



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

भारतीय जीवन बीमा निगम
सूरत मंडल कार्यालय
"जीवन प्रकाश" मुगलीसरा, पो.बो.नं -239
सूरत-395003 , दूरभाष: 0261- 2801000/1001/1002
ई-मेल : os.surat@licindia.com

SDO/OS/STNY/Tender-110

DATE :- 09-07-2025

TENDERING
FOR
TRANSPORTATION SERVICE
TENDER NO- 110

INDEX

SL	Subject	Page No.
1	Tender Notice	3
2	Tender Schedule	4
3	Rates to be quoted in following Tables (Annexure- A)	5
4	Instructions to Bidders AND Terms and conditions	6
5	Letter to Sr. Divisional Manager from Bidder	9



Ref: SDO/OS/Stationary

Date: 09-07-2025

Tender Notice

To,

M/s

Dear Sir,

Re- TENDER NO-110 FOR TRANSPORTAION SERVICE

Sealed tenders are invited from eligible Service Providers for

TRANSPORTAION SERVICE

Tender forms will be available on payment in Cash of Rs. 118/- (Tender fee Rs.100 + GST Rs. 18) as non-refundable tender fee from the OS Department, Surat D.O. at LIC of India, 'Jeevan Prakash' Building, (Ground Floor) Muglisara, Surat-395003 as mentioned in tender schedule.

Please refer "**TENDER SCHEDULE**" for relevant details and timings.

Also please go through the instructions to bidders, terms and conditions mentioned in TENDER FORM before submitting your offers.

Please send the Tender forms and rates quoted duly filled in and signed each page of the tender document alongwith seal by the authorised person/persons, in a sealed cover, superscribed as

" TENDER NO-110 FOR TRANSPORTAION SERVICE "

and addressed to "Manager (OS), LIC of India, OS Department, Ground Floor, Jeevan Prakash, Muglisara, Surat"

The last date for submitting the completed Tender forms is as mentioned in "TENDER SCHEDULE".

LIC reserves its right to accept/reject the tenders in part or whole thereof without assigning any reasons thereof.


SR.DIVISIONAL MANAGER
SIGNATURE OF THE BIDDER WITH SEAL

S. O. D. SURAT, R. JEEVAN PRAKASH

TENDER SCHEDULE

1	Name of Service	TENDER NO-110 FOR TRANSPORTAION SERVICE
2	Tender fee	Non refundable tender fee of Rs.100/- + GST Rs. 18/- i.e. Total Rs. 118/- to be paid at Cash Counter, LIC of India, 'Jeevan Prakash' Building, F&A Dept, 2 nd Floor, Muglisara, Surat-395003 on any working day from 16/07/2025 to 31/07/2025 during cash hours (10.15 am to 4.30 pm) Monday to Thursday and (10.15 am to 4.45) pm on Friday excluding Saturday , Sunday and Public Holiday
3	Availability of tender forms	Tender forms will be available on payment of Tender fee as above from the OS Department, Surat D.O. at LIC of India, 'Jeevan Prakash' Building, OS Dept, (Ground Floor) Muglisara, Surat-395003 on any working day from 16.07.2025 to 31.07.2025 during office hours (10.00 am to 5.30 pm) Monday to Friday.
4	Tender in sealed cover to be addressed to	"CHAIRMAN- STORES COMMITTEE" C/O,OS DEPARTMENT,GROUND FLOOR, LIC OF INDIA,JEEVAN- PRAKASH BUILDING OPP-SMC.MUGLISARA SURAT-395003.
5	Last date for submission of Tender	31-07-2025 by 05.00 pm.
6	Scheduled date and time for opening of Tenders	01-08-2025 at 12.30 pm Tenders will be opened in front of present bidders or their authorized representative . In case of change in date and time of opening of tenders, the bidders will be informed by telephonically, email or any other way of communication.
7	Validity of Tenderers' Bid	90 days from the date of opening of the Tenders.
8	Security Deposit	In Case The Tender Value Exceeds 1 Lakh, Security Deposit (SD) In The Nature Of Performance Guarantee Shall Be Payable By The Successful Tenderer @ 3% Of The Contracted Value At Time Of Contract. The SD Will Be Accepted Either In The Form Of Demand Draft / Bankers Cheque Or Bank Guarantees Through Scheduled Banks. The EMD Of The Successful Tenderer May Be Converted Into Part Of Security Deposit And Balance Of Sd Shall Be Paid By The Said Tenderer. The Security Deposit Shall Not Carry Any Interest. There Is No Exemption To MSME/ NSIC In Respect Of Payment Of Security Deposit / Bank Guarantee.
9	Earnest Money Deposit (EMD)	Rs.10,000/- Rupees (Ten Thousand only in the form of demand draft/Bankers Cheque drawn on any Nationalized/Scheduled Bank, favouring "LIC of India" payable at Surat. Applicant registered under MSME/NSIC is exempted from depositing EMD provided requisite self attested copy of registration is attached.

