



(Tender for ‘ANNUAL CONTRACT FOR COURIER SERVICES’ Cluster-wise for offices of Life Insurance Corporation of India, Bikaner.)

NOTICE FOR TENDER

Sr.no	Activity	Details
1	Tender Date	12.06.2023
2	Tender details	The courier tender is floated for 5 clusters separately covering all offices under LIC of India Bikaner division. <u>The tenderer can opt to quote rates for all 5 clusters separately. It is mandatory for every tenderer to quote rate for minimum 3 clusters (any) failing which the tenderer shall not be considered for further scrutiny.</u>
3	EMD (Bid Security amount)	Rs.2,500/- (Two Thousand Five Hundred only) by way of Pay Order/Demand Draft on any Schedule Bank payable to LIC of India at BIKANER. The EMD amount is refundable to bidders as per norms. Cash amount may be paid at LIC of India BIKANER D.O. at Cash counter in cash hours, ‘Jeevan Prakash’, Sector 6-7, JNV Colony, Jaipur Road, Bikaner and receipt/details of cash transactions to be submitted/ mentioned in the application/ tender.
4	Tender Fee	Rs.118/- (One Hundred eighteen only) inclusive of GST (non-refundable) by way of Cash/ Pay Order /Demand Draft on any Schedule Bank payable to LIC of India at BIKANER. Cash amount may be paid at LIC of India BIKANER D.O. at Cash counter in cash hours, ‘Jeevan Prakash’, Sector 6-7, JNV Colony, Jaipur Road, Bikaner and receipt/details of cash transactions to be submitted/ mentioned in the application/ tender.
5	Address for submission of sealed bid to be put in Tender Box in OS Department, Bikaner D.O.	The Store Committee, LIC of India, Divisional Office , ‘Jeevan Prakash’, Sector 6-7, JNV Colony, Jaipur Road, Bikaner
6	Submission of Bids Last Date and Time	Date: 03.07.2023- 17.30 Hrs. (sealed bid envelopes should reach on or before last date & time of submission at the above address)
7	Opening Date/Venue of technical Bid	Date: 04.07.2023 at 11.30 Hrs. in the presence of tenderer or their authorized representative who choose to attend. Venue: as per above address. Bidders may choose to present at the time of opening of technical bid.
8	Opening of Financial Bid	Date of opening of financial bid will be decided later and informed accordingly to qualified bidders.
9	Validity of the tender rates	The rates quoted by the tenderers shall remain enforce for a period of six calendar months from the date of opening of the technical bid.
10	Duration of Contract	The contract shall be for period of one year which is renewable on same rates, terms and Conditions at sole discretion of LIC of India, Bikaner for further one year or part at a time (maximum twice) subject to satisfactory services.
11	Contact Details	Manager (OS.) ‘Jeevan Prakash’, Sector 6-7, JNV Colony, Jaipur Road, Bikaner. Tel No- 0151-2225917; E mail Id : os.bikaner@licindia.com

Signature of Tenderer/ Vendor with Seal



M/S.....

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Dear Sir,

Re: Tender for 'ANNUAL CONTRACT FOR COURIER SERVICES' cluster-wise for offices of Life Insurance Corporation of India, Bikaner.

Enclosed herewith are item rate tender documents for the aforesaid work, containing 17 Pages (Page No.1- 17) with all terms & Conditions. You are requested to quote your lowest rate for all clusters or minimum 3 clusters on the tender documents enclosed in a sealed envelope and send it to **The Store Committee**, Life Insurance Corporation of India, BIKANER Divisional Office, 'Jeevan Prakash', Sector 6-7, JNV Colony, Jaipur Road, Bikaner. Your tender rates will remain valid for six months from the date of opening of the technical bid.

Please super scribe 'ANNUAL CONTRACT FOR COURIER SERVICES' on top of the envelope. Sealed tenders should be sent with EMD Rs 2500/- & Tender Fee Rs. 118/- (Rupees one hundred eighteen only) including GST by way of Cash / Pay Order/Demand Draft on any Schedule Bank in favor of "LIFE INSURANCE CORPORATION OF INDIA", payable at Bikaner.

