaning of terms used in the Format-2(A), Format-2(B):

- (1) Surat City Offices, Mofussil Offices and Offices of Surat Division mean the same as in **Format-1 (A) Format-1 (B) Format-1 (C)** above.
- (2). **Surat City Area** means addresses of LIC Policy holders/Agents residing within Surat Municipal Corporation.
- (3). **Mumbai Area:** means addresses of LIC Policy holders/Agents residing in Mumbai Metropolitan Region.
- (4). **Mofussil Area** means addresses of LIC Policy holders/Agents residing within Chikhli Nagar Palika , Bardoli Nagar Palika , Bilimora Nagar Palika ,KIM -Khatodara, Navsari Nagar Palika , Valsad Nagar Palika , Vapi Nagar Palika and Vyara Nagar Palika.
- (5) **Surat Division** means all addresses of LIC Policy holders/Agents residing within Surat Municipal Corporation , Chikhli Nagar Palika , Bardoli Nagar Palika , Bilimora Nagar Palika Navsari Nagar Palika , Valsad Nagar Palika , Vapi Nagar Palika and within Vyara Nagar Palika
- (6). **Rest of Gujarat** means addresses of LIC Policy holders/Agents in Gujarat State except Surat Division.
- (7). **Rest of India** means addresses of LIC Policy holders/Agents in India excluding addresses in Surat Division, Rest of Gujarat and Mumbai Area.

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Surat Division

11

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ANNEXURE-3

TECHNICAL BID

Kindly provide the following information.

SN.	Pl give following information in opposite column	Information by Agency/Firm/Prospective Courier Service Provider
1	Name of the Firm /Courier Service Provider & Address (In Block Letters)	 Telephone Nos..... Mobile No.....
2	Correspondence address and contact numbers of the Agency/Firm in Surat	 Telephone Nos..... Mobile Nos.....
3	Status: proprietary/ partnership/ private Ltd. Company/ Public Ltd. Company	
4	Names of the partners/ directors	
5	Name and contact No. of person who would be calling on us and attending to our jobs.	
6	Whether having own Website for tracking documents.	If yes, mention Website address:

Senior Divisional Manager
Surat Division

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Name &Signature of Authorized person
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7	PAN Card No.	
8	Date of establishment/ incorporation of Firm /Courier Service Provider (Certificate to be enclosed) (Minimum 3 year standing is must	
9	Service tax Registration No. (Copy of Registration to be enclosed)	
10	Whether Courier Service registered with Govt. authority & Central Excise	Yes/No Please write YES or NO (If yes Submit Copies)
11	Whether Income tax returns for the last 3 Financial years Filed. 2015-16 2014-15 2013-14	→ Yes/No..... → Yes/No → Yes/No (Please write YES or NO) If yes submit copies.
12	Whether location/destination as per Annexure-1 are covered by you	Yes/No (Please write YES or NO)
13	Whether you have procedure of submitting Proof Of Delivery (POD)	Yes/No... (Please write YES or NO)
14	Detail of Tender Fee paid	Amount Cash /Cheque Rs..... MR No/ Cheque No..... Date of MR / Cheque.....
15	Detail of EMD paid	Amount Rs..... DD No/ Cheque No..... Date of DD/ Cheque..... Name of Bank.....

Senior Divisional Manager
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Name &Signature of Authorized person
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- 1. I/We have read the all instructions, terms and conditions. I/We understand that if any false information is revealed at a later date, the contract made between ourselves and the Corporation, on the basis of the information given by me/us can be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences.**
- 2. I/We agree that the decision of the Corporation will be final and binding on me/us.**
- 3. All the information furnished in Tender by me/us is correct to the best of my/ our knowledge and belief.**

Senior Divisional Manager
Surat Division

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Name &Signature of Authorized person
Of the Courier Seal of the Firm
Date.....



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation Of India, OS Dept, Divisional Office, Opp. SMC 'Jeevan Prakash Bldg' Muglisaara, Surat, 395003, GUJARAT. Email os.surat@licindia.com. Phone 0261-2801002, 2801003, 2418447

ANNEXURE-4 (A)

PRICE BID For Pick Up From Surat City Offices & Delivery in Both Moffusil & Surat City Offices

Format-1 (A)

We have read the meaning of term used in **Format-1 (A)** and we furnish herein below the following quotation for Courier Services for Pickup & Delivery of Post of LIC Offices of Surat Division.

The Rates quoted are inclusive of all type of Taxes, Service Taxes, Duties etc.

1	2	3	4	5	6	7	8	9	10	11	12
		Weight Slab for Pick up from Surat City Offices (A)									
	Rate	Upto 100 gram	101 to 200 gram	201 to 300 gram	301 to 400 gram	401 to 500 gram	501 to 600 gram	601 to 700 gram	701 to 800 gram	801 to 900 gram	901 to 1 Kg.
Delivery in Surat City Offices	In figures										
	In words										
Delivery in Moffusil Offices	In figures										
	In words										

Senior Divisional Manager
Surat Division

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Name & Signature of Authorized person
Of the Courier Seal of the Firm
Date.....



