



LIFE INSURANCE CORPORATION OF INDIA

NORTHERN ZONAL OFFICE

JEEVAN BHARTI BUILDING

TOWER-II, 11TH FLOOR

124, CONNAUGHT CIRCUS

NEW DELHI-110001

PH No: 28844146



TENDER DOCUMENT

Ref: NZ/OS/Courier services

(Dated: 09.10.2016)

Last Date for submission- 31.10.2016, 3.00p.m.

(For Courier Services at Northern Zonal Office, Jeevan Bharti, Tower-2 Connaught Place, New Delhi)



TENDER NOTICE FOR PROVIDING COURIER SERVICES

Life Insurance Corporation of India(LIC) , Northern Zonal Office , New Delhi invites sealed tenders in two bid system from established courier services agencies having an office Delhi/NCR for providing courier services. The agency should have minimum annual turnover of 30 Lakhs during any one of the last three financial years.

S.No	Activity	Details
1	Tender Date	NZ/OS/courier services dated 09.10.2016
2	EMD (Refundable)	Rs. 8000/- Eight Thousand only , by way of Demand Draft drawn on any Scheduled Bank favoring LIC of India, payable at New Delhi. Amount can also be deposited in cash at the cash counter in Zonal Office .
3	Tender Fee(Non Refundable)	Rs. 100/- (One hundred only)(non refundable) by way of Demand Draft drawn on any Scheduled Bank, fvg. LIC of India, payable at New Delhi. Amount can also be deposited in cash at the cash counter in Zonal Office .
4	Address for submission of bid to be put in Tender Box	Secretary (OS) Life Insurance Corporation of India, Northern Zonal Office 11 th floor, Tower-II, Jeevan Bharti, 124, Connaught Place New Delhi-110001
5	Submission of Bids Date and Time	Bidders fulfilling the eligibility conditions for courier services as per Technical Specifications mentioned in the Tender should submit technical and financial bids in separate sealed covers super scribed as “ Technical Bid”(Annexure -1) & “Financial Bid” (Annexure-2)put together in a large sealed cover super scribed

		as “ Tender for Courier Services, Name of Tenderer ” by 31.10.2016 up to 3.00 pm
6	Technical Bid(Annexure-1) Opening Date/ Venue	The sealed covers having Technical Bids along with EMD and Tender fee will be opened by the tender opening committee on 01.11.2016 at 11.30 p.m. hours in the presence of bidders or one of their representatives who choose to present on the occasion. Venue will be same as per the address mentioned above.
7	Financial Bid(Annexure-2)	The Financial Bid of the bidder qualifying technical bid round will be opened at a later date which will be intimated separately to them.
8	Contact Details	Name : Mr. Manoj Sharma, Assistant Secretary/Mrs. Renu Jain Admn. Officer Telephone No.011-28844146 E mail Id : nz_os@licindia.com

We intend to call quotations for providing courier services, mostly to our offices situated all over India(in particular in the state of Delhi/NCR,Haryana,Panjab,Himachal Pradesh J &K and Chandigarh (UT); and in few cases to addresses other than our offices through out India.

The Terms and conditions are as under:-

We call your quotations as per Performa enclosed on the following Terms and conditions:-

1. The service provider would be required to depute its authorized representative to our office daily at a given time to collect the mail and issue receipt(s) in respect of individual envelopes/ packets received for sending by courier (with proof of delivery).
2. Time Schedule: Consignment collected should be delivered to the consignee within stipulated period of time as follows:-
 - a) For Delhi - 24 hours
 - b) Delhi NCR-48hours
 - c) Other destinations – up to 72 hours

Undelivered consignments should be returned to our office within a week from the booking date.

Penalty Clause: If the consignment is not delivered to the consignee within stipulated period of time as stated above, a penalty as shown below shall be imposed on the Agency.

One day delay from schedule time	Deduction of 25% courier/freight charges for the respective consignment.
Two days delay from schedule time	Deduction of 50% courier/freight charges for the respective consignment.
Three days delay from schedule time	Deduction of 75% courier/freight charges for the respective consignment
Four or more days delay from schedule time	Deduction of 100% courier/freight charges for the respective consignment

- 3 The service provider would mention date of picking the mail on the acknowledgement and would be required to get the date mentioned in "Proof of Delivery".
- 4 Billing cycle will be 1st to last day of the month and proof of delivery is to be provided along with the bill. Bill of previous month to be submitted latest by 7th of the following month and soft copy of Bill will also be required to be submitted in excel format.
- 5 Bill if found in order, would be settled within 30 days of receipt of the same in office and income tax will be deducted as per prevailing rates.
- 6 The interested vendor would be required to pay non refundable tender fee of Rs.100/- in cash at our cash counter during working days and cash hours. Alternatively the same can be paid by way of a demand draft payable in favour of Life Insurance Corporation of India drawn on any nationalized bank payable at Delhi.
- 7 The service provider will be required to deposit a sum of Rs. 8,000/-(Rs. Eight Thousand only) towards Earnest Money Deposit along with quotation either through a demand draft payable at New Delhi fvg. Life Insurance Corporation of India or the amount can be deposited at the cash counter of our office during cash hours. It may please be noted that no interest etc. would be payable on earnest money deposit in respect of service providers whose quotations are not accepted by us would be refunded within 30 days from the date on which final decision is taken. In the event of withdrawal of order by the service provider after closing date of the tender the EMD shall stand forfeited to LIC of India.
- 8 The service provider whose rates are approved would be required to submit with us security deposit towards performance guarantee of Rs. 50000/-(Rs. Fifty thousand only) by way of (i) by demand draft payable at New Delhi favoring LIC Of India. The security deposit paid either by cash or through demand draft would not attract any interest etc.
- 9 All payments to the service provider shall be through NEFT/RTGS only.