Tenders shall be submitted at Office Services Department, Bikaner Divisional Office, on or before **03.07.2023 up to 17.30 Hrs.** Technical bid will be opened on **04.07.2023 at 11.30 hrs.** Subject to rules, in the presence of Service Providers or their accredited representatives who choose to attend. Vendors shall ensure that their tenders are received before the date and time specified as no consideration, whatsoever, shall be given for postal or any kind of delays. Tenders not submitted on our schedules are liable to be rejected and summarily LIC of India reserved the rights to reject/accept one or all the Tenders without assigning any reasons thereof.

In case, any clarification is sought over the tender's terms and conditions, the same should be addressed to the office of the undersigned, in writing, well before submission date of tender and it will be redressed by our office immediately.

MANAGER (OS)



(UNDERTAKING Letter to the Corporation on the Vendor's letter head)

To,
The Sr. Divisional Manager
LIC of India,
'Jeevan Prakash', Sector 6-7, JNV Colony,
Jaipur Road,
Bikaner

Dear Sir,

Sub: Tender for 'ANNUAL CONTRACT FOR COURIER SERVICES' cluster-wise for offices of Life Insurance Corporation of India, Bikaner.

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for the Annual Contract of Courier Services as detailed in your above referred tender notice. I/We hereby confirm that we have not been black-listed by LIC of India or any PSU/ banks/ BFSI organization/ Government /Semi-Govt. /Quasi Govt. departments in India, as on date of submission of bid in response to the above Tender.

I/We further confirm that our offer is in conformity with the terms and conditions as mentioned in the tender form. I/We also confirm that the offer shall remain valid till the concurrency of the awarded tender. I/We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has the right to reject the offer in full or in part without assigning any reason whatsoever. I/We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and LIC of India, Bikaner on the basis of the information given by me / us can be treated as invalid by the Corporation and I / We will be solely responsible for the consequences. I/We agree that the decision of LIC of India Bikaner in selection of Service Providers will be final and binding to me / us.

All the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets. I/We agree that I / We have not applied in the name of sister concern for the subject tender. We submit the EMD of amount Rs. 2,500/- (Five Two thousand five hundred only) and Tender fee for Rs.118/- (Rupees one hundred eighteen only) inclusive of GST. Copy of Misc. Receipt issued at cash counter or Demand Drafts favoring LIC of India, Bikaner are also enclosed herewith.

Details of receipt issued by your F&A department towards tender fee/EMD are as under:

Particulars	DD/MR number	Date	Bank	Amount
Tender Fees				
EMD amount				

Yours Faithfully,

Authorized Signatories
(Name and designation, Seal of the Firm)



INSTRUCTIONS REGARDING SUBMISSION OF TENDERS

Non-compliance with any of the following instructions would render the tender non-bonafide

1. Tenders shall be submitted at Office Service Department, Bikaner Divisional Office, Bikaner on or before **03.07.2023 upto 17:30 Hrs** and will be opened on **04.07.2023 at 11:30 hrs** subject to rules, in the presence of tenderers or their accredited representatives, who choose to attend.
2. No consideration, whatsoever, shall be given for postal or any kind of delays. Tenders not submitted as per our schedules are liable to be rejected summarily.

The tenders shall be submitted in the following format

Envelope No. 1: Annexure –A: Application forms as duly completed, Stamped and signed with all enclosures **super scribed as technical Bid.**

Separate envelope for each cluster (minimum 3 cluster any)

Envelope No. 2: Annexure –B: Completed and signed **super scribed as 'Financial Bid'- Cluster # (number).**

Envelope No. 3: EMD and Tender fees– The DD/Banker's Cheque/Copy of LIC cash counter receipt for tender fee and EMD to be put in the envelope super scribed as "EMD AND TENDER FEE".