SINGNATURE OF THE BIDDER WITH SEAL



FORMAT OF TENDER**Annexure A**

RE-TENDER NO- 110 TRANSPORTAION SERVICE
LAST DUE DATE – 31/07/2025 TIME: - 04:30 PM
DATE OF OPENING - 01/08/2025 ; TIME OF OPENING- 12:30 PM
TENDER-110 FOR TRANSPORTAION SERVICE

The tender is invited for transport services for delivery of boxes/pkts/bundles of various printed forms, computer stationary, furniture's, office equipment etc. to our various branches . as mentioned in the below table. Please let us have your estimate under running rate contract for the transport services for the location specified below subject to term & conditions as stated below.

SR NO	Transportation services to the following branches	Three Wheeler Charges (A) Rate For 01 To 50 (Pkt / Boxes Etc) Or Rate For Cupboard Or Rack-02 (Items) (A)	Three Wheeler Charges (B) Rate For 50 To 100 (Pkt /Boxes Etc) Or Rate For Cupboard Or Rack-04 (Items) (B)	Four Wheeler Charges (C) Rate For 101 To 200 (Pkt / Boxes Etc) Or Rate For Cupboard Or Rack-08 (Items) (C)
01	BARDOLI			
02	VYARA			
03	NAVSARI			
04	BILIMORA			
05	CHIKHALI			
06	VALSAD			
07	VAPI			
08	SURAT CITY BRANCHES			
09	MORE THAN ONE BRANCH SUPPLY			
10	LABOUR CHARGES			
	TOTAL			
	GRAND TOTAL			

GRAND TOTAL = TOTAL OF COLUMN (A) + TOTAL OF COLUMN (B) + TOTAL OF COLUMN (C)

Instructions to Bidders AND Terms and Conditions

- 1) **Integrity Pact:** - The Integrity Pact (copy enclosed) must be signed by the Vendor/authorized official of firm /company. Kindly note that only those vendors/bidders who commit themselves to Integrity Pact shall be considered in the bidding process.
- 2) **Please quote BASIC RATE + GST as per above table. Please note that basic rate must include all charges Nothing extra will be payable. Rate will be approved on basis of grand totalsubject to fulfill of all terms and conditions.**
- 3) **WORKING HOURS FOR CONTACT / CLARIFICATION:-** Before submitting their quotations, the prospective Bidders may interact with the LIC Officials of OS Deptt DO, (Ground Floor) Surat during office hours (Monday to Friday 10.00 am to 17.30 pm.) for examination of sample or to understand the existing infrastructure and facilities, expected requirements of the Divisional Office and the desired level of services which the Service Provider is expected to render during the contractual period etc.
- 4) Tenders should be filled in by pen with neat, legible and correct entries. All pages of the tender must be signed by the authorized person of the agency as confirmation of acceptance of our terms and conditions.
- 5) The amount / rates should be filled in figures as well as in words. **Correction/ Omission/ Overwriting/ Cutting** should be dated and initialed. The price schedule must be filled in completely without any error / cutting or alterations in rates (both in figures & words). Any error on the part of the tenderer while quoting the rates will not be accepted as an excuse for refusal to execute the contract for any or all items, if order is given on the basis of the quoted rates. No columns should be left blank.
- 6) **Earnest Money Deposit (EMD):-** The EMD as mentioned in the "TENDER SCHEDULE" of this Tender Document by DD/Pay order/Banker cheque of any nationalized / Scheduled Bank favoring Life Insurance Corporation of India, payable at Surat, must be enclosed alongwith the tender documents, Tenders submitted without EMD are liable to be rejected. EMD will not carry any interest. Applicant registered under MSME/NSIC is exempted from depositing EMD provided requisite self attested copy of registration is attached.
 - a. EMD of the successful bidder will be forfeited in case the Tenderer refuses to execute the contract, either in full or part, if placed at the quoted rates. In that event LIC may
 - b. decide/debar/blacklist the concerned Tenderer and the decisions will be final and binding on all concerned.
 - c. EMD of the other Tenderer will be refunded without any interest within 30 days from the date of finalization of contract.
- 7) Any tender not complying partly or wholly with the terms and conditions shall be liable for rejection.
- 8) The tenders received after the last date and time mentioned above will not be considered.
- 9) **Minor infirmity / Irregularity / Non-conformity:-** During the preliminary examination, some minor infirmity and/or irregularity and/or non conformity may also be found in some tenders. Such minor issues could be a missing pages/attachment or illegibility in a submitted document, non submission of requisite number of copies of a document. Such minor issues may be conveyed to the tenderer by registered letter/speed post email or any other mode of communication, and so on, asking him to respond by a specified date also mentioning therein that, if the tenderer does not conform to the procuring entity's view or respond by that specified date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further.

