

**TENDER FOR COURIER SERVICES UNDER DIVISIONAL OFFICE- HALDWANI**

**Tender No: - DO/OS/Tender-01/2023-24/courier DATED 06.10.2023**

**Closing date 15.00 hours on 25.10.2023**

**Contractor seal and Signature**

**Sr. Divisional Manager**

**Divisional Office: "JEEVAN PRAKASH", Haldwani  
Phone: 05946-267879, 05946-267892 & E-mail:os.haldwani@licindia.com**

### PART-I ( Technical Bid)

**Check list of Document to be submitted by the bidder along with Technical Bid for Courier services under Divisional office Haldwani.**

S.No.	Particulars	Complied (yes/no)	Page No.
1.	Bid Form, duly filled in, as per Tender Document Section		
2.	Cost of bid document in the form of DD /M.R.		
3.	Bid EMD in accordance with the tender document in the form of DD / M.R.		
4.	Original "Power of Attorney" in case person other than the tenderer has signed the tender documents or in case of Partnership firm / Company		
5.	The copy of Experience certificate as per NIT		
6.	Authorization letter for authorized representative(s) to participate in tender opening.		
7.	Tender document(s), in original, duly filled in and signed by tenderer or his authorized representative along with seal on each page.		
8.	Technical Bid and Financial Bid ( sealed in Seprate envelope)		
9.	Details of GST registration of the firm		
10.	Documents related to Turn over last three years		

**NOTE:**

**1.All the documentary evidences must be duly attested by self.**

**2.Unattested copies of documentary evidence shall not be treated as valid.**

**3.All pages of the tender document should be serially numbered.Details of documents attached should be indexed with page number**

**Contractor seal and Signature**

**Sr. Divisional Manager**

**SECTION – I**  
**Notice Inviting Tender**  
Life Insurance Corporation of India  
Divisional Office Haldwani

1 Life Insurance Corporation of India intends to invite item rate sealed tenders for the following work .

Name of item	Estimated cost of Work (in Rs.)	Tender Cost	EMD	Date & time of opening of Financial Bid
Tender for courier services for various offices under D.O- Haldwani	200000/-	Rs.118/- (Including GST)	Rs.4000/-	Date will be Infomed after Opening of Technical bid
<p>Only Contractors who have carried out similar nature of work in any Central Govt./ PSU/ State Govt./reputed Ltd firms and fulfilling above criteria shall apply to the The Chairman,Stores Committee, LIC of India, Divisional Office,Jeevan Prakesh Building,Nainital Road, Haldwani-263126 for tender form. Tender forms will be available on payment of <b>Rs.118/- ( Rupees One Hundred Eingteen Only)</b> non refundable for above in cash during cash hours or in forms of demand draft/ pay order in favour of “Life Insurance Corporation of India” payable at Haldwani from <b>05.10.2023 to 25.10.2023</b> on woking days during office hours. The tender form can also be downloaded enrolment form the same shall be submitted duly filled up along with the relevant documents and the demand draft/ pay order drawn in favour of life Insurance Corporation of India payable at Haldwani . The filled in enrolment form shall be submitted to the <b>The Chairman,Stores Committee, LIC of India, Divisional Office,Jeevan Prakesh Building,Nainital Road, Haldwani on or before 25.10.2023 upto 15.00 hours.</b></p> <p><b>Note:- Any Agencies applied and fulfilling the above criteria may not be considered for enlistment if removed/blacklisted earlier .</b></p>				

**The firm must be registered for GST.**

The Sr.Divisional Manger reserve the right to reject/issue of tender to any contractor at his sole discretion without assigning without assigning any reason whatsoever.

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Contractor seal and Signature

Sr. Divisional Manager

Divisional Office: “JEEVAN PRAKASH”, Haldwani

Phone: 05946-267879, 05946-267892 & E-mail:os.haldwani@licindia.com

## 2. Mode of receipt of tender form :

a) Tender document can be downloaded from our website [www.licindia.co.in/tender](http://www.licindia.co.in/tender) containing all details of items & conditions (The bidder will submit cost of bid document separately along with EMD in the form of bank DD).

b.) Venue for opening of tender is **Divisional Office, Jeevan Prakash Building, Nainital Road ,Haldwani** and technical bid will be opened on **25.10.2023 at 15.30 hours**.

**3 . Earnest Money** : - EMD as per NIT can be paid in the form of Demand Draft issued by a scheduled bank, drawn in favour of Life Insurance Corporation of India payable at Haldwani. The tender, which is not accompanied by the requisite amount of EMD and cost of bid document, shall be summarily rejected.