Envelope No. 4: All the Envelope No. 1, 2 and 3, are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as "**Tender for Courier services under Bikaner Division**". **The name of firm should be mentioned on the envelope.**

3. Service Providers should put their firm's signatures & proper seals on each page and all relevant places as marked on the tender document as token of their perusal.
4. Service Providers should fill up all the relevant details in blanks and **No alterations/additions are to be made** by the tenderer on the contents of the tender paper. If at any later date, it is found that the documents and certificates submitted by the Service Provider are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and the Security Deposit deposited to the Corporation shall be forfeited without any claim whatsoever on the Corporation.
5. Proposal for any alterations or changes to the terms and conditions laid down in the tender document would attract rejection of the tender, at the discretion of the Sr. Divisional Manager, Divisional Office Bikaner.
6. The Service Provider is required to check the tender set and should any page be found missing or to be in duplicate, or if the figures or writing be indistinct, he should inform The Manager (OS) Bikaner division at once and have the same rectified.
7. In case, any clarification is sought over the tender's terms and conditions, the same should be addressed to the Manager (OS) Bikaner Division, in writing, well before submission date of tender and it will be redressed by our office immediately.
8. The rates quoted by the vendor shall remain inforce throughout the contract period and are to cover for fluctuation in charges for materials, labour, loading, unloading at all LIC of India offices under Bikaner division.
9. Price rate should be uniformly applicable for Branches/SOs under single cluster irrespective of their location.
10. Items rates should be quoted in figures and words both. Rates quoted in words would be taken as bonafide and in case of dispute for quoted amount in words & figures, rates in words would be given precedence and the amount for the work order shall be worked out as per rates written in words only shall be taken into consideration.
11. Tender bid rates shall remain valid for six months from the date of opening of the technical bid.

Signature of Tenderer/ Vendor with Seal



Terms & Conditions of the contract

1. The scope of the contract will cover:
 - a. The courier firm/agency should have their own establishment/franchisee at all our office locations under cluster as mentioned in per Annexure D. Name list of all such franchisees must be submitted along with the tender. The tenderer shall be responsible for services of his franchisees.
 - b. **The delivery of the dak within local city should be made on next working day; within Rajasthan by third working day and to Rest of India by fourth working day.** Intermittent holidays in the office shall count for the in transit days and delivery of the dak on next working day shall be deemed as have been delivered in the holiday and that shall not count for delay in delivery.
 - c. The agency will depute their representatives to our offices for collection of dak under receipt and delivery of dak. The representative will have to be provided with a suitable letter of authority/identity card without which he shall not be authorized to collect the consignments.
 - d. The agency should declare in details the procedure of securing of PODs for every dak picked from the office in technical bid (refer point 16 of technical bid). PODs (proof of Delivery duly signed by consignee) shall be submitted within two working days from the day of demand in specific cases. The PODs should invariably bear date of delivery with Signature of the consignee.
 - e. The POD includes any proof of delivery duly signed by consignee acceptable to LIC of India.
 - f. **The mode of communication for demand of POD by LIC of India office shall be registered email of the agency shared in the tender or updated on agency request at later date.**
 - g. In case of loss of documents, the agency shall lodge FIR without delay, claim insurance, compensation and fulfill every formality as deemed necessary in recovering the Documents and making good the losses suffered by the Corporation due to such lapse.
 - h. **Courier agency will have to preserve the delivery records (PODs) at least for contract period and 06 months thereafter and shall be in position to produce the same as and when demanded in case of any dispute.**
2. **The tender shall be awarded cluster-wise to the L1 tenderer after due process of technical and financial scrutiny by the store committee.** Acceptance/agreement by vendor to successful award shall be executed separately for each cluster on a non-judicial stamp of Rs 500/-. Cost of non-judicial stamp shall be borne by successful vendor.
3. The contract shall be awarded for period one year which may be renewed on same rates, terms and conditions at the sole discretion of LIC of India, Bikaner for further one year/part of year at a time (maximum two times) subject to satisfactory Services.
4. **Financial Criteria:** The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year (**Previous financial year is reckoned as 2022-23 OR 2021-22**) should be at least **05 lakhs**. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details for the relevant period shall be attached with the technical bid.
5. **Experience Criteria:** The Bidder should have supplied same or similar category service to any Central /State Govt Organization /Banks /PSU /Public Listed Company for at least last two financial years before the bid opening date. Copies of relevant proof of contracts to be submitted along with technical bid in support of having supplied same service during each of the financial years.
6. **Statute obligation:** The Service Provider agency shall obtain at their own expenses, all licenses, permissions etc., that may be required for conducting Courier Services and pay all the Taxes/penalties becoming payable to the Government, Municipality or any other body by reason of their conducting Courier Services at various LIC Offices as mentioned in annexure D. The Service Provider agency will also comply with all their statutory obligations towards their profession/staff including ESIS, EPF, License under Contract Labour Act and Rules etc., as per the prevailing laws. Further they shall have to ensure that no child labour is employed.
7. The payment of bill submitted will be subject to the necessary tax deductions at source, as and when applicable- at the then prevailing TDS rates. GST charged will be paid as per actual payment at prevailing rates. The Service Provider shall mention the LIC GST number on the bill.

