



भारतीय जीवन बीमा निगम, मण्डल कार्यालय, बीकानेर

TENDER NOTICE FOR COURIER SERVICES

Sealed tenders are invited by the undersigned on behalf of Life Insurance Corporation of India, Divisional Office, Bikaner for **PROVIDING COURIER SERVICE ON CONTRACT BASIS FROM BIKANER DIVISIONAL OFFICE TO OFFICES AS PER ANNEXURE "A" AND TO OTHER OFFICES WITHIN RAJASTHAN AND OUTSIDE RAJASTHAN.**

All interested courier service provider / contractor / firms / agencies may approach to OS department, LIC of India, D.O. Bikaner to collect the tender forms consisting of terms duly completed with schedule for offering of rates.

The tender forms duly completed along with Demand Draft in favor of LIC of India, Payable at Bikaner for Earnest Money of **Rs. 10000 (Rs. Ten Thousand Only)** and non-refundable tender fee of **Rs. 100 (Rs. One Hundred Only)** i.e. Rs. 10100 in a sealed envelop to be sent to:

THE CHAIRMAN STORE COMMITTEE
LIC OF INDIA
JEEVAN PRAKASH, SAGAR ROAD,
SECTOR NO. 6-7, J.N.V. COLONY
BIKANER-334003.

The contractors are requested to put their signature on each and every page with stamp and date. Other relevant details are furnished as under:-

- A. Last date of Receipt : **21.01.2016**
- B. Date of opening of Tender : **22.01.2016**
- C. Earnest money **Rs. 10000** and Tender Fee **Rs. 100** total Rs. 10100 Remitted by Bank Draft bearing No.
Dated of bank
In favor of LIC OF INDIA, Payable at Bikaner.

All other detail with terms and conditions are given in the tender itself.

Sr. Divisional Manager



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Tender Notice

Ref: OS / TENDER / 2015-16

M/s _____

Date:

Subject: Tender for Providing Courier Service on contract basis for DO & BO under LIC Divisional Office, Jaipur Road, Bikaner

The tender form alongwith bank draft in a sealed envelop mentioning therein name of work, last date of submission of tender on top of envelop may be sent by post or dropper in tender box in divisional office, Bikaner on or before Dt 21.01.2016.

TERM'S AND CONDITION

- 01 Courier agency will have to provide complete courier services to LIC OF INDIA for its Divisional Office as well as Branches & SO's under jurisdiction by deploying their personal in respective offices to the satisfaction of LIC OF INDIA and instruction issued by appropriate authorities of LIC OF INDIA from time to time.
- 02 Courier agency will normally not change the working hands. However the service provider must immediately remove and replace any of their personnel, who in the opinion of LIC of India, is incompetent / negligent of unacceptable behavior or whose employment is otherwise considered by LIC of India to be undesirable.
- 03 Agreement will come in force from 01/01/2016 to 31/12/2017 further extension for one year on same terms and condition at sole discretion of LIC of India.
- 04 Courier agency will arrange to collect the "DAK" on daily basis from Divisional Office, Bikaner and its Branches & SO's and ensure delivery within 24 or 48 hours as per their undertaking before 12.00 noon on working days.
- 05 Courier agency will arrange to depute their authorized personnel daily before 3.30 pm at our offices to collect the "DAK" on working hours other than Saturday and before 12.30 pm on Saturday without failing.
- 06 That there should be your own office establishment at all our 22 branches and 11 satellite offices.
- 07 That "DAK" of our branches must collect in single envelope only for each place.
- 08 That Courier agency will have to produce delivered receipt / Fax receipt on demand.

मण्डल कार्यालय, जीवन प्रकाश, जयपुर रोड, बीकानेर – 334001 दूरभाष 0151-2225917

ई-मेल os.bikaner@licindia.com



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- 09 If any "DAK" is not delivered within 7 days of its date of dispatch. The LIC will penalize Rs 500/- each parcel.
- 10 Service tax will be reimbursed after producing proof of payment to service tax authority.
- 11 Courier agency will be responsible to collect or deliver any DAK from or any office. No extra charge will be borne by LIC Of India.
- 12 Approved rate will be applicable in all offices under DO Bikaner.
- 13 Courier services can be terminated without any information with Courier agency on account of unsatisfactory services.
- 14 If any Rental Office Building is shifted in new premises in same city, No extra charge will be claimed by Courier agency.
- 15 Courier agency will deposit a security amount of Rs. 10000/- (Rs. ten thousand only) in form of cash at DO cash counter between 10.00 to 3.00 PM for Monday to Friday and 10.00 to 12.30 for Saturday except notified holiday or DD/Banker cheque in favoring LIC of India payable at Bikaner, which will refund on expiry/termination of contract. NO interest will be pay on security deposit amount.
- 16 Corporation has right to deduct any type of penalty amount for loss on account of courier services.

Dated:

Place:

Accepted

Proprietor
Courier agency
Bikaner

Manager (OS)
LIC of India
DO-Bikaner



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Annexure “A”

(क) डाक / लिफाफे ले जाने की दर

ऐजेंसी	दर 100 ग्राम तक	दर 101 से 250ग्राम तक	दर 251 से 500 ग्राम तक	दर 501 से 600 ग्राम तक	दर 601 से 700 ग्राम तक	दर 701 से 800 ग्राम तक	दर 801 से 900 ग्राम तक	दर 901 से 1000 ग्राम तक
राजस्थान के अन्दर								
अन्य राज्यों में								
स्थानीय डाक								

(ख) अन्य स्थानों पर हमारे कार्यालयों के पते व टेलीफोन का विवरण

क्र स	स्टेशन का नाम	कार्यालय का पता	टेलीफोन नम्बर	डाक पहुचाने / लाने का समय
1	बीकानेर			
2	श्रीगंगानगर			
3	हनुमानगढ़			
4	नोहर			
5	नागौर			
6	डीडवाना			
7	कुचामनसिटी			
8	मेडतासिटी			
9	रतनगढ़			
10	चुरू			
11	सरदारशहर			
12	नोखा			
13	संगरिया			
14	मकराना			
15	सादुलपुर			
16	सुजानगढ़			
17	सुरतगढ़			
18	रायसिंहनगर			

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19	अनूपगढ			
20	लूनकरणसर			
21	सादुलशहर			
22	नांवासिटी			
23	लाडनू			
24	श्रीडुंगरगढ			
25	कोलायत			
26	तारानगर			
27	डेगाना			
28	गंगाशहर			
29	जायल			
30	भादरा			

(ग) अन्य स्थानो पर डिलीवरी समय के बारे में जानकारी

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हस्ताक्षर