



O.S. Department, Amravati Divisional Office,
"Jeevan Prakash Bldg., Shrikrishnapeth,
Near Dafrin Hospital, Amravati- 444 601.
Tel. No.: 0721-2660489, 2552210.
E-mail : estate.amravati@licindia.com

Ref: Estate/ADO/Tender-14/2024-25

Date: 02.01.2025

To,

M/S _____

ANNEXURE -A

**Re: Tender for Transport Services of
transportation of goods and stationery boxes.**

We intend to call open tenders for Transport Services Contract for transportation of goods and stationery at our Divisional Office and at following Branches working under it as per details given below.

Sl. No.	Name of Branch
1	Achalpur
2	Warud
3	Dhamangaon
4	Akola- I
5	Akola- II
6	Akot
7	Washim
8	Yavatmal- I
9	Yavatmal- II
10	Wani
11	Digras
12	Pusad
13	Buldhana
14	Malkapur
15	Mehkar
16	Khamgaon

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Terms and conditions

- Rates quoted will be per stationery box for said locations and should be inclusive of all taxes and toll charges (if any) and no extra on any account will be paid. GST will be paid as per Government norms.
 - (1) **Size of the Box:** Approximately 15x12x12 (LBH) inches.
 - (2) **Weight:** Approximately 25 to 30 Kg. per box/consignment.
 - (3) **Quantity:** Transportation services are required throughout the year for movement of goods/stationery as required by our Branch Offices. Hence exact quantity could not be specified now.
 - (4) Our parcels/consignments shall be picked up from our designated office and shall be delivered to the marked office/addressee at the mentioned address and designated place marked by respective BO.
- Income Tax will be deducted as per rules.
- Rates will comprise of transportation and loading and unloading of goods/stationery.
- Transportation of goods/stationery is in the jurisdiction of our Amravati Division only.
- Goods are to be unloaded in the stationery room or room marked by our Branch Office.
- Transportation order is to be implemented within 12 hours and preferably goods are to be transported during office hours. Any delay in the same will be penalized @ 50% of transportation charges.
- Contract period will be of **two years** from the date of contract. The contract may be renewable for one more year after expiry of contract, if service found satisfactory and on the basis of same rates and terms and conditions in this tender.
- Any statutory requirements in r/o transport vehicle permit or sanction etc will be responsibility of transporter.
- Driver of the vehicle must have valid license of driving heavy vehicle.
- Safety of goods/stationery will be prime responsibility of transporter and any damage to goods/boxes will be total responsibility of transporter during transportation period.
- **Tender Fee: Rs.500/- + GST Rs.90/- Total Rs.590/- (Rs. Five hundred ninety only)** by way of Cash or Demand Draft payable at Amravati favoring L.I.C. Of India. Please note that tender fee is non-refundable.
- **Security Deposit:-** After completion of scrutiny of the quotations, successful vendor will be informed regarding the allotment of the contract. It will be necessary to deposit **Rs.10,000/-** in cash or DD by the successful vendor i.e. to whom the contract will be allotted. This amount will be refundable after completion of contract period without interest.

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- **Payment:** Payment will be made on completion of transportations and after submission of bills and acknowledgements of goods/stationery received by Branch Offices and the same will be paid by LIC of India, Amravati Divisional Office through NEFT/RTGS only.
- Vendor will be solely responsible for any injury/accident caused to Workman/Driver. LIC of India will not be liable for any claim.
- If it is found that the services are not satisfactory then the contract will be terminated without notice period.

The decision of the Sr. Divisional Manager, Amravati for rejection, imposition of penalty or termination of the contract will be final and binding on the vendor to whom contract is awarded.

You are requested to send Annexure A,B.C and D in a sealed envelope super scribed with “Quotation for Contract of Transportation Services ”and addressed to The Manager (Estate) as under so as to reach us by 3 PM on 14.01.2025 . Quotations received after due date and time will not be considered.

Address for receiving the Tender;

Manager (Estate)
L.I.C. Of India,
Amravati Divisional Office,
Jeevan Prakash Building, Shrikrushnapeth,
Near Duffrin Hospital, Amravati-444601.
Ph.No; 0721-2660489.
Mob. No. 8329797668,8975843589

Thanking you

Sr. Divisional Manager

Tender Schedule

Date of issue of Tender	02.01.2025
Last date of submission of Tender	14.01.2025 (upto 3.00 PM)
Date of opening Tender	15.01.2025 (at 11.30 AM)

PROFORMA FOR RATES QUOTATION

ANNEXURE-B

To,
The Sr. Divisional Manager
I.I.C. of India,
Amravati Divisional Office,
Amravati.

Respected Sir,

Re: Tender for Contract of Transportation Services.

We are quoting our rates as under:-

Sr.No.	Branch Office Name	Rate per Box (Rs.)
1	Achalpur	
2	Warud	
3	Dhamangaon	
4	Akola- I	
5	Akola- II	
6	Akot	
7	Washim	
8	Yavatmal- I	
9	Yavatmal- II	
10	Wani	
11	Digras	
12	Pusad	
13	Buldhana	
14	Malkapur	
15	Mehkar	
16	Khamgaon	
	T O T A L	

Rates should be inclusive of all other charges, taxes and toll charges, if any.

L-1 will be decided on average transportation cost for all above locations.

Date:

Seal and Signature of the Vendor

LIFE INSURANCE CORPORATION OF INDIA
JEEVAN PRAKASH BUILDING, SRIKRISHAN PETH, NEAR DUFFERIN
HOSPITAL, AMRAVATI. 444601.
Ph.Nos. 0721-2660489 Email id: estate.amravati @licindia.com

ANNEXURE-C

APPLICATION FORM FOR TENDER (Technical Bid)

Profile of the Tenderer

Name of the Agency/Firm/Vendor (In Block Letters)	
Status of the Agency (Whether Sole Proprietorship/Firm/Pvt.Co.)	
Date of Incorporation/Establishment	
Correspondence Address, Contact No. & Email Id	
Address of Head Office, (If Separate) and Contact No.	
Names of the Partners/Directors /Owner	
Name of Executive with his present addresses and Contact Nos.	
Name of Contact person with Designation who would be calling on us and attending to our jobs & contact phone No.	
PAN (Individual Card in case of Proprietorship OR Firm's PAN card in other cases.	
TAN No.	

GSTN No.	
Whether holding certificate under Shops & Establishment Act, duly renewed	
Regn No...& Date	
Name of offices where you have carried out work during past 3 years Name of at least Two of your most valued clients at the present time	
No of vehicles owned by vendor with details	
Whether vehicle documents are available like Insurance,Tax,Permit validity,fitness certificate/PUC etc for all vehicles (enclose copies of all these documents) Do you agree to abide strictly by the Terms and Conditions of the Tender Contracts	

Self attested copies of all the above documents must be attached along with Application Form

(Signature of the vender with seal)

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 and attach it to the form. All the pages application form and documents submitted must be signed with sealed.

DECLARATION

ANNEXURE-D

I/We _____ request Life Insurance

Corporation of India, Amravati Divisional Office, to consider my/our application and tender for the above mentioned service category. I/we agree with all terms and conditions and will give full satisfactory services to the LIC of India in the event of contract awarded to me/us.

Dated at _____ this _____ day of _____ 2025

Signature with Seal:-

Name & Designation :-

Note: The Corporation reserves the right to cancel the tender of the firm/Agency/Service provider at its absolute discretion without assigning any reason.