

TENDER NOTICE

EMPANELMENT OF COURIER AGENCIES

Enquiry No: Stores - OS/OA – 5373 – 03 - 2011 DATED 05/03/2011

The Corporation invites sealed tenders in two bid system from established Courier Agencies based in Mumbai and Navi Mumbai for empanelment for a period of three financial years. The panel may be further extended by 1 year (If required), at the sole discretion of the Competent Authority.

The agency should have a minimum turnover of Rs. 10 Crores during any one of the last three years.

The Corporation reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

Interested agencies fulfilling the eligibility conditions as per Annexure 'B' may apply. The applications will be scrutinized on the basis of information submitted in the Technical Bid/ Application form and annexures. Commercial bid of only those agencies, who qualify in the technical bid, shall be opened.

Duly sealed envelope super scribed as “ APPLICATION FOR EMPANELMENT OF COURIER AGENCIES “ containing Annexures B,C & D along with Demand Drafts of 'Application fees' & 'Earnest Money Deposit' should be addressed to:

The Secretary (OS),
LIC Of India, Central Office, Yogakshema,
4th Flr., West Wing,
J.B.Marg, Mumbai 400021.

Date of issue of Tender Notice	05/03/2011
Last date of receipt of quotations	28/03/2011 up to 11.30 a.m.
Opening of Technical bid	28/03/2011 at 12.00 noon.
Application fees (in the form of DD/ Pay Order)	Rs, 100/-
Earnest Money Deposit (in the form of DD/ Pay Order)	Rs. 4,000/-

EXECUTIVE DIRECTOR
(E & OS/SBU – ESTATES)

Conditions for empanelment of courier agents.

1. The courier agency should be in the profession for at least 5 years. (Copy of registration certificate must be furnished)
2. Annual turnover should be at least Rs. 10. Crores. (Copies of audited Balance sheet for 3 years & I.T. returns for 3 years should be furnished)
3. The courier should be on the panel of reputed firms in Mumbai, out of which at least one should be a public Sector or Government Undertaking or a Multi National Company.
4. The courier should have registration with the state authorities for the following:
 - a) Undertaking the profession.
 - b) Service Tax
 - c) Shops & Establishment Act.
5. The courier agency should have a functional website for tracking documents.
6. The courier agency should provide hard copies or delivery status sheets of 'Proof of delivery' on monthly basis.
7. Tenderers are requested to deposit with us, DD/ Pay order (payable at Mumbai to the Life insurance Corporation Of India.) of Rs. 100/- towards application fees, Rs. 4000/- towards Earnest Money Deposit. The EMD made by the bidder will be forfeited if:
 - a) a bidder who has signed the agreement and furnished Security Deposit backs out of his tender bid,
 - b) He withdraws his tender after acceptance.
 - c) He violates any of the provisions of the terms and conditions of this tender specificationRefund of EMD:
 - a) EMD will be refunded to the successful bidder, only after signing the contract and payment of Security Deposit. No interest will be paid on the EMD.
 - b) In case of unsuccessful bidders. The EMD will be refunded to them after intimation is sent to them about rejection of their tenders. In the event of withdrawal of offer by tenderer after closing date of the tender, only 50% of the EMD will be refunded to such vendor.Security Deposit: Successful tenderers will have to furnish a DD/ Pay order of Rs. 40,000/- for proper fulfillment of the contract.
8. The courier agency should sign and affix their firm's stamp at each page of the tender and all its annexure as acceptance of the offer made.
9. Agency should deploy pickup personnel to locations where our Central Office departments are housed i.e. Churchgate & Vileparle apart from Yogakshema Building.
10. Corporation reserves the right to reject any or all the tenders.

Instructions regarding submission of tenders.

1. **Address** to which the tender is to be submitted.

Secretary (OS), LIC Of India,
Central Office, "Yogakshema",
4th Flr., West Wing, J.B.Marg, Mumbai 400021

2. **Preparation & Submission of Tender:**

The tender should be submitted in three parts namely Technical bid (as per Annexure 'B'), Commercial bid (as per Annexure 'C') and List of divisional offices where you have your services (as per annexure D) and each should be kept in separate sealed covers marked No. 1. No.2 & No. 3 respectively and should be superscripted as 'Technical bid', 'Commercial bid' & 'Destinations Covered' respectively. All the three covers should be kept in another sealed cover addressed to the official mentioned in Para 1 and should be superscripted "APPLICATION FOR EMPANELMENT OF COURIER AGENCIES".

3. **Rates quoted** in the commercial bid should be inclusive of all charges except taxes levied by Govt. authorities

4. **Last date for receipt of the tender:** Last date for receipt of the tender is 28/03/2011 up to 11.30 hrs. Tenderer should ensure that their tender is received before the date and time specified above. Not more than one representative of the bidder may be present during the opening of the technical bid which shall be held on the above date at 12.00 hrs.

5. **Signing the tenders:** Individual signing the tender or other documents connected with the contract should specify whether he signs as: a) Sole proprietor of the concern or constituted attorney of such sole proprietor. b) A partner of the firm, if it be a partnership firm in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. c) Director or a Principal officer duly authorized by the Board of Directors of the company, if it is a company.

N.B. In case of Partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public, should be furnished on a stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of the firm should also be enclosed along with the tender. In case of Partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

If the corporation discovers that the person signing the tender has no authority to do so, it can, without prejudice, disqualify the tender.

