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**Re: Re-TENDER FOR INTERNAL COURIER SERVICES**

You are requested to submit the bid as **per Annexure –A, B, C, D, E**, in a sealed envelope super scribed “TENDER FOR INTRA DIVISION COURIER SERVICES IN DELHI & NCR”. Application forms can be obtained from O.S. Department, LIC OF INDIA, Delhi DO-1, 4.th Floor, Jeevan Prakash Building, 25 K G Marg, New Delhi-110001.

**Application Forms can be obtained from O.S Department, LIC of India, Divisional Office, Delhi DO-1, 25 K G Marg, New Delhi-11001 from 26.10.2022 to 10.11.2022 in office hours 10.00AM to 17.00 Hrs.**

**The last date of submission of the tender document is 10.11.2022 latest by 13.30.**

Tender should be sent in sealed envelope marked as –“**TENDER FOR INTRA DIVISION COURIER SERVICES IN DELHI & NCR**” in the name of “Manager (OS)” LIC OF INDIA, Delhi DO-1, 4.th Floor, Jeevan Prakash Building, 25 K G Marg, New Delhi-110001.

**The sealed envelopes will be opened at 3.30 PM on 10.11.2022 in OS department, LIC OF INDIA, Delhi DO-1, 4<sup>th</sup> Floor, Jeevan Prakash Building, 25 K G Marg, New Delhi-110001. The concerned agency may send their representative at the time of opening of the Tender.**

**The service provider should sign & affix firm’s seal on each page of the tender.**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**Senior Divisional Manager**

The Sr. Divisional Manager  
LIC of India, Divisional Office-1  
25 K G Marg  
New Delhi-110001

**Re: LIC of India- COURIER SERVICES at various offices in Delhi & NCR**  
**APPLICATION FORM**

<b>S. No.</b>	<b><u>Information sought</u></b>	<b><u>Information Provided</u></b>
1.	Name of the Firm (In Block Letters)	
2.	Correspondence address and telephone no, Mobile number with email id	
3.	Address of Head Office (If separate) and Telephone no.	
4.	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
5.	Name of the Partners/ Directors	
6.	Name of Chief Executive with his present address and Telephone /mobile number.	
7.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs with his mobile number	

8.	Name of Bankers with address & telephone nos. IFSC Code & A/C No. (Blank Cancelled, signed Cheque is mandatory)	
9.	PAN No. of Income tax Deptt. (Please enclose self-attested photocopy )	
10.	G.S.T Certificate (Please enclose self-attested photocopy of certificate)	
11.	Details if registered with any other Government Authority	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office, New Delhi to consider our agency bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS FOR COURIER SERVICES prescribed and assure to render the services to the fullest satisfaction of the corporation.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Signature with Seal

Name:

Designation:

**Note: The Corporation reserves the right to accept or cancel any of the quotation at its absolute discretion without assigning any reason. Applications received with incomplete information or alteration will not be considered.**

**FINANCIAL QUOTATION GROUP -1**

**Performa of Price Bid for Internal Courier Services (Single rate to be quoted for taking consignment from the Divisional Office and bring back to Divisional Office from a particular Branch Office, and vice versa.) (The rates shall be exclusive of GST)**

S.No	Name of the Branch	Address of the Branch	Up to 250 grms	>250 Grm to 500 Grm	>500 Grm to 750 Grm	> 750 Grm to 1KG	Rates for every 25 grm over & above 1KG
1	Branch office 31C	Cannaught Place New Delhi					
2	Branch office 112	Cannaught Place New Delhi					
3	Branch office 115	Cannaught Place New Delhi					
4	Branch office 111	Cannaught Place New Delhi					
5	Branch office 120	Cannaught Place New Delhi					
6	Branch office 11C	Cannaught Place New Delhi					
7	Customer Zone	Cannaught Place New Delhi					
8	Branch office 11 J	Cannaught Place, Jeevan Prakash, 25 K G Marg, New Delhi					
9	Branch office 117	Cannaught Place, Jeevan Prakash, 25 K G Marg New Delhi					
10	Branch office 118	Cannaught Place, Janpath, Delhi.					
11	Branch office 310	86 Janpath, New Delhi					
12	Branch office 113	Jeevan Tara Building, Parliament Street. Street. New Delhi					
	<b>TOTAL</b>						