Signature of Tenderer/ Vendor with Seal



8. In case there is any change of premises within the city as described in annexure D, no extra charge will be payable to the courier agency.
9. The workers engaged by the Service Provider shall be Service Provider's own employees and Corporation shall in no way be responsible or liable for payment of their wages and other benefits. Further, the workers engaged by the Service Provider shall not be deemed to be the employees of the Corporation and shall not be entitled to any benefits either of a temporary or a regular employee of the Corporation. The Corporation will have no obligations towards such employees and such personnel will not be entitled to claim any kind of employment with the Corporation.
10. The Service Provider or any of their agents, employees, servants or anyone else on their behalf will not in any way make use of the name of the Corporation or its Officers, employees or agents in their dealings with outsiders while making any purchase concerning or for running the Courier Services contract.
11. The Service Provider will have no rights to transfer or assign the contract or any rights there under to anyone.
12. The Corporation shall not be liable to pay any damages/claims, made under the Workmen's Compensation Act, or rules there under or for compensation payable in consequence of any accident or injury sustained by any person in employment for purpose of this, Courier services.
13. The Service Provider shall exercise effective control and supervision of the person employed by them. The Corporation will have right to ask the Service Provider to terminate the services of any of their employee if found to be of a bad character, impolite, discourteous or suffering from any contagious disease at any time. The Service Provider and their staff shall follow the security rules and regulations of the Corporation in force and instructions issued from time to time. If there is any violation the Corporation will be free to take action against the service provider.
14. The Service Provider shall submit EMD of Rs.2500/- (refundable as per rules). The Service Provider shall pay Tender Fee amounting to Rs.118/- inclusive of GST in cash (at Cash Counter of Divisional Office & Misc. Receipt copy to be enclosed with tender) or by Demand Draft/Pay order of Nationalized/Scheduled Bank payable at Bikaner only, which shall not be refunded.
15. Further, the successful bidder/s have to pay **Security Deposit of Rs.10,000/-** (per cluster awarded) in cash or by Demand Draft/Pay order of Nationalized/Scheduled Bank, favoring LIC of India, payable at Bikaner only or should submit an equal amount of Bank Guarantee immediately before commencement of Contract, which will remain with Corporation throughout contract period & will not carry any interest. In case of damage or loss to any article/documents/Bulk materials, equipment, Furniture and fixture on account of negligence on part of workers deputed by service provider, the Corporation shall recover the cost of the same from the Security Deposit. In case, the Security Deposit is found insufficient to cover the loss, Agency shall make good the difference immediately on demand.
16. The Corporation reserves the right to modify/alter any term and condition of the tender or cancel this tender for the full or any part at any stage without assigning any reason.
17. **Penalty Clause:** If the consignment/parcel is not delivered within the stipulated time period as mentioned in 1(b) above (except on occasions like imposition of curfew or due to occurrence of natural calamity like floods etc.) or damaged in transit, **the Corporation may impose penalty:**
 - a. Failure to provide POD on demand with-in two working days shall attract penalty at the rate of Rs 30/- + GST per day per instance subject to maximum of Rs 300/- + GST per instance per location. The period of penalty in such case shall be reckoned from the day of demand of POD by the office. No payment for the article shall be made if POD is not provided within 10 days from the day when POD is called for. Third party charges, if any, shall also be borne by the agency, which shall be deducted from their monthly bill or Security Deposit with the Corporation, as the case may be.