- 10) **Shortfall Documents:-** The request for clarification shall be given in writing by registered/speed post through email or any other mode of communication, asking the tenderer to respond by a specified date, and also mention therein that, if the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenderers are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. The shortfall information/documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. These should be called only on basis of the approval of the Competent Authority.
- 11) The Corporation reserves the right to accept any Tender in full or part. The Corporation does not bind itself to accept the lowest or any tender.
- 12) The Sr. Divisional Manager, LIC of India, Surat Division, reserves all the rights to cancel or reject or accept in part thereof any or all the offers, without assigning any reason and also reserves the right to increase or reduce the requirement given in the quotation. In the event of failing to execute our order during contract period competent authority have right to imposed financial penalty or black-list firm or any other action taken is bound to vender.
- 13) **SECURITY DEPOSIT (SD):** the Security Deposit Rs-10,000/- in the nature of performance Guarantee shall be payable by the successful tenderer within 21 days from the date of award of contract. The security deposit shall be accepted either in the form of demand draft / bankers Cheque, or bank guarantees through scheduled banks. The security deposit shall not carry any Interest. Emd amount of successful tenderer can be converted into part of security deposit, if desired So by the tenderer. There is no exemption to MSME/NSIC in respect of payment of Security Deposit / Bank guarantee
- 14) **VALIDITY OF CONTRACT:** - As it is Running Rate Contract on approved Rate shall be valid for 24 Months from the date of contract The Senior Divisional Manager reserves the right to extend it to further 12 months (if required) subject to approved rate and terms and conditions of this tender
- 15) The LIC reserves the right to relax/modify/cancel any tender/contract/order at any time without giving any notice & assigning any reason.
- 16) The Tenderer shall be responsible for application of labour laws, compensation for injury and accident to person employed by them.
- 17) The work shall be carried out as per Corporation's instructions
- 18) **Taxes , duties levis & Deduction at source:-** The Contractor shall be responsible to pay all statutory levies imposed by the State and Central Government such as income tax and any other taxes etc but excluding GST. GST will be paid separately over and above the quoted rates along with bill payment as per applicable rate of GST at the time of bill
- 19) Tax Deduction at source such as Income Tax, TDS on GST etc. shall be made by LIC as per the provisions prevailing from time to time from the Bills and shall be remitted to the concerned Taxation Authorities / State Government
- 20) Security money (without interest) will be refundable after completion of contract period without any interest subject to the satisfactory job done by the contractor during the contract period.
- 21) In case of any dispute, the matter shall be settled mutually, failing which the decision of the r Divisional Manager, LIC of India, Surat Division shall be final and binding on the bidders



- 21) In case of any dispute, the matter shall be settled mutually, failing which the decision of the r Divisional Manager, LIC of India, Surat Division shall be final and binding on the bidders
- 22) Any dispute arising out of or relating to this tender shall be deemed to have arisen at Surat City and shall be subject to adjudication by a Court in Surat City.
- 23) LIC of India reserves the right to terminate the contract within contractual period if your performance is found unsatisfactory
- 24) PENALTY:-Penalty will be imposed for not giving service within 48 hours from call for service on telephone The rate of penalty will be decided by our competent authority
- 25) Successful vendor shall comply with workmen compensation & employees liability insurance required under law & regulation & shall indemnify & keep LIC free From all the claim damages & compensation payable by law in respect of or in consequence of any accident or damage arising during loading / un loading & transportation of goods to LIC branches
- 26) Kindly write on top of the cover "Sub: TENDER FOR transportation service Tender No. 110, Last date of submission on or before 31.07.2025, 04.30 pm. Please send the tender duly signed in sealed cover to the following address "Chairman Stores Committee, c/o, LIC of India, OS Department, Ground Floor, Jeevan Prakash, Muglisara, Surat".

Sr. Divisional Manager

पी. के. प्रसाद/P. K. PRASAD

वरिष्ठ मंडल प्रबंधक

Senior Divisional Manager

सुरत मंडल कार्यालय

Surat Divisional Office



LETTER TO SR. DIVISIONAL MANAGER FROM BIDDER

TO,
 SR. DIVISIONAL MANAGER,
 LIC OF INDIA,
 DIVISIONAL OFFICE,
 'JEEVAN PRAKASH 'BUILDING',
 GROUND FLOOR, MUGLISARA,
SURAT- 395003

Dear Sir,

Re: TENDER-110 FOR TRANSPORTAION SERVICE

I / We _____ hereby give my/ our consent for all instructions and Terms and Conditions contained in the above Tender document after fully understanding the same and the existing infrastructure and facilities.

I/We _____ certify that the above information is true and correct to the best of my/ our knowledge and belief.

I / We _____ agree that the decision of the Corporation will be final and binding on me / us.

2. I/We _____ undertake to complete and deliver the whole of the service within a period as specified in the Conditions of Contract from the date of issue of an intimation from you that the tender has been accepted .

Dated at.....this.....day of.....2025

Yours faithfully,

(SIGNATURE OF THE BIDDER WITH SEAL)

Place:

Date:



SIGNATURE OF THE BIDDER