The bid shall be submitted as per procedure mentioned below: -

a. Part I: - **TECHNICAL BID** – It will consist of the company/ establishment profile indicating the capability, self attested documentary proof of experience, Certificate of financial standing & statutory certificate requirement as mentioned in eligibility conditions, bid document, EMD, cost of bid document as per NIT in the form of bank DD drawn in favour of Life Insurance Corporation of India payable at Haldwani. This sealed envelope will be marked as “TECHNICAL BID”.

b. Part II: - **FINANCIAL BID** – It has contain the price of the tender items including all taxes. **The item rate is to be quoted by the bidders on the estimated cost.** This sealed envelope shall be marked as “FINANCIAL “BID”. The format of ‘ Financial Bid’ shall not be changed under any circumstances.

C. The envelope of part-

I & part II together shall be sealed in another envelope marked as Tender for courier services in Various Branches /Location Under Jurisdiction of Haldwani DO. **Please Note separate sealed envelope for EMD i.e. Rs.4000/- and separate for bid cost i.e Rs.118/- shall be in the third envelope marked as EMD and Bid Cost**

4. Tenders in sealed cover and super scribed “Tender for courier services in Various Branches /Location Under Jurisdiction of Haldwani DO ” and addressed to The chairman , Stores committee, Divisional Office, LIC of India , Jeevan Prakash Building, Nainital Road Haldwani should be dropped in the tender box up to **1500 hrs. on 25.10.2023** as per above schedule.

5. If there is holiday on the date of opening of tender then next working day will be the date of opening.

6. The LIC reserves the right to reject any or all tenders without assigning any reason whatsoever.

7. Details are also available on [www.licindia.com](http://www.licindia.com)

SECTION - II

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Contractor seal and Signature

Sr. Divisional Manager

Divisional Office: “JEEVAN PRAKASH”, Haldwani

Phone: 05946-267879, 05946-267892 & E-mail: [os.haldwani@licindia.com](mailto:os.haldwani@licindia.com)

## INSTRUCTIONS TO BIDDERS

### 1. ELIGIBLE BIDDERS:

As per NIT and other conditions

### 2. COST OF BIDDING:

The bidder shall bear all costs associated with the preparation and submission of bid. The LIC, will in no case, be responsible or liable for these costs regardless of the conduct or outcome of bidding process.

### 3. BID DOCUMENTS :

3.1 The work/goods required, bidding procedures and contract terms are prescribed in the bid documents. The Bid Documents include:

- a) Tender Notice [ Section I ]
- b) Instructions to Bidders [Section II ]
- c) General (Commercial) Conditions of the Contract [Section III]
- d) Special Conditions of Contract [ Section IV ]
- e) Bid Form and Price Schedule [ Section V ]
- f) Letter of Authorization for Attending Bid Opening [ Section VI ]

3.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents . Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the bid Documents in every respect will be at the bidders risk and shall result in rejection of the bid

### 4. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring any clarification of the Bid Documents shall notify the Chairman, Stores Committee LIC of India , Divisonal Office Haldwani mailing address indicated in the invitation for Bids or e-mail [os.haldwani@licindia.com](mailto:os.haldwani@licindia.com) . The Sr. Divisonal Manager shall respond in writing to any request for clarification of the Bid Documents, which he receives not later than **7 days** prior to date for the opening/submission of bids. Copies of the query ( without identifying the source) will not entertained and clarification by the chairman, stores committee will be made available in the web site and send by post or e-mail of the bidder.

## **5.AMENDMENT OF BID DOCUMENTS:**

5.1 At any time, prior to the date of submission of bids, the LIC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments

5.2 The amendments shall be notified in the website of Lic of India at [www.licindia.co.in](http://www.licindia.co.in) and these amendments will be binding on them.

## **6.DOCUMENTS COMPRISING THE BID:**

The bid prepared by the Bidder shall comprise documents as per check list.

## **7.BID FORM:**

7.1 The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bid Documents.

7.2 Not more than one tender form can be submitted by a firm. If a firm does so, the all the bids received from the firm may be rejected

## **8.BID PRICES:**

8.1 Prices shall be quoted by the bidder both in numerals as well as in words

The price should be quoted only in the prescribed format downloaded from the website. In case of discrepancy the figure quoted in words will be treated as Final ( Financial Bid). Prices quoted in any other manner shall not be considered.