Signature of Tenderer/ Vendor with Seal



- b. If at any instance vendor fails to arrange pickup of the dak from the locations as described in annexure D then a flat **deduction/penalty of Rs.100/- + GST** per day per location (subject to maximum of Rs **1000/- + GST** per instance per location per month bill) shall be levied. If such failure on part of vendor to arrange pick-up of dak on working day in a calendar month at any location exceeds 10 days in total then that shall count for breach of the terms and conditions of the contract and may attract termination of the on-going contract including lawful forfeit of security deposit upon decision of Sr Divisional Manager Bikaner.
- c. **The consolidated monthly penalty amount as stated in point no 17 (a & b) above shall not exceed 70% of the monthly courier bill excluding GST.**

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

18. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.
19. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as “Investigating Officer”, to make an investigation as specified under Sec.33 (1) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, managing Director or Other Officer of the service provider or contractor where the services are outsourced by LIC of India.
20. **Termination Clause:** The Corporation reserves the right to terminate the contract without assigning any reason by giving a notice of one month. This decision will not be challengeable in any court of law. The Service Provider will have to give a notice of three month if the Service Provider wishes to terminate the Contract before expiry of the contract period. The contract may also be terminated immediately by the Corporation at its sole discretion if
 - a) The service provider abandons the work in full or part.
 - b) The service provider assigns or sublets the work to some other person/ service provider.
 - c) The service provider makes default in proceedings of the work under the contract at any time during contract Period and continues to do so even after a notice is issued by the Corporation.
 - d) The service provider becomes bankrupt or insolvent or goes to liquidation or is ordered to wind up or has a receiver appointed on its assets.
 - e) The service provider disregards the instructions issued by the Corporation.
 - f) The service provider fails to adhere to the agreed schedule of the work.
 - g) The information submitted by the service provider in the Tender or otherwise is found to be false.
 - h) The service provider fails to perform its obligation or violates any provision of the contract or of any law of land.

in such cases [a to h] if contract is terminated, the security deposit will be forfeited and will not be challengeable in any court of law.
21. Any dispute arising out of this acceptance shall be referred to for “Arbitration” to The Sr. Divisional Manager, LIC of India, Divisional Office Bikaner and his decision shall be binding on the Firm/Vendor. The Firm/Vendor/Manufacturer shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. **Any dispute arising out of or relating to this tender shall be deemed to have arisen in Bikaner and shall be under adjudication a court in BIKANER.**

