



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

निविदा संख्या : का.से./2024-2025/04202401

भारतीय जीवन बीमा निगम, मण्डल कार्यालय जोधपुर एवं अधिनस्थ शाखा कार्यालयों / सेटलाईट कार्यालयों में डाक क्रियर सेवाओं हेतु वार्षिक अनुबंध किये जाने हेतु निविदायें आमंत्रित की जाती हैं।

उक्त निविदा हेतु आवश्यक नियम निम्नानुसार होंगे:-

1. निविदा जारी करने की तिथि : 15/04/2024
2. निविदा जमा की अंतिम तिथी एवं समय : 30/04/2024 अपरान्ह 4:00 बजे तक
3. तकनीकी बिड खोलने की तिथी : 30/04/2024 अपरान्ह 4:30 बजे
4. आवेदनकर्ता कार्यालय का पता : आवेदनकर्ता का कार्यालय राजस्थान राज्य में होना चाहिए ।
5. अनुबंध की अवधि : एक वर्ष हेतु तथा द्वितीय एवं तृतीय वर्ष हेतु समान टर्म एण्ड कंडिशन के साथ अनुबंध को आगे बढ़ाये जाने के प्रावधान के साथ
6. नाम एवं पता जहां निविदा जमा करानी है : अध्यक्ष स्टोर समिति, भारतीय जीवन बीमा निगम, मण्डल कार्यालय, 1, वेस्ट पटेल नगर, सर्किट हाऊस रोड, जोधपुर - 342011
7. निविदा फीस : रुपये 118/- (रु.100/- + जी.एस.टी. रु. 18/-)
8. सेवा प्रदान करने का क्षेत्र : भारतीय जीवन बीमा निगम, मण्डल कार्यालय जोधपुर के अंतर्गत मण्डल कार्यालय एवं अधिनस्थ शाखा कार्यालयों एवं सेटलाईट कार्यालयों में डाक क्रियर सेवाएं प्रदान की जानी होगी । उक्त कार्यालयों से डाक मुख्यतः जोधपुर मण्डल के अधीन अन्य कार्यालयों में, भारत के अन्य क्षेत्र में स्थित निगम के कार्यालयों में तथा भारत के अन्य भागों में दिये पते पर भेजी जानी होगी ।
9. अनुभव : आवेदनकर्ता फर्म का डाक क्रियर सेवाओं में कम से कम 3 वर्ष का अनुभव होना चाहिए ।
10. ब्लेकलिस्ट न होने का प्रमाण पत्र : आवेदनकर्ता को फर्म ब्लेकलिस्ट नहीं की गई है का प्रमाण पत्र (Annex-B) प्रस्तुत करना होगा
11. वार्षिक अनुमानित लागत : रु. 4.00 लाख
12. धरोहर राशी (3%) : रु. 12000/- (अखरे रुपये बारह हजार मात्र) धरोहर राशी डिमांड ड्राफ्ट (भारतीय जीवन बीमा निगम, जोधपुर के पक्ष में) के रूप में अथवा मण्डल कार्यालय के रोकड़ पटल पर जमा करवाकर रसीद टेक्निकल बिड के साथ संलग्न की जानी चाहिए ।

13. सिक््युरिटी राशी : सफल निविदाकर्ता को कुल टैंडर राशि का 3% सिक््युरिटी राशी के रूप में जमा करवाना होगा ।
14. निविदा भरने का तरीका : **लिफाफा प्रथम** – टेक्निकल बिड भर कर एवं धरोहर राशी का डिमांड ड्राफ्ट / रसीद तथा निविदा राशी का ड्राफ्ट/रसीद संलग्न कर बंद किया जाना होगा तथा लिफाफे पर टेक्निकल बिड स्पष्ट रूप से लिखा जाना होगा ।
लिफाफा द्वितीय – फाईनेन्शियल बिड भर का बंद किया जाना होगा तथा लिफाफे पर फाईनेन्शियल बिड स्पष्ट रूप से लिखा जाना होगा ।
- उक्त दोनो लिफाफों को एक तीसरे लिफाफे में बंद कर**
“ डाक कूरियर सेवा - टैंडर संख्या
का.से./2024-2025/04202401”
लिख कर उपर लिखे पते पर इस प्रकार भेजा अथवा जमा कराया जाना होगा कि निर्धारित अंतिम तिथी एवं समय से पूर्व प्राप्त हो जाये । निर्धारित समय पश्चात प्राप्त निविदाओं पर विचार नहीं किया जायेगा।
15. निविदा फार्म : निविदा फार्म भारतीय जीवन बीमा निगम की वेब साईट www.licindia.in से अथवा प्रबंधक(का.से.), भारतीय जीवन बीमा निगम, कार्यालय सेवा विभाग, मण्डल कार्यालय, 1, वेस्ट पटेल नगर, सर्किट हाऊस रोड, जोधपुर से निर्धारित फीस जमा करवाकर प्राप्त किया जा सकता है ।
16. एग्रीमेंट – सफल निविदाकर्ता को निर्धारित टर्म एंड कंडिशनस के साथ रु. 500/- के नान ज्युडिशियल स्टाम्प पर एग्रीमेंट करना होगा ।