8.2 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected

## **9.DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**

As per check list

## **10. BID SECURITY:**

10.1 The bidders shall furnish as part of his bid, a bid EMD in the **form of Bank DD as per NIT.**

10.2 The bid security is required to protect the LIC against the risk of bidder's conduct, which would warrant the security's forfeiture, pursuant to para 10.7.

10.3 No interest will be paid on bid security for any period.

**10.4 A bid not secured in accordance with para 10.1 & 10.3 shall be rejected by the LIC as non-responsive**

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Contractor seal and Signature

Sr. Divisional Manager

10.5 The bid security/ EMD of the unsuccessful bidder will be discharged as promptly as possible but not later than 30 days after acceptance of tender by the LIC pursuant to clause 11. The EMD of the Bidders whose bids are not opened will be refunded after one month.

10.6 The successful bidder's EMD will be returned/converted upon the bidder's acceptance of the tender/ advance purchase order/ agreement satisfactory and furnishing the performance security

10.7 The bid security may be forfeited:

- a) If a bidder withdraws his bid during the period of bid validity or
- b) In the case of a successful bidder, if the bidder fails:-
  - i) to sign the contract in accordance with bid document.
  - ii) To furnish performance security in accordance with bid document.
  - iii) Not conforming as per the terms and condition of tender.

## 11. PERIOD OF VALIDITY OF BIDS :

11.1 Bid shall remain valid for 90 **days** after the date of bid opening prescribed by the LIC. **A bid valid for a shorter period shall be rejected by the LIC as non-responsive.**

11.2 In exceptional circumstances, the LIC may request the bidder's consent for an extension to the period of bid validity. The request and the responses there, shall be made in writing. The bid security provided under Clause 10 shall also be suitably extended as asked for. A bidder accepting the request and granting extension will not be permitted to modify his bid.

## 12. FORMATS AND SIGNING OF BID :

I. The bidder shall prepare one complete set of original bid. The original Bid shall be downloaded from the internet and all the pages numbered consecutively and shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power of attorney accompanying the bid. All pages of the original bid, shall be signed by the persons or persons signing the bid. The Bids submitted shall be sealed properly.

II. The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing Bid

Contractor seal and Signature

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\_\_\_\_\_  
Sr. Divisional Manager

### **13. SUBMISSION OF BIDS:**

Bid should be submitted as per NIT

The bidder will be bound by all terms, conditions & specification as detailed in the tender documents

Any tender with conditions other than those specified in the tender document is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the tender is opened.

### **14. SEALING AND MARKING OF BIDS:**

The bid shall be prepared and submitted in the format as per NIT. The bid submitted without the price bid document as mentioned in of NIT shall be rejected.

### **15. SUBMISSION OF BIDS:**

15.1 Bids must be received by the LICl at the address specified under NIT not later than 15.00 hours on due date.

15.2 The LICl may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with Clause 5 in which case all rights and obligation of the MoEF and bidders previously subject to the deadline will there after be subjected to the deadline as extended.

### **16. LATE BIDS:**

Any bid received by the LICl after the deadline for submission of bids prescribed by the LICl pursuant to Clause 16, shall be rejected.

### **17. MODIFICATIONS AND WITHDRAWAL OF BIDS: Not permitted.**

## **BID OPENING AND EVALUATION**

### **18 OPENING OF BIDS BY LICl:**

18.1 The LICl shall open technical bid in the presence of bidders or his authorized representative who choose to attend at **15.30 hours on 25.10.2023**. The bidder representative, who are present shall sign an attendance register. Authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening. ( A format is given in Section VI of this document.

18.2 A maximum of one representative for any bidder shall be authorized and permitted to stand the bid opening.



18.3 The Bidder's names, modifications, bid withdrawals and such other details as the LIC at its discretion, may consider appropriate will be announced at the opening.

18.4 The date fixed for opening of bids, if subsequently declared as holiday by LIC, The bid shall be opened on the next working day, time and venue remaining unaltered.

18.5 The Financial Bid will be opened later on after scrutiny of the technical bid and date of opening of Financial Bid to the qualified agencies in technical bid will be intimated on their address filled in documents. LIC will not be held responsible for any postal delays.

#### **19. CLARIFICATION OF BIDS:**

To assist in the examination, evaluation and comparison of bids the LIC may, at its discretion as the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However no post bid clarification at the initiative of the bidder shall be entertained.