1	Name and Address of the company	
2	Tel. Nos.	
	Fax No.	
	E-mail ID	
3	Date of Establishment	
4	Registration Nos. of the following (copies of Certificates to be appended)	
	Registration of Establishment	
	Registration with Service Tax authorities.	
5	P.A.N. (Copy of PAN card should be appended.)	
6	Name & Tel. Nos. of Chief Executives	
7	Names of Representatives who would liaison with the corporation	
8	No. of offices with their addresses & Phone Nos. (to be appended)	
9	No. of delivery centres	
10	Address of functional website for tracking documents	
11	Yearly turnover	
12	List of Clients (To be appended)	
13	How POD's will be furnished (Hard copy OR delivery status)	
14	Delivery time for Metro Cities	(No. of Hours)
15	Delivery time for other destinations	(No. of Hours)
16	Up to what weight shall rates be identical (same) for Air courier and Surface courier	

Rates for Mumbai	
Weight	Rate (Rs)
Up to 100 gms	
101 gms to 250 gms	
251 gms to 500 gms	
Addl. 500 gms	

Domestic Rates (All India) *	
Weight	Rate (Rs)
Up to 100 gms	
101 gms to 250 gms	
251 gms to 500 gms	
Addl. 500 gms	

Surface Courier Rates	
Region/Zone	Rate per Kg (Rs)
Eastern (West Bengal, Assam & Other NE states)	
Western (Maharashtra, Gujarat, Goa)	
Northern (Delhi, Rajasthan, Punjab, Haryana, J & K)	
Southern (Karnatak, Tamilnadu, Kerela)	
Central (Madhya Pradesh, Chattisgad)	
East Central (Bihar, Orrisa, Jharkhand)	
North Central (Uttar Pradesh, Uttaranchal)	
South Central (Andhra Pradesh, Karnatak)	
Minimum chargeable weight	

International Courier Rates								
Destination	Rates (Rs)		Destination	Rates (Rs)		Destination	Rates (Rs)	
	Up to 500 gms	Addl. 500 gms		Up to 500 gms	Addl. 500 gms		Up to 500 gms	Addl. 500 gms
Australia			Indonesia			Qatar		
Bahrain			Japan			Saudi Arabia		
Bangladesh			Kenya			Singapore		
Cairo (Egypt)			Korea			Srilanka		
Canada			Kuwait			Switzerland		
China			Malaysia			Tanzania		
Damascus			Mauritius			U.K.		
Dubai (UAE)			Mexico			U.S.A.		
Fiji			Mynmar			Uganda		
France			Nepal			Yemen		
German			Oman					
Hongkong			Philipines					

Rates quoted should be inclusive of all charges except taxes levied by Govt. authorities.

- Quoted rate should be irrespective of destination.

DIVISIONAL OFFICE	A	B	DIVISIONAL OFFICE	A	B	DIVISIONAL OFFICE	A	B
Agra - 282002			Haldwani - 263126			Nanded - 431605		
Ahmedabad - 380001			Hazaribagh - 825301			Nashik - 422002		
Ajmer - 305008			Howdah - 700001			N-Dehli I - 110001		
Aligarh - 202001			Hyderabad - 500063			N-Delhi II - 110092		
Allahabad - 211002			Indore - 452001			N-Delhi III - 110058		
Amravati - 444601			Jabalpur - 482001			Nellore - 524003		
Amritsar - 143001			Jaipur I - 302005			Patna - 800001		
Asansol - 713304			Jaipur II - 302015			Pune I - 411005		
Aurangabad - 431005			Jalandhar - 144001			Pune II - 411005		
Bangalore I - 560002			Jalpaigudi - 735101			Raichur - 584101		
Bangalore II - 560038			Jamshedpur - 831001			Raipur - 492004		
Bareilly - 243001			Jodhpur - 342011			Rajahmundry - 533103		
Begusarai - 851101			Jorhat - 785014			Rajkot - 360001		
Behrampur - 760010			Kanpur - 208001			Rohtak - 124001		
Belgaon - 590006			Karimnagar - 505001			Salem - 636007		
Bhagalpur - 812002			Karnal - 132001			Sambalpur - 768004		
Bhavnagar - 364001			Kharagpur - 721304			Satara - 415001		
Bhopal - 462011			Kolhapur - 416001			Satna - 485001		
Bhubaneswar - 1			Kolkata I - 700072			Secundarabad - 500080		
Bikanaer - 334003			Kolkata II - 700053			Shahdol - 484001		
Bilaspur -			Kolkata (Sub) - 700064			Shimoga - 577201		
Bongaigoan - 783380			Kottayam - 686001			Silchar - 788015		
Chandigadh - 160017			Kozhikode - 673001			Simla - 171009		
Chennai I - 600002			Lucknow - 226001			Srinagar - 190001		
Chennai II - 600040			Ludhiana - 141002			Surat - 395003		
Coimbatore - 641018			Machlipatnam - 521001			Thane - 400604		
Cuddapah - 516004			Madurai - 625002			Thanjavur - 613001		
Cuttak - 753001			Meerut - 250001			Thiruvananthapuram - 695004		
Dehradun - 248001			Mumbai I - 400021			Thrissur - 680004		
Dharwad - 580001			Mumbai II - 400022			Tirunelveli - 627002		
Ernakulam - 682011			Mumbai III - 400054			Udaipur - 313001		
Faizabad - 224001			Mumbai IV - 400021			Udupi - 576101		
Gandhinagar - 382017			Mummbai SSS - 54			Vadodra - 390005		
Goa - 403001			Muzaffarpur - 842002			Varanasi - 221001		
Gorakhpur - 273001			Mysore - 570015			Vellore - 632004		
Guwahati - 781001			Nadiad - 387002			Vishakapatnam - 530016		
Gwalior - 474011			Nagpur - 440 001			Warangal - 506001		

A = Number of days taken for delivery by Air Mode.

B = Number of days taken for delivery by Surface Mode.