Signature of Tenderer/ Vendor with Seal



TECHNICAL BID

APPLICATION FORMAT FOR COURIER SERVICES DIVISION OFFICE BIKANER

1. Name of the Firms (in block letter) :
2. Date of Establishment / Incorporation :
3. Address & Telephone/Mobile No. :
4. Address of Office (if separate) & Tel. No. :
5. Status- Proprietor / Partnership / Private Limited Company :
6. Name of the Partners / Directors :
7. Name of the Chief Executive with his present address & Tel/Mobile No. :
8. Name of the representative(s) with contact details indicating Designation who will be calling on us and Attending to our jobs :
9. Name of the Banker with address, Tel. No. & particulars :
A/c Name _____ A/c No. _____ IFSC Code _____ PAN _____
10. Whether holding certificate under shops & establishment act, duly renewed YES/NO (Copy should be enclosed)
11. Certified copy of Audited Balance Sheets or a certificate from the Chartered Accountant /Cost Accountant indicating the turnover details of last three financial years YES/NO (Copy should be enclosed)
12. Copies of experience criteria for last two financial years before bid opening date- contracts/completion certificate to be submitted in support of having supplied same service. YES/NO (Copy should be enclosed)
13. Whether having Registration of Courier with Govt. authority YES/NO (copies with registration no. to be submitted)
14. Are you agreeable to collect daily consignment / items from Divisional Office Bikaner and all offices under Bikaner division.(Address list of Branch office and SO as per Annexure- D)
15. Are you agreeable to abide by the Terms & Conditions of the Contract as mentioned in tender document? (YES/NO)
16. State in details the procedure of securing PODs (mandatory). Give details:

Signature of Tenderer/ Vendor with Seal



17. Whether the firm covers destinations mentioned in Terms & conditions mentioned in Annexure D. Whether covers prominent destinations in India? Also enclose a list of destinations the courier firm covers.

18. Name the office of the LIC of India /Public Sector Undertaking /state-Central Govt /banks / reputed Pvt. Sector where agency have done similar jobs during the last 2 years :

19. Name, Address & Tel. Nos. of some of you valued customers :

20. Mention any other specialties of your establishment :

21. Put tick mark (√) under respective cluster columns for which best offer rates have been quoted in your financial bid (minimum selection of 3 clusters mandatory) :

Cluster-1	Cluster-2	Cluster-3	Cluster-4	Cluster-5

Date:

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the answers on a separate sheet giving appropriate question no. and attach the same.

Signature of Tenderer/ Vendor with Seal

Annexure B

QUOTATION FOR ANNUAL CONTRACT FOR COURIER SERVICES TO OFFICES UNDER BIKANER DIVISIONAL OFFICE (in figures & words)

Financial Bid- Cluster-1

Cluster-1 covering offices Divisional Office, Bikaner-1, Bikaner-2, Bikaner-CAB, Nokha, Gangashahar, Kolayat, Loonkaransar										
Price Quote for per Dak Weight (gram)										
Area Description	1		2		3		4		5	
	upto 200 gms weightage- 30%	Rate (Rs.)	201-500 gms weightage- 25%	Rate (Rs.)	501-800 gms weightage- 20%	Rate (Rs.)	801-1000 gms weightage- 15%	Rate (Rs.)	Above 1000 gms- every 250 gms or part there of- weightage- 10%	Rate (Rs.)
Local city	Figures									
	Words									
All Rajasthan (other than local city)	Figures									
	Words									
Rest of India	Figures									
	Words									

Signature of Tenderer/ Vendor with Seal



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Financial Bid- Cluster-2

Cluster-2 covering offices Nagaur, Jaisal, Merta city, Didwana, Ladnu, Makrana, Degana, Kuchamancity, Nawacity

Price Quote for per Dak Weight (gram)

Area Description	1		2		3		4		5	
	upto 200 gms weightage- 30%	Rate (Rs.)	201-500 gms weightage- 25%	Rate (Rs.)	501-800 gms weightage- 20%	Rate (Rs.)	801-1000 gms weightage- 15%	Rate (Rs.)	Above 1000 gms- every 250 gms or part there of- weightage- 10%	Rate (Rs.)
Local city	Figures									
	Words									
All Rajasthan (other than local city)	Figures									
	Words									
Rest of India	Figures									
	Words									

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LIFE INSURANCE CORPORATION OF INDIA