#### **20. PRELIMINARY EVALUATION:**

20.1 The LIC shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

20.2 If there is a discrepancy between words and figures, the amount in words shall prevail. If the Bidder does not accept the correction of the errors, his bid shall be rejected.

20.3 Prior to the detailed evaluation, pursuant to clause 21, the LIC will determine the substantial responsiveness of each bid to the Bid Documents. For Purpose of these clauses, a substantially responsive bid is one which conforms, to all the terms and conditions of the Bid without material deviations. The LIC determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

20.4 A bid determined as substantially non-responsive will be rejected by the LIC and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

20.5 The LIC may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

#### **21. EVALUATIONS AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS:**

21.1 The LIC shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to clause 20.

## **22 AWARD OF CONTRACT:**

The LIC shall consider placement of orders on those eligible bidder/bidders whose offers have been found technically, commercially and financially acceptable.

## **23 LIC'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

The LIC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of the LIC's action

## **24 SIGNING OF CONTRACT:**

24.1 The issue of Work Order shall constitute the award of contract on the bidder.

24.2 Upon the successful bidder furnishing of performance security pursuant to clause ,the LIC shall discharge its bid security, pursuant to clause 10.

24.3 The successful bidder shall, after furnishing the performance security, sign the agreement with the LIC

## **25 ANNULMENT OF AWARD:**

Failure of the successful bidder to comply with the requirement of Clause 24 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the LIC may make the award to any other bidder at the discretion of LIC or call for new bids.

**Contractor seal and Signature**

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**Sr. Divisional Manager**

## SECTION - III

### GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

#### 1. PERFORMANCE SECURITY :

1.1 The successful bidder will have to deposit performance security of an amount to Rs.5,000 of the bank DD or in cash deposited at cash counter of the LIC of haldwani D.O

1.2 No interest shall be paid on the performance security deposit for any period whatsoever.

1.3 The proceeds of the performance security shall be payable to LIC as compensation for any loss resulting from the contractor's failure to complete its obligations under the contract.

#### 2. Conditions:

Unless mentioned otherwise in following clauses, the conditions of Contract for Courier services AT OFFICES UNDER D.O- HALDWANI in force at the time of opening of this tender, shall be applicable where context so requires. The same is available for perusal, in the office of the Sr. Divisional Manager and one copy of the same shall be supplied to the successful contractor only, if, asked by him.

#### 3. Scope of Work

This contract includes the completion of all works as per Bid Documents. Any extra/deviated items which may be required during the contract period, pertaining to subject matter as mentioned in the notice.

#### 4. Duration of Contract

The contract shall be deemed to be enforcing from the date of work order initially for One Years which may be extended (maximum two occasion) for One and One more year subject to satisfactory services after taking approval from the competent authority.

#### 5. Inspection of Site

The contractor at his cost, shall inspect the destinations before quoting the rates and ascertain about the facilities/hindrances and generally obtained his own information on matters effecting the execution of the works. No extra claim in consequences of any misunderstanding or incorrect information on any account shall be entertained.

## 6. Work Order

The Sr. Divisional Manager reserves the right to fix the order in which various items involved in this contract are to be executed. Contractor shall comply with the same without any extra claim.

## 7. Earnest Money Deposit

The EMD of Rs. 5000/-- only to be deposited in the form of Cash/Demand Draft in favor of "L.I.C. of India, payable at Haldwani along with the tender which will be refunded after acceptance of tender for the unsuccessful contractor. The EMD of successful vendor shall be converted into a part of the Security Deposit.

## 8. Validity of Tender

The tender will be valid for 3 (three) month from the date of opening of the tender.

## 9. Security Deposit

The Security Deposit shall be Rs.5000/-. The EMD of successful vendor officer shall be converted into security deposit. The remaining amount has to be deposited by the successful vendor.

## 10. Rates

The rates quoted by the contractor shall be firm throughout the contract period (including the extension time if any, granted) The rates quoted shall be inclusive of all taxes, octroi, GST, Duties, as applicable during the contract period and nothing extra shall be payable to the contractor. LIC will not issue any types of Form such as 32/CST etc. The Taxes shall be reimbursed after submission of required documents.

## 11. Completion Time

The normally consignments are to be delivered within 48 hours and for remote hill branches the consignments are to be delivered within 72 hours respectively. Priority consignment are to be delivered within 12hours and for remote hill branches the consignments are to be delivered with in 24hours.

