TENDER FOR COURIER SERVICES UNDER TWO BID SYSTEM FOR VARIOUS BRANCHES AND SATTELITTE OFFICES AND DIVISIONAL OFFICE UNDER ROHTAK DIVISION

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Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

(B). Tender Schedule

SN.	Subject	Particular
1	Issuing date of Tender	24.03.2026
2	Tender Fee (Non refundable)	**Tender Fee is Rs. 100 + Rs 18 GST (One Hundred Eighteen Only)** □ Registered MSME Vendors are exempted from paying Tender Fee.
3	Earnest Money Deposit (EMD)	Rs- 5000/- (Rs. Five thousand only) □ Registered MSME Vendors are exempted from paying EMD.
4	Estimated Annualized Value of the Contract	Rs. 3,00,000/- Per year Based on Past Experience
5	Pre BID Meeting	30.03.2026 at 11.30 am at Divisional Office Rohtak
6	Timing of cash counter.	From Monday to Friday 10.00 am to 04:15pm (except All Sat, All Sundays and Holidays)
7	Last date of Submission of Tender	07.04.2026 .up to 05.00 pm
8	Address for submission of Technical Bid & Financial bid	Manager (OS) LIC of India, OS Department, S.C.O. 3,4,5 Sector-I , HUDA Rohtak (Haryana)
9	Date and Time for Opening Technical Bid and venue (Tenderer or his authorized representative may remain present)	08.04.2026 : 11.30 AM LIC of India, OS Department, S.C.O. 3,4,5 Sector-I, HUDA Rohtak (Haryana)
10	Financial/Price Bid opening date	Financial/Price Bid will be opened on later date which will be intimated Separately to technical Bid qualifiers only.
11	Official website (URL)	https://www.licindia.in/Tenders
12	Contact detail	Email: os.rohtak@licindia.com Manager (OS) Phone: STD 01262- 228329,228337, 228331
13	Validity of BIDs	120 days from date of opening the tender.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm
Date:_____

(C). Scope of work

a. The successful tenderer will have to provide courier services to our offices under Rohtak Division listed in Annexure –1, by deploying their personnel to collect & deliver the post as per instruction given by our Offices.

b. The Consignment/parcel will have to be collected by personnel of courier service provider generally between 4.30 pm to 5.00 pm and deliver the same within 24 hours in Rohtak city and within 48 hours in other cities under Rohtak Divisional Office, NCR and within 72 hours to LIC offices situated outside Haryana. The Post/Dak may also have to be collect/deliver whenever specially asked for by our offices. The agency should declare in details the procedure of securing of PODs for Every Dak picked from the office in technical bid. POD(proof of delivery duly signed by the consignee) shall be submitted within two working days from the date of demand in specific cases. The PoDs should invariably bear the date of date of delivery with signature of the consignee.

c. All PODs (proof of Delivery) shall be regularly submitted within time limit and on demand in specific cases, if required earlier. The PODs should invariably bear date of delivery and the seal with Signature of the consignee. The Payment will be released only on the submission of the PODs along with the bill for payment. The POD includes any proof of delivery duly signed by consignee acceptable to LIC of India.

d. In case of loss of documents, The Service Provider shall lodge FIR without delay, claim insurance Compensation and fulfill every formality as deemed necessary in recovering the Documents and making good the losses suffered by the Corporation due to such lapse.

e. The mode of communication for demand of PODs by LIC Of India office shall be registered Email of the agency shared in the tender or updated on agency request at later date.

(D). Eligibility

To be eligible for applying for this Tender the Prospective Courier Firm must fulfill the following criteria.

(i) The Courier Firm/Agency should have minimum three years of standing as Courier Firm.

(ii) The Courier Firm/ Agency must have GST number.

(iii) The Courier Firm/ Agency should be able to cover all our office locations as per Annexure- 1.

(iv) The Courier Firm / Agency must **not** have been blacklisted permanently or blacklisting must **not** have been in-force by any office of LIC of India or by any PSU or by any Govt. Office in India.

(v) The Courier Firm/ Agency should have procedure of submitting **Proof of Delivery.**

(vi) The Courier Firm/ Agency must have office in Haryana/Delhi/NCR

(vii) The Courier firm must have the Minimum Turnover of Rs. 5,00,000/- Once during the Last three financial year i.e 2022-23, 2023-24,2024-25

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm
Date……

(E). Instructions for Submission of Tender for providing Courier Services

1. Before filling in quotes in **Financial Bid** prospective Firms/Courier Service Provider must read and Understand the terms used in **Financial BID** (Annexure-3)

2. The quoted rate should be filled in neatly & should be legible. Ineligible quotes are likely to be rejected without any reference.