### FINANCIAL QUOTATION GROUP -2

S.No	Name of the Branch	Address of the Branch	Up to 250 grms	>250 Grm to 500 Grm	>500 Grm to 750 Grm	> 750 Grm to 1KG	Rates for every 25 gm over & above 1KG
13	Branch office 12 A	Karol Bagh, Delhi					
14	Branch office 31D	Karol Bagh, Delhi					
15	Branch office 108	Karol Bagh, Delhi					
16	Branch office 124	Sat Nagar, Karol Bagh, Delhi					
17	Branch office 11F	South Extension, Delhi					
18	Branch office 31A	ITO, Delhi					
19	Branch office 11S	Kailash Colony, Delhi					
20	Branch office 11N	Mehroli, Delhi					
21	Branch office 119	Mool Chand, Delhi					
22	Branch office 12G	Nehru Place, Delhi					
23	SO of 124	Rajender Nagar, Delhi					
24	Branch office 311	Rajender Place, Delhi					
25	SO of 310	Rohni, Delhi					
26	Branch office 11X	Saket, Delhi					
27	Branch office 127	Vasant Kunj, Delhi					
28	SO of 311	Vasunt Kunj, Delhi					
29	SO of 11S	Alakhnanda, Delhi					
30	Branch office 11R	Bhika Ji Cama Place, Delhi					
	<b>Total</b>						

**L-1 will be decided separately for the location from 1 to 12 on the basis of total and from the location from 13 to 30 on the basis of total separately.**

Note: Full and final payment shall be made after successful completion of the work and after adjustment of deductions mentioned here in above and deduction of TDS & TDS on GST etc as per Income tax / Prevailing rules regulations.

The complete List of delivered documents at the locations is to be given at Jeevam Prakash, Divisional office on daily basis.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Name.....

Signature with date

Seal of Firm/Company

The Sr. Divisional Manager  
LIC of India, Jeevan Prakash Building  
Divisional office, Delhi DO-1  
25 K G Marg,  
New Delhi-110001

**Re: LIC of India- COURIER SERVICES at various offices in Delhi & NCR**

Dear Sir,

In response to your tender enquiry, we are pleased to enclose the above as our financial bid for your kind consideration.

- We further understand Price should be quoted exactly as per the format given above.
- We further understand multiple rates for single item unless notified in the tender will not be accepted and would lead to rejection of offer.
- We further understand Variable rates, unless specified in the tender will not be accepted and would lead to rejection of offer.
- We further understand Price bids with conditions /Counter conditions are liable for rejection.
- We undertake that the services shall be provided strictly as per aforementioned specification.
- We confirm that the quoted prices will remain firm and there would not be any price escalation during the contract period and or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We also confirm that we abide by and accept all the tender conditions and we do not have any counter conditions.
- We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry. Full and final payment shall be made after successful completion of the work and after adjustment of deductions mentioned hereinabove and deduction of TDS etc as per rules.
- Note: The Corporation reserves the right to accept or cancel any of the agencies at their absolute discretion without assigning any reason. Applications received with incomplete information or alteration will not be considered.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Name.....  
Signature with date  
Seal of Firm/Company

## ANNEXURE -D

### ELIGIBILITY CRITERIA, TERMS & CONDITIONS

- The company/ Vendor should have a valid PAN Card no. of Income Tax Department & Service Tax Registration No.
- **Copies of PAN, Service Tax/ GST Registration Certificates etc, & Blank cancelled cheque is to be provided along with the Bid.**
- **The service provider should provide hard copies or delivery status sheets of 'Proof of delivery' on daily basis and on demand within 4 days in particular cases and shall be preserved for next 12 months.**
- Service provider should deploy pickup personnel to locations where our Offices/departments are housed Viz both Divisional office & Branches. The concerned personnel will pick up the consignment from all the offices on daily basis and ensure delivery as per schedule. All consignment should be in one single envelopment/packet. Single rate to be quoted for taking consignment from the Divisional Office and bring back to Divisional Office from a particular Branch Office, and vice versa.
- The service provider would mention time & date of picking the mail on acknowledgement & would be required to get the time mentioned in the proof of delivery along with the signature and stamp of the receiving official.
- Time Schedule: Consignment collected should be delivered to the consignee within stipulated period of time as follows:-
- In Delhi & NCR: within 24 (Twenty Four) hours for all offices mentioned from the time of picking up or by next day and If next day happens to be holiday, then next working day AFTER HOLIDAY the delivery should be done.
- Undelivered consignments should be returned to our office within 72 hours or three working days from the booking date.
- Billing cycle will be 1<sup>ST</sup> to last day of month & proof of delivery is to be submitted along with the bill.
- **The successful bidder has to submit the details (number of packets within the month) of mails picked from all the branches dully certified from the Branch in charge along with the monthly bill for payment. Format of the same will be made available after the finalization.**



