



VADODARA DIVISIONAL OFFICE  
OS DEPARTMENT  
2<sup>ND</sup> FLOOR SUBHANPURA, SAMTA  
VADODARA – 390 023 Tel 0265 -2306744/2306763  
E-mail : [os.vadodara@licindia.com](mailto:os.vadodara@licindia.com)

Ref: OS/TENDER/Courier

Dt :20.06.2023

TO,  
M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rate Contract for providing COURIER SERVICE FOR VARIOUS OFFICES / BRANCHES,  
SATELITE OFFICES UNDER VADODARA DIVISION, Period : 01.07.2023 to 30.06.2024**

You are requested to quote your lowest rates for providing COURIER SERVICE ON CONTRACT BASIS as per terms & conditions mentioned below:

**Terms & Conditions**

1. Rates must be submitted in the prescribed schedule only. No extra conditions imposed by the service provider will be entertained.
2. Rates are valid for the period up to 30/06/2024.
3. LIC of India reserves the Right to accept or Reject the rates quoted in full or part of it without assigning any reason.
4. Rates quoted will be on F.O.R.(door delivery) basis Inclusive of all charges, but excluding GST(GST as applicable rate)
5. GST number of LIC OF INDIA **24AAACL0582H2ZR** should be invariably quoted
6. Vendors are to fill the rates for all types of work appeared in the schedule
7. The firms are required to put signature on **terms and condition** and **schedule** duly mentioning Agreed and Accepted.
8. Your representative will visit our respective offices daily at 04:00 P.M. (Monday to Friday except holiday) to collect the articles.
9. You have to collect (digitalized or manual) POD for each item and will be submitted along with your Bill on monthly basis other wise no payment will be made.
10. Courier will be delivered within 24 hrs in Gujarat and 48 hrs outside Gujarat other wise no payment will be made.

11. Last date of acceptance of duly filled forms is 16:30 hours on 27.06.2023. After this time and date, no tenders will be accepted at any cost. Tenders received, will be opened on 28.06.2021 at 11:00 hours.

***Sr. Divisional Manager***

***AGREED & ACCEPTED FOR  
(SIGNATURE WITH SEAL)  
AGENCY/ FIRMS NAME AND PHONE NOS.***