Financial Bid- Cluster-3

Cluster-3 covering offices Churu, Sujangarh, Sardarshahar, Sridungargarh, Ratangarh, Sadulpur, Taranagar										
Price Quote for per Dak Weight (gram)										
Area Description	1		2		3		4		5	
	upto 200 gms weightage- 30%	Rate (Rs.)	201-500 gms weightage- 25%	Rate (Rs.)	501-800 gms weightage- 20%	Rate (Rs.)	801-1000 gms weightage- 15%	Rate (Rs.)	Above 1000 gms- every 250 gms or part there of- weightage-10%	Rate (Rs.)
Local city	Figures									
	Words									
All Rajasthan (other than local city)	Figures									
	Words									
Rest of India	Figures									
	Words									

Signature of Tenderer/ Vendor with Seal



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Financial Bid- Cluster-4

Cluster-4 covering offices Sriganganagar-1, Sriganganagar-2, Raisinghnagar, Anupgarh, Suratgarh																				
Price Quote for per Dak Weight (gram)																				
Area Description	1		2		3		4		5											
	upto 200 gms weightage- 30%	Rate (Rs.)	30% of Rate	Rate (Rs.)	201-500 gms weightage- 25%	Rate (Rs.)	25% of Rate	Rate (Rs.)	501-800 gms weightage- 20%	Rate (Rs.)	20% of Rate	Rate (Rs.)	801-1000 gms weightage- 15%	Rate (Rs.)	15% of Rate	Rate (Rs.)	Above 1000 gms- every 250 gms or part there of- weightage-10%	Rate (Rs.)	10% of Rate	
Local city	Figures																			
	Words																			
All Rajasthan (other than local city)	Figures																			
	Words																			
Rest of India	Figures																			
	Words																			

Signature of Tenderer/ Vendor with Seal



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Financial Bid- Cluster-5

Cluster-5 covering offices Hanumangarh, Sangaria, Sadulshahar, Nohar, Bhadra										
Price Quote for per Dak Weight (gram)										
Area Description	1		2		3		4		5	
	upto 200 gms weightage- 30%	Rate (Rs.)	201-500 gms weightage- 25%	Rate (Rs.)	501-800 gms weightage- 20%	Rate (Rs.)	801-1000 gms weightage- 15%	Rate (Rs.)	Above 1000 gms- every 250 gms or part there of- weightage- 10%	Rate (Rs.)
Local city	Figures									
	Words									
All Rajasthan (other than local city)	Figures									
	Words									
Rest of India	Figures									
	Words									

Signature of Tenderer/ Vendor with Seal



Common terms and conditions for Financial Bid

- 1. The Financial bid for courier tender is floated for 5 clusters separately covering all offices under LIC of India Bikaner division. The tenderer can opt to quote rates for all 5 clusters separately (sealed in separate envelope). It is mandatory for every tenderer to quote rate for minimum 3 clusters (any) failing which the tenderer shall not be considered for further scrutiny.**
2. Least rate will be decided on the basis of sum total of weightage mentioned in Columns 1,2,3,4 & 5 for each cluster separately. Contract will be awarded cluster wise separately to the vendor whose overall weighted rate for all the categories taken together is lowest. In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the agency having higher average turnover of last 3 financial years. In case more than one bidder qualifies on the basis of above scrutiny, then decision will be taken on the basis of the agency having highest turnover for the year 2021-2022.
3. The price quoted should be inclusive of all charges excluding GST. GST will be paid as prevailing rates on actual basis.
4. Daily visits to all Offices under Bikaner Division are compulsory. The Courier person visiting the offices should confirm every day from Office Services Department of respective Offices that no dispatch of any department is left out. And to ensure the same adequate persons should be deployed by the agency.
5. The firm/agency should submit monthly invoice to respective location for payment by 5th working day of next month. The invoice should consist of details (station to, weight, amount charged) of DAK duly verified by authorized person of location. Income tax deductions as applicable of time shall be made during bill settlement.
6. There shall be no restriction what so ever of any kind on dimension/size of the dak article send by office.
7. The Weightage of courier defined above is based on our past experience.