आथ
वरिष्ठ मण्डल प्रबंधक

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TECHNICAL BID

SNO	INFORMATION REQUIRED	INFORMATION PROVIDED
1	Name of the Firm	
2	Correspondence Address & Telephone no.	
3	Address of Head office & Telephone no.	
4	Name of the Key person with his mobile no.	
5	Experience (Three years experience required)	
6	Have your firm ever been blacklisted by LIC of India or PSU/BFSI/GOVT./Semi Govt department. Give undertaking/certificate as per Annex-B	
7	Are you agreeable to provide services to LIC offices under Jodhpur Division as per Annex-A (i.e. Divisional office and branches / satellite office under Jodhpur division)	
8	Detail of EMD deposited FD NO. DATE AMOUNT OR M.R. NO. DATE AMOUNT	
9	Detail of Tender Fee Deposited	

Signature & Seal of the Firm



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Annex-B

UNDERTAKING

We hereby confirm that we have not been blacklisted by LIC of PSU/BFSI Organization/government/Semi government/Quasi Govt. Department in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2024.

Aurorized signatory.

Seal of Firm

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FINANCIAL BID

Performa for Financial Bid – Please fill rates for both (A) & (B)

(A)

SNO	WEIGHT	FOR LOCAL JODHPUR	FOR RAJASTHAN STATE	FOR OUT OF RAJASTHAN
1	UPTO 100 GRAMS			
2	101 GRAMS TO 250 GRAMS			
3	251 GRAMS TO 500 GRAMS			
4	501 GRAMS TO 1000 GRAMS			
5	FOR EVERY ADDITIONAL 500 GRAMS			
6	FOR EVERY ADDITIONAL 1000 GRAMS			

(B) Rate for daily consignment collection and delivery from Jodhpur Divisional office and Local Offices to Divisional office & Local Branches. Local offices are:-

- | | |
|--------------------------------|---|
| [1] Jodhpur-1(Railway station) | [2] Jodhpur-2 (Shastri Nagar) |
| [3] Jodhpur-3 (C.H.B.) | [4] Jodhpur-CAB (Cox Kutir, Shastri Nagar) |
| [5] Mandore (Paota, Jodhpur) | [6] Satellite Office Sarswati Nagar |
| [7] Satellite Office Soorsagar | [8] Satellite Office CLIA (11 th Pal Road) |
| [9] Satellite Office Banar | [10] Customer Zone (Shanichar ji ka Than) |

Daily Rs. _____ OR Monthly Rs. _____ irrespective of Weight.