- Bill of previous month to be submitted latest by 7<sup>Th</sup> of following month. Bill if found in order shall be settled within 15 days from date of receipt of bill in office & all charges/ tax will be deducted as per prevailing rules. However the rates will be exclusive of service tax. The payment will be done along with GST payable by service receiver besides basic rates as quoted by service provider.
- 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 (service provider)
  - a) One day delay from schedule time Deduction of 25% courier/freight charges for the respective consignment
  - b) Two days delay from schedule time Deduction of 50% courier/freight charges for the respective consignment.
  - c) Three days delay from schedule time Deduction of 75% courier/freight charges for the respective consignment
  - d) Four or more days delay from schedule time Deduction of 100% courier/freight charges for the respective consignment

However if the delay in delivery of the consignment is due to unavoidable circumstances which are beyond the control of the service provider, then Competent Authority reserves the right of decision.

- **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 defaults 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
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."

- SERVICE AGREEMENT subject to the Laws. The Stamp Duty, Execution Cost etc. shall be borne by the service provider entering into Service Agreement with the Corporation.

**All payments to the service provider shall be through NEFT/RTGS only after getting the P.O.D's**

- The tender in the prescribed format (Hard Copy only) should be dropped in the tender box.
- The LIC shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the contractor for any purpose whatsoever nor would the LIC be liable for any claim(s) whatsoever of any person(s) of the contractor.
- The contractor shall be responsible for all injuries and accidents to persons, employed by him. The Tenderer shall make adequate arrangement for Watch and Ward of his materials and shall ensure safety, breakage and any theft of materials fixed or unfixed by them.
- The contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the LIC staff, the contractor shall take necessary and appropriate action immediately.
- In the event of any loss/damage being occasioned to LIC on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
- The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
- The contractor shall give the services on all days during the period of contract as per the LIC's requirement. The service provider will carry all sorts of Dak including banners etc.
- Should the contractor 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 contractor and the contractor shall have no right to claim any compensation whatsoever on this account.
- In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred for the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, DELHI DIVISION-1 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Delhi. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

- In case of any new addition of location for providing courier services after submission of the tender, pro-rata rates will be allowed for such additions in the sole discretion of competent authority i.e. Sr. Divisional Manager, Delhi DO-1.
- The employees/agents of the contractor shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
- If, at any time, during the operation of this agreement or thereafter the LIC is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the personnel of the Contractor or to any third party, the contractor shall immediately pay to the LIC all such amounts and costs also and in all such cases/events the opinion of the LIC shall be final and Binding upon the contractor. The LIC shall be entitled to deduct any such amounts as aforesaid, from the any of the pending bills of the contractor and if such amount is not fully recovered, the LIC shall be entitled to recover the balance amount through legal recourse.
- The contractor further agrees to absolve the LIC from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the contractor. It is clearly understood that should the LIC be called upon to make any payment to any authority, the contractor shall reimburse such amounts to the LIC whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the LIC for any default of the contractor or its employees committed during the operation of this Agreement, the contractor shall pay the LIC such amount on demand without protest.
- It is clearly understood by the contractor that the persons employed by the contractor for providing services as mentioned herein, shall be the employees of the “Contractor” and not of “LIC”.
- This agreement may be terminated forthwith if 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.

Any obligations under this agreement which either expressly or by their nature is to continue after termination or expiration of this agreement shall survive and remain in effect.

**The contract shall be for a period of one year and can be extended up to another one and one more year depending on satisfactory review and on mutual understanding of both the parties.**

BIDS submitted not in accordance with the above guidelines will be liable to be rejected.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Signature with Seal

Name:

The Sr. Divisional Manager  
LIC of India, Divisional office  
Delhi DO-1  
25 K G Marg  
NewDelhi-110001

**Re: LIC of India- COURIER SERVICES at various offices in Delhi & NCR**

Undertaking

We hereby confirm that we have not been black-listed by L I C of India or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of bid in response to the above Tender for COURIER SERVICES.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022

**Seal & Signature of the service provider**

**Authorized Signatory**