The itemized & part-wise rate quoted shall be inclusive of all charges excluding GST. The Service Provider will specify GST in their bills which are applicable as per Govt. instructions/rules and will also print/mention the LIC GST no in the bill. It is the sole responsibility of the Service Provider to deal in GST matters & Corporation will not be responsible for any wrong payment or penalty/interest/other charges, etc. charged for the same.

Signature of Tenderer/ Vendor with Seal



Annexure C

Declaration

I/We have read and examined the Notice Inviting Tender, Corrigendum, Annexure, Specifications Applicable, General Rules and Instructions, General Conditions of Contract, and all other documents referred to in the conditions of contract and all other contents in the tender document for the work and accept the terms and conditions of the tender in full conformity.

Signature of Tenderer/ Vendor with Seal

Date:

Place:

Annexure- D
List of Offices cluster-wise with address under D.O. Bikaner

Sr.No	Name of the office	Cluster	Address
1	Divisional Office Bikaner	1	'Jeevan Prakash' Sector 6-7, JNV Colony, Jaipur Road, Bikaner
2	BO Bikaner-1	1	KEM road, Bikaner
3	BO Bikaner-2	1	266 Sadul Ganj, Bikaner
4	BO Nokha	1	Raisar Road, Near Nursing hostel, Nokha
5	BO Bikaner- CAB	1	'Jeevan Prakash' Sector 6-7, JNV Colony, Jaipur Road, Bikaner
24	SO Kolayat	1	Near bus stand, Kolayat
25	SO Loonkaransar	1	Phooldesar road, Loonkaransar
26	SO Gangashahar	1	'Royal Agencies' , Nokha Road, Gangashahar
6	BO Nagaur	2	Opp. Krishi Upaj Mandi, Bikaner road, Nagaur
7	BO Makrana	2	Near Abdul Sarai, Gunawati Road, Makrana
8	BO Mertacity	2	Civil Lines, Mertacity
9	BO Kuchamancity	2	Deedwana Road, Kuchamancity
10	BO Deedwana	2	Near head post Office, Deedwana
28	SO Jayal	2	BSNL Building, Didwana Road, Jayal
29	SO Degana	2	Near Sarada School, Ajmer Road, Degana
30	SO Ladnun	2	C/O Dr. B S Tondon, station Road, Ladnun
34	SO Nawan City	2	Station Road, Nawacity
11	BO Sujargarh	3	Near Young's Club , Ladnun Bus Stand, Sujargarh
12	BO Churu	3	Opp. Bhartia Hospital, Churu
13	BO Sardarshahar	3	Baid House, Near Mena well, Sardarshahar
14	BO Sadulpur	3	Taranagar Road, Sadulpur
23	BO Ratangarh	3	CP Plot No.1, RIICO Industrial Area, Sardarshahar Road, Ratangarh
27	SO Sridungargarh	3	High School, Kalu Bass, Sridungargarh
31	SO Taranagar	3	Opp. Electricity Office, Rajgarh Road, Taranagar
15	BO Sriganganagar-1	4	Ground floor, Sector-7, Meera Marg, Jawahar Nagar, Sriganganagar
16	BO Sriganganagar-2	4	1 st Floor , Sector-7, Meera Marg, Jawahar Nagar, Sriganganagar
18	BO Suratgarh	4	Opp.Bus Stand, Bikaner road, Suratgarh
20	BO Raisinghnagar	4	Near Bus stand, Raisinghnagar
21	BO Anoopgarh	4	Near Bus stand, Anoopgarh
17	BO Nohar	5	Sector-5, Bhadra Road, Nohar
19	BO Sangaria	5	Ratanpura, Hanumangarh road, Sangaria
22	BO Hanumangarh	5	Kutchery Road, Hanumangarh Jn.
32	SO Sadulshahar	5	Opp.Power House, Ambedkar Chowk, Sadulshahar
33	SO Bhadra	5	Opp. Vivekanand Hospital, Bhadra

Signature of Tenderer/ Vendor with Seal