Signature & Seal of Firm

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TERMS & CONDITIONS

1. The Divisional office is situated at 1st West Patel Nagar Circuit House Road, Jodhpur. The Branch offices and satellite offices are situated in six district i.e. Jodhpur, Pali, Sirohi, Jalore, Barmer & Jaisalmer. At any time during the contractual period it will be obligatory on the part of the Service provider to render the services at such new locations, if added subsequently.
2. The service provider shall render comprehensive services of the divisional office as per general guidelines and instructions from the authorities of LIC of India.
3. Personnel engage in services shall not take any item of Divisional Offices or from any office of the corporation without the consent by authorized official of the LIC of India.
4. All the consignment in all our offices under Jodhpur should be delivered as under:
 - A] If delivery point is local / same city area - On same day of pickup
 - B] If delivery point is within 150 kms - On next working day
 - C] If delivery point is beyond 150 kms - Within two working day
5. Dealer has to keep deposit of 3% of bid value as security deposit.
6. Rates for courier services are same for the Branches & Satellite offices as per Divisional office contract.
7. The rate quoted shall be include all taxes, duties, GST and nothing extra shall be paid on any account.
8. All consignment should be in one single envelopment / Packet.
9. Receipt of delivery (POD) is to be submitted within a month and on demand in specific cases if required earlier and shall preserve the delivery records at least for the period of 12 months and shall be in position to produce the same and when demanded in case of any dispute.
10. Delivery of document will be made as per mentioned in point no.4. If not delivered within stipulated period the penalty should be 50% of the charges payable on delivered consignment(s) for one day delay and more than one day delay it should be 100% cut of the charges payable on delivered consignments. The penalty shall be recovered by receiving office against the settlement of their bill payable.
11. Duration of agreement: LIC of India intends to enter in to an agreement for an initial period of one year with a provision for further extension for second and third year at the same rates and same terms and conditions if both parties agreed. However, LIC of India reserves the right to terminate the agreement, with one month written notice without assigning any reasons whatsoever. The service provider will be paid for the period of services rendered before such termination, if any.
12. The service provider shall be responsible for the conduct and behaviour of his employees. If any employee of the service provider is found misbehaving with the LIC staff, the service provider shall take necessary and appropriate action immediately.

13. In the event of any loss/damage being occasioned to LIC on account of the negligence of the service provider's employees the dealer will lodge FIR, claim insurance compensation & full fill every formalities as deemed necessary in recovering the documents and making the good the loss suffered by the corporation.
14. The service provider shall take proper instructions from LIC for the execution of the contract at the different places and will faithfully comply with the same during the course of the contract.
15. Should the service provider commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the service provider and the service provider shall have no right to claim any compensation whatsoever on this account.
16. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by Sr. Divisional Manager, LIC of India, Divisional office Jodhpur, whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Jodhpur. The provisions of the Arbitration and conciliation Act, 1996 shall apply to the arbitration.
17. In case of any new addition after submission of the tender, pro-data rates will be allowed on such additions.
18. The employees/agents of the service provider shall never considered to enjoy any right to enter the premises of LIC offices by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
19. The contractor will have no right to transfer or assign the contract or any rights there under to anyone.
20. In the event of failure of the service provider to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the service provider shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof.
21. If service provider commits breach of any covenant or 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.
22. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
23. 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.

24. 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.
25. Invoicing and payment: The service provider will submit their monthly invoice / bill in triplicate to LIC of India at the end of each calendar month on or before 7th of every month for these services rendered during the month. Income tax & Service tax (if any) as applicable will be deducted from the monthly bill/invoice of the service provider as per tax rules.

I agree with all the terms & conditions mentioned above.

Manager (OS)

Authorised signatory
and seal of the Firm

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Annex-A
LIST OF LOCATIONS

SNO	DISTRICT (STATE - RAJASTHAN)	BRANCH OFFICE LOCATIONS
1	JODHPUR	1. DIVISIONAL OFFICE, CIRCUIT HOUSE RD 2. JODHPUR-1 3. JODHPUR-2 4. JODHPUR-3 5. JODHPUR-CAB 6. MANDORE 7. OSIAN 8. PHALODI 9. BILARA 10. S.O. PIPAR 11. S.O. CLIA JODHPUR 12. S.O. SARSWATI NAGAR 13. S.O. SOORSAGAR 14. S.O. BALESAR 15. S.O. BANAR
2	JAISALMER	1. JAISALMER 2. POKARAN
3	JALORE	1. JALORE 2. BHINMAL 3. SANCHORE 4. S.O. SAYALA
4	BARMER	1. BARMER 2. BALOTRA 3. S.O.DHORIMANA 4. S.O. CHOATAN 5. S.O. CLIA BALOTRA 6. S.O. SIWANA
5	PALI	1. PALI-1 2. PALI-2 3. SUMERPUR 4. SOJAT 5. BALI 6. JAITARAN 7. S.O. MARWAR JUNCTION 8. S.O. RANI 9. S.O. TAKHATGARH 10. S.O. RAIPUR
6	SIROHI	1. SIROHI 2. ABU ROAD 3. S.O. PINDWARA

Note: If any new location added, same should be included in CAMC.
 Authorized signatory of the firm with seal :-