10. The rates of service provided by us would be valid for a period of one year from the date of approval. The contract would be renewed at the same rates at our sole discretion for a further period of one year, and there after by one more year if required, on same rates, terms & conditions.

11. During the term of Contract, there will be no revision in the rates. If during the said contract period the service provider expresses his inability to fulfill the contract, it will be treated as breach of Contract and the contract will be terminated. In such case, Corporation reserves the right to:

- a. Forfeit the Security Deposit submitted by the service provider.
- b. Blacklist the service provider for three years.

12. The Life Insurance Corporation of India does not bind itself in any manner whatsoever by entering in the arrangement proposed through this quotation and would be free to send mail by any other mode or through any other courier service provider as deemed fit by Life Insurance Corporation of India.

13 The Life Insurance Corporation Of India reserves its right to terminate the services of the service provider without assigning any reason thereof.

14 The Life Insurance Corporation of India reserves right to accept any of the quotation or to reject any or all quotations.

15 The contractor shall pack the letters /documents /packets etc. in air tight envelopes (for safety of the document) as per industry practice.

16 The contractor shall be responsible for safe custody of the documents till delivery.

17 The contractor shall attend all work on priority and shall maintain secrecy of documents. No unauthorized person shall have access to any document or part thereof.

18 No document should be held by the courier agency for any reason and if any article is not delivered, the courier must return the document immediately to the sender.

19. Termination of Contract

i) The contract can be terminated by either party by giving 60 days notice

ii) The contract is also liable to be terminated by the Corporation if

- a. The service provider abandons the work or
- b. The service provider assigns or sublets the work in whole or in part thereof or
- c. The service provider makes default in proceedings of the work under the contract, at any time during the contract period, with due diligence and continues to do so even after a notice is issued by the Corporation or
- d. The service provider becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or

- e. The service provider persistently disregards the instructions issued by the Corporation or
- f. The service provider fails to adhere to the agreed schedule of the work or
- g. The information submitted by the service provider in the Tender is found to be false or
- h. The service provider fails to perform its obligations or violates the provisions as per the terms of the contract.”

20. The service provider, after the award of the Contract, shall not sublet the contract either fully or partially.

21. The quotation should be sent in a closed/sealed envelop marked as “Quotation for Courier Service” and should be addressed in the name of the Chairman Stores Committee, LIC Of India, Zonal Office, “Jeevan Bharati” Building, Tower-2, Connaught Place, New Delhi- 110001.

22. If the service provider desires to terminate the contract, he shall give prior notice of at least 60 days as mentioned above; failing which, Security Deposit is liable for forfeiture.

23. In all cases of dispute, the matter will be referred to the Regional Manager(OS) and his decision shall be final and legally binding upon the service provider.

To ensure administrative convenience, for the purpose of arriving at L1 the Overall least rates would be considered for granting of Tender as per the weightage mentioned in Annexure -2for Financial Bid. Approximately 1200 to1300 packets/envelopes are sent through courier every month which mostly pertains to 100gms and up to 250 gms category. The packets varying from 1kg to 5 kgs and above comprises approx 5% to 7 % in one full year. Region wise approximately 50% of dak belongs to Delhi, 20%each to NCR and North India and rest 10% Srinagar & rest of India

The last date for receipt of quotations is 31.10.2016 upto 3 P.M. The quotations received after the stipulated date and time would not be considered.

Yours faithfully,
Secretary (OS).

Terms & conditions of this
Tender accepted and enclosed
Quotation submitted accordingly

Signature of authorized signatory
With rubber stamp only.



Annexure-1	
Tender for courier services	
Technical Bid	
Name of firm/company	
Address, Phone number & email id	
Name of the contact person, designation & mobile number	
Type of Organization (individual/sole proprietor/pvt Ltd	
Total number of years of experience in courier services (attach proof& list of clients)	
Pan No (attach copy)	
Service Tax No (attach copy)	
Turnover of Last three years(attach C A certificate) Financial year 2012-2013 Financial year 2013-2014 Financial year 2014-2015	
Income tax return (for three years with self attested copies) Financial year 2012-2013 Financial year 2013-2014 Financial year 2014-2015	
Tender fee details	

EMD Details	
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I have read the Application thoroughly and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and corporation and I/We will be solely responsible for consequences.

I/we unconditionally accept Terms and conditions mentioned in the application Document and attach same duly executed by me/us.

I/we agree that I/we have not objection if enquiries are made about the work performance with clients mentioned.

Applicant signature with SEAL