## 12. Penalty:-

a. If the consignments are not delivered in time minimum deduction @0.25 each day of delay of delivery (except on occasions like imposition of curfew or due to natural calamities like floods etc) or damaged in transit, a penalty shall be imposed on the courier. The third party charges and construction charges of the consignment, if any shall be recovered from the courier's monthly bill.

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**Contractor seal and Signature**

**Sr. Divisional Manager**

**Divisional Office: "JEEVAN PRAKASH", Haldwani**

**Phone: 05946-267879, 05946-267892 & E-mail:os.haldwani@licindia.com**

In case of loss of documents, the agency should lodge FIR, Claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by the corporation.

#### 14. Articles of Agreement

The Articles of Agreement should not be filled in by the tenderer. If required, this will be executed at the time of the contract is awarded in case of the successful tenderer only on Non-Judicial Stamp Paper of requisite Value as per the pro-forma of Articles of Agreement issued by LIC.

#### 15. Extension of Time

If the consignment gets delayed due to the reasons beyond the control of the agency, the Sr. Divisional Manager will make a fair and reasonable extension of time for delivery of the consignment. However, decision of the Sr. Divisional Manager shall be final, conclusive and binding.

#### 16. Proof of Delivery:-

Regular submission of proof of Delivery (POD) which should invariably bear seal of the consignee and date of delivery. Payment should not be made in respect of consignments for which PODs are not submitted.

#### 17. Termination of the Contract

The Sr. Divisional Manager may due to adequate reason as he deems fit, terminate the contract by giving one month notice. The contractor should then leave the premises in a descent and workable condition. Any defect or damage found shall be made good at his cost or otherwise the defects will be rectified through some other agencies and the cost involved will be deducted from his bill and/or Security Deposit lying pending with LIC of India.

#### 18. Payment of Bills

a) Submission of Bills: The contractor shall submit their bill along with Proof of Delivery (POD) conforming to the contract in triplicate to the Sr. Divisional Manager.

19. Quantum of Work:- The quantum / amount of work may increase or decrease to any extent as per sole discretion of competent authority on same terms and condition included rates of successful bidder.

20. The contract may be awarded on the basis of overall (column,3+4+5) L-1 Vender in gross total on page 18 net tender amount.

**SPECIAL CONDITIONS OF THE CONTRACT (Section –IV).**

To,  
The Chairman,  
Divisional store purchase committee,  
LIC of India,  
Divisional Office, Jeevan Prakesh Building,  
Haldwani ( UK)-263126

Sr.No	Particulars	Details
1	2	3
1	Name and Address of the Agency (Proprietary/Limited)Co.Public Ltd. Co*	
2	Date of establishment	
3	Number of Offices/Distribution Network	
4	Whether Having own website for traking documents	
5	Telephone Number/Mobile No	
6	e-mail ID	
7	PAN/ GST	
8	Yearly Turnover*	
9	List of corporate clients	
10	Procedure of submitting P.O.D's	
11	Whether registered with central/State Govt. Excise? If so , registration No.**	
12	Destinations covered***	
13	Average time taken for delivery of DAK ( Maximum time will be as per clause No:-11 of Section-III)	

- \*(1&8) income tax returns for the last three years should be enclosed.
- \*\*(11) enclosed the copies of registration of courier with Governement authorities and central excise for the payment of GST etc .
- \*\*\*(12) A list of regular destinations covered by the courier agency is to be enclosed.

**Place:**

**Date:**

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**Contractor seal and Signature**

**Sr. Divisional Manager**

**Divisional Office: "JEEVAN PRAKASH", Haldwani**

**Phone: 05946-267879, 05946-267892 & E-mail:os.haldwani@licindia.com**

**SECTION-V**

**BID FORM**

Tender Enquiry No.....

Date.....

Due to Open on:

Bidder's Reference No.

Dated

To  
Chairman, Stores Committee  
LIC of India, Divisional Office  
Nainital Road,  
Haldwani.

Dear Sir,

I Having examined the conditions of contract as in Section I, II, III & IV and specifications, the receipt of which is hereby duly acknowledged we, undersigned offer to undertake courier services of various Branches/ locations haldwani or out side Haldwani and at other Locations within the jurisdiction limits of haldwani Division office in conformity with conditions of contract and specifications for sum as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

2. We undertake, if our Bid is accepted, to commence services within one week and to complete delivery of all the services as specified in the work order within stipulated time in work order

3. If our Bid is accepted, we submit the 5% of the contract value for the due performance of contract and in accordance with the agreement.

