



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

उत्तर क्षेत्रीय कार्यालय, 124, जीवन भारती, 11वां तल, कनाट सर्कस, नई दिल्ली -110001.

Ref: NZO/OS/Courier

27/09/2024

M/S _____

Sir/ Madam,

Sub: TENDER FOR RATE CONTRACT FOR COURIER SERVICES

Life Insurance Corporation of India, Northern Zonal Office, New Delhi, invites sealed tenders from **empanelled vendors of LIC of India, Northern Zonal Office, New Delhi & Delhi Divisions** for Rate Contract for courier services for sending need based selected mails to our offices situated all over India (mostly in the state of Delhi/NCR, Haryana, Punjab, Himachal Pradesh, Maharashtra and in Union territories of Chandigarh, J & K and Ladakh).

Sr. No.	Activity	Details
1	Title	Tender for Rate Contract for Courier Services
2	Date of Issue of Tender	27/09/2024
3	Address for submission of bid to be put in Tender Box	Mrs. Somapa Chakraborty AO(Estate) Life Insurance Corporation of India, Northern Zonal Office, Tower 2, 11 th Floor, Jeevan Bharti, 124, Connaught Circus New Delhi-110001
4	Tender Fee	Non refundable Tender Fee of Rs. 118/- either in the form of cash or Demand Draft favouring Life Insurance Corporation of India payable at New Delhi along with the tender. The cash can be deposited at our cash counter(11 th floor) during cash hours from 10.00 A.M. to 4.15 P.M. on all weekdays except Saturday ,Sunday and Govt declared holiday.
5	Tender opening date/ venue	The sealed covers will be opened by the tender opening committee on 15/10/2024 at 11.00 hours . Bidders can depute their representatives to attend. Venue as in the address above.
6	Submission of Bids Date and Time	Bidders should submit Bid in sealed covers super scribed as "Tender for Rate Contract for Courier Services, Name of Tenderer by 14/10/2024" up to 15.00 hrs

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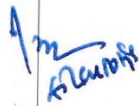
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Terms & Conditions :-

1. **This tender is for the empanelled vendors of Northern Zonal Office & Delhi Divisions only.**
2. The service provider would be required to depute its authorized representative to our office daily at a given time, to collect the mail and issue receipts in respect of individual envelopes/packets received by him for sending by courier.
3. Time Schedule: Consignment collected should be delivered to the consignee within stipulated period of time as follows:-
 - a) For Delhi/NCR - 24 hours
 - b) Other destinations - up to 72 hours
4. Undelivered consignments should be returned to our office within a week from the booking date.
5. The service provider would mention date & time of picking the mail on the acknowledgement and would also be required to get the date and time of delivery mentioned in "Proof of Delivery".
6. Billing cycle will be 1st to last day of the month and proof of delivery for each envelope /packet is to be submitted along with the bill. Bill of previous month to be submitted latest by 7th of the following month.
7. Bill if found in order, would be settled within 30 days of receipt of bill in office and income tax will be deducted as per prevailing rules
8. The successful bidder shall provide a cash security for an amount equivalent to 5% of the annual value of the contract i.e. **Rs. 10000/-** through DD/Bank Guarantee amount in favour of "LIC of India" within a period of 15 days from the date of issue of letter of intent.
9. All payments to the service provider shall be through NEFT/RTGS only.
10. **The validity of the rates would be for one year extendable two times for one more year on the same rates, terms and conditions subject to mutual consent of both the parties.**
11. During the term of Contract there will be no revision in the rates. If during the said contract, it will be treated as breach of contract and contract will be terminated. In such case, RM(OS) reserves the right to:-
 - a. Forfeit the Security Deposit submitted by the service provider.
 - b. Blacklist the service provider for three years.
12. The Life Insurance Corporation of India does not bind itself in any manner whatsoever by entering in the arrangement proposed through this quotation and would be free to send mail by any other mode or through any other courier service provider as deemed fit by Life Insurance Corporation of India.
13. The bidder is required to submit the Page nos-1-4 of this Tender along with Annexure -1 duly signed with rubber stamp at place provided on Page no.4 of the Tender as token of acceptance of all terms and conditions.
14. The Life Insurance Corporation of India reserves its right to terminate the services of the service provider without assigning any reason thereof.
15. The Life Insurance Corporation of India reserves right to accept any of the quotation or to reject any or all quotations.


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16. 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 or
 - 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."
17. The service provider, after the award of the Contract, shall not sublet the contract either fully or partially.
18. If the service provider desires to terminate the contract, he shall give prior notice of at least 60 days as mentioned above; failing which, Security Deposit is liable for forfeiture.
19. In all cases of dispute, the matter will be referred to the Zonal Manager, LIC of India, Northern Zone and his decision shall be final and legally binding upon the service provider.
20. The overall rates would be considered for granting of Tender. Approximately 1200 to 1300 packets/envelopes are sent through courier every month. The mail mostly pertains to up to 250gms category. The packets weighing more than 1kg comprises of 5% to 7 % in one full year. Region wise approximately 20-30% of dak belongs to Delhi, and NCR, 60-70% belongs to North India and rest 10% pertains to Srinagar & rest of India. In case of packets more than 1Kg, fraction of weight will be rounded to nearest Kg.
21. **Penalty Clause:** If the consignment is not delivered to the consignee within stipulated period of time as stated above in Para(3), a penalty as shown below shall be imposed on the Agency.

One day delay from schedule time	Deduction of 20% courier /freight charges for the respective consignment
Two days delay from schedule time	Deduction of 40% courier/freight charges for the respective consignment
Three days delay from schedule time	Deduction of 50% courier/freight charges for the respective consignment
Four or more days delay from schedule time	Deduction of 60% courier / freight charges for the respective consignment

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The Tender Form duly filled in the enclosed "Tender Form" should be sent in a sealed cover addressed to the following official and should reach us on or before **14/10/2024 at 15.00 Hours.**

Mrs.Somapa Chakraborty
AO(Estate)
Life Insurance Corporation of India,
11th Floor, Tower -II, Jeevan Bharati Building,
Northern Zonal Office
124, Connaught Place
New Delhi-110001

Please mention Quotation for "**Tender for Rate Contract for Courier Services, Name of Tenderer**" on the envelope. Quotations will be opened on **15/10/2024 at 11.00 Hours.** You may depute your authorized representative to be present at the time of opening of Quotation.

Yours Faithfully

Secretary (OS)

Encl: Financial Bid- Annexure -1

All terms and conditions of tender are acceptable to us

Signature with Rubber Stamp

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