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ANNEXURE -4 (B)

Price Bid for Pick up from Moffusil Offices & Delivery in Both Moffusil & Surat City Offices

Format-1 (B)

We have read the meaning of term used in **Format-1 (B)** and we furnish herein below the following quotation for Courier Services for Pickup & Delivery of Post of LIC Offices of Surat Division.

The Rates quoted are inclusive of all type of Taxes, Service Taxes, Duties etc.

	Weight Slab for Pick up from Moffussil Offices (B)										
	Rate	Upto 100 gram	101 to 200 gram	201 to 300 gram	301 to 400 gram	401 to 500 gram	501 to 600 gram	601 to 700 gram	701 to 800 gram	801 to 900 gram	901 to 1 Kg.
Delivery in Surat City Offices	In figures										
	In words										
Delivery in Moffusil Offices	In figures										
	In words										

Senior Divisional Manager
Surat Division

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Name & Signature of Authorized person
Of the Courier Seal of the Firm
Date.....



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ANNEXURE -4 (C)

Price Bid For Pick Up From Offices Of Surat Division & Delivery In Offices Of Mumbai, Offices Of Gujarat & Offices Of Rest Of India

Format 1(C)

We have read the meaning of term used in **Format-1 (C)** and we furnish herein below the following quotation for Courier Services for Pickup & Delivery of Post of LIC Offices of Surat Division.

The Rates quoted are inclusive of all type of Taxes, Service Taxes, Duties etc.

	Weight Slab For Pick Up From Offices Of Surat Division (C)										
	Rate	Upto 100 gram	101 to 200 gram	201 to 300 gram	301 to 400 gram	401 to 500 gram	501 to 600 gram	601 to 700 gram	701 to 800 gram	801 to 900 gram	901 to 1 Kg.
delivery in LIC Offices Of Mumbai											
delivery in LIC Offices Of Gujarat											
delivery in LIC Offices Of Rest of India											

Senior Divisional Manager
Surat Division

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Name & Signature of Authorized person
Of the Courier Seal of the Firm
Date.....



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ANNEXURE -5 (A)

Price Bid Pick Up From Surat City Offices & Delivery in Surat City Area, Mofussil Area, Mumbai Area, Rest Of Gujarat & Rest Of India.

Format-2(A)

We have read the meaning of term used in **Format-2 (A)** and we furnish herein below the following quotation for Courier Services for Pickup from LIC Offices of Surat Division & Delivery to Policy holders' and Agents' address'.

The Rates quoted are inclusive of all type of Taxes, Service Taxes, Duties etc.

1	2	3	4
	Weight Slab for Pick up from Surat City Offices (A)		
Weight Of Packet/ Paper	Rate	Up to 20 gram	21 to 50 grams
			For every additional 10 gram
Delivery in various addresses of our policy holder/Agents in Surat City Area	In words		
	In figures		
Delivery in Mofussil Area of Surat Division	In words		
	In figures		
Delivery in various addresses of our policy holder/Agents in Mumbai Area.	In words		
	In figures		
Delivery in various addresses of our policy holder/Agents in rest of Gujarat	In words		
	In figures		
Delivery in various addresses of our policy holder/Agents in Rest of India	In words		
	In figures		

Senior Divisional Manager
Surat Division

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Name &Signature of Authorized person
Of the Courier Seal of the Firm
Date.....



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LIFE INSURANCE CORPORATION OF INDIA

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ANNEXURE -5 (B)

Price Bid Pick Up From Mofussil Area, & Delivery in Surat City Area, Mofussil Area, Mumbai Area, Rest Of Gujarat & Rest Of India

Format 2(B)

We have read the meaning of term used in **Format-2 (B)** and we furnish herein below the following quotation for Courier Services for Pickup from LIC Offices of Surat Division & Delivery to Policy holders' and Agents' address'.
The Rates quoted are inclusive of all type of Taxes, Service Taxes, Duties etc.

	Weight Slab for Pick up from Mofussil Offices (B)			
	Rate	Up to 20 gram	21 to 50 grams	For every additional 10 gram
Delivery in various addresses of our policy holder/Agents in Surat City Area	In words			
	In figures			
Delivery in Mofussil Area of Surat Division	In words			
	In figures			
Delivery in various addresses of our policy holder/Agents in Mumbai Area.	In words			
	In figures			
Delivery in various addresses of our policy holder/Agents in rest of Gujarat	In words			
	In figures			
Delivery in various addresses of our policy holder/Agents in Rest of India	In words			
	In figures			

Senior Divisional Manager
Surat Division

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Name & Signature of Authorized person
Of the Courier Seal of the Firm
Date.....