4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

7. We also declare that the printed terms and conditions, if any at the back of our tender quotation or any other paper enclosed are not applicable.

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**Contractor seal and Signature**

**Sr. Divisional Manager**

**Divisional Office: "JEEVAN PRAKASH", Haldwani**

**Phone: 05946-267879, 05946-267892 & E-mail: os.haldwani@licindia.com**



8.. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... day of .....

Signature : .....

[NAME IN BLOCK LETTERS of the SIGNATORY]  
In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address.....

Signature.....

Date

Signature of the Bidder

Or

Officer authorized to sign the Bid

Documents on the behalf of the bidder

Note : In case of authorized signatory the authorization letter on letter head of the firm must accompany

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**Contractor seal and Signature**

**Sr. Divisional Manager**

**Divisional Office: "JEEVAN PRAKASH", Haldwani**

**Phone: 05946-267879, 05946-267892 & E-mail:os.haldwani@licindia.com**



**SECTION VI**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending **bid opening** on \_\_\_\_\_ (date) in the tender of \_\_\_\_\_.

Following is hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder)

Order of Preference	Name	Specimen Signatures
<hr/>		

Alternate  
Representative

**Signatures of bidder  
or  
Officer authorized to sign the bid  
documents on behalf of the bidder.**

**Note:**

1. Maximum of one representative will be permitted to attend bid opening and representative at Sl. No. 1 will be allowed. Alternate representative will be permitted when regular representative at S.I No. 1 is not able to attend.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not received.

**(PART-II)**  
**FINANCIAL BID (Including all taxes)**

(To be Submitted in Seperate Sealed Envelop)

Re- Financial Tender for Courier Service under DO -Haldwani (Including all taxes)

Sr.No	Weight Slab	Qty Approximate Quantity	Local	UP & Uttarakhand	Other States
1	2		3	4	5
1	Upto 250 gms ( in figure)	3900			
	(In Words)	Three thousand nine hundred			
2	From 251 to 500 gms ( in figure)	900			
	(In Words)	Nine hundred			
3	From 501 to 1000 gms ( in figure)	660			
	(In Words)	Six hundred sixty			
4	From 1001 to 2000 gms ( in figure)	300			
	(In Words)	Three hundred			
5	From 2001 to 5000 gms ( in figure)	120			
	(In Words)	One hundred twenty			
6	Priority up to 1000 gms ( in figure)	150			
	( In Words)	One hundred fifty			
	Gross Total (in figure)				
	Gross Total (in words)				

\*\* The contract may be awarded on the basis of overall ( column,3+4+5) L-1 Vender in gross total on this page net tender amout.

मण्डल कार्यालय : 'जीवन प्रकाश', नैनीताल रोड, पो० आँ०- काठगोदाम, हल्द्वानी-263126 जिला नैनीताल(उत्तराखण्ड)  
 दूरभाष : (05946) 267867, 267879, फैक्स: 267871, ई-मेल: [sdm.haldwani@licindia.com](mailto:sdm.haldwani@licindia.com)

Divisional Office : 'Jeevan Prakash', Nainital Road, P.O.– Kathgodam, Haldwani -263126 , Distt Nainital (Uttarakhand )  
 Tel. : (05946) 267867 , 267879 , Fax – 267871 , E-Mail : [sdm.haldwani@licindia.com](mailto:sdm.haldwani@licindia.com)

**List Of Main Destinations To Be Covered By The courier**

Sr.No.	Name Of Branches
1	CBO I HALDWANI
2	CBO II HALDWANI
3	BO PANTNAGAR
4	BO NAINITAL
5	BO ALMORA
6	BO RANIKHET
7	BO BAGESHWAR
8	BO PITHORAGARH
9	BO LOHAGHAT
10	BO SITARGANJ
11	BO KHATIMA
12	BO KASHIPUR
13	BO RAMNAGAR
14	BO BILASPUR
15	BO RUDRAPUR
16	BO RAMNAGAR
17	BO DIDIHAT
18	CAB KASHIPUR
19	SO GADARPUR
20	SO TANAKPUR
21	SO RAMPUR
22	SO KICHCHHA
23	SO LALKUA
24	SO BAJPUR
25	OTHER OFFICES

मण्डल कार्यालय : 'जीवन प्रकाश', नैनीताल रोड, पो० ऑ०- काठगोदाम, हल्द्वानी-263126 जिला नैनीताल(उत्तराखण्ड)  
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