



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

Ref: Estate/ADO/Tender-4/2023-2024

Date: 16.11.2023

To,

M/S \_\_\_\_\_

ANNEXURE -A

**Re: Tender for Transport Services for  
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

**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 should be paid GST will be paid as per Government norms.
  - (1) **Size of the Box:** Approximately 12\*15\*12 inches.
  - (2) **Weight:** Approximately 25 to 30 Kg.
  - (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 L.I.C. 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 Amravati Division only.
- Goods are to be unload in the stationery room or room marked by Branch Office of LIC.
- 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 one year 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 Plus Rs. Ninety GST)** (Non –Refundable) by way of Cash or Demand Draft payable at Amravati favoring L.I.C. Of India.
- **Security Deposit:-** On scrutiny of the quotations, vendor will be informed regarding the allotment of the job if any. It will be necessary to deposit of **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 transport and after submission of bill and acknowledgement of goods/stationery received by Branch Offices and the same will be paid by LIC Of India, Amravati Divisional Office through NEFT/RTGS only.
- You will be solely responsible for any injury/accident caused to Workman/Driver. LIC of India will not be liable for any claim.
- Successful Vendors are advised to adhere safety standards to prevent the spread of COVID while doing transportation
- 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 vendors 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 (OS) as under so as to reach us by 28.11.2023 before 03.00 PM. Quotations received after due date will not be considered.

Address for receiving the Tender;

**Manager (OS)**  
L.I.C. Of India,  
Amravati Divisional Office,  
Jeevan Prakash Building, Shrikrushnapeth,  
Near Duffring Hospital, Amravati-444603.  
Ph.No; 0721-2660489.

Thanking you

**Sr. Divisional Manager**

#### **Tender Schedule**

<b>Date of issue of Tender</b>	<b>16.11.2023</b>
<b>Last date of submission of Tender</b>	<b>28.11.2023</b>
<b>Date of opening Tender</b>	<b>29.11.2023</b>



## 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 service**

We are quoting our rates as under:-

Sl. No.	Branch 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	
	<b>TOTAL .....</b>	

Rates should be inclusive of all other charges, Taxis 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 DUFFERING**  
**HOSPITAL, AMRAVATI. 444603.**  
**Ph.Nos. 0721-2660489 Email id: os.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	

**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 seal.

**(Signature of the vendor with seal)**

**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 category. We agree with all terms and condition and to give full Satisfaction to the Corporation in the event of their doing so.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023

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.**