3. The rates quoted by the vendor shall be firm throughout the contract period and are to cover charges for materials, labour, loading, unloading at all points/BOs/SOs **except GST and nothing extra shall be paid on any account.** Price rate should be uniformly applicable for Branches/SOs irrespective of their location. Any bidder quoting different rates for different district will automatically warrant disqualification

4. Rate should be quoted in figures and words both. Rates quoted in words would be taken as bona fide and in case of any dispute in amount in words & figures, rates in words would be given precedence and the amount for the work order shall be worked out as per rates written in words only.

5. The tenderer should ensure that their tender is received on or before the due date and time specified in the Tender Schedule. LIC will not be responsible in any manner for any postal delay, loss or non-receipt of the tender for whatsoever reason.

6. All pages of the Tender should be signed and stamped. Tenderer should fill up all the relevant blanks and attach the copy of the documents wherever required and correction and alteration should also be signed by authorized official of the Firm .

7. Tenderer is not permitted to alter or modify their tenders after expiry of the deadline for receipt of Tender till the date of validity of tender and if they do so their earnest money deposit (EMD) shall be Forfeited.

8. MSME Vendors claiming exemption for Tender Fee and EMD have to submit copy of valid certificate registered with District Industries Centers (DIC) or any specified authority, Ministry of Micro, Small & Medium Enterprises/Government authorities. .

9. Tenders received without EMD will be rejected

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
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Date……

Tender should be submitted in a large envelope containing two separate sealed envelopes containing the items shown against Envelops No.1and 2:-

- **Envelope No-1** will contain
  (a) Tender Fees (DD/Pay Order).
  (b) Earnest Money Deposit (DD/ Pay Order)
  (c) All Tender pages except Financial Bid/Price Bid (Annexure-3) with seal of the firm.
  (d) All pages of Tender must be duly signed and stamped by authorized person of the firm.

- **Envelope No-2**. will contain **Financial Bid/Price Bid** (ANNEXURE –3)
  The Envelop No-2 should be inscribed with "**Tender for Courier Service Financial Bid/Price Bid"**

The large envelope No 3. Containing the Envelop-1 & Envelop- 2 both sealed should be super scribed with **"TENDER FOR COURIER SERVICES, NOT TO BE OPENED BEFORE 08.04.2026 at 11:30 AM** '' and shall be addressed to the following:

Manager (OS)
LIC OF INDIA, ROHTAK DIVISION,
OS DEPARTMENT, IInd FLOOR,
S.C.O. 3, 4, 5 Sectors-I, HUDA Rohtak (Haryana)

Note: Bids not received in envelopes as mentioned above is liable to be rejected

10. **Prospective bidder may seek clarification on the Tender Document at least 7 days before the due date of submission of BID**.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

TERMS AND CONDITIONS

(I) Tender Fees &Earnest Money Deposit (EMD)

The Tenderer shall pay Tender Fees (Rs. 100+ GST Rs.18=118/-) & Earnest Money Deposit (Rs. 5000/-) as mentioned in Tender Schedule **(B)** in cash (at Cash Counter of Divisional Office & Misc. Receipt copy to be enclosed with tender) or by Demand Draft in the favor of LIC of India payable at Rohtak only, which shall be refunded immediately after completion of proceedings of selection of quotation and if the successful vendor refused to accept the contract, their Earnest Money will be forfeited. The Earnest Money deposit will not carry any interest.

(II) Withdrawal of BID after due date and time of receipt of Tender will result in forfeiture of the EMD

(III) Security Deposit (SD):

The successful Tenderer shall pay a Security Deposit which will be equal to **10 % of the accepted tender amount of a year** in the Nature of performance guarantee within 21 days from date of Work order issued to the Service Provider. The security deposit may be furnished in the form of Demand Draft/Bankers Cheque, The EMD Deposited by successful tenderer shall be forfeited if the said tenderer fail to furnish the Security deposit. **The Security Deposit shall not carry any interest whatsoever.**

(IV) Initially the period of contract of courier service will be **for one year** which may be extended further one year at a time (Maximum twice) on the same terms and condition by Competent Authority subject to satisfactory Courier Services.

(V) All the papers/articles (also referred as the **Dak)** to be dispatched from our offices shall be weighed together in one envelopes Maximum weight of 5kg and the payment will be calculated as per the approved rate of successful tenderer.

(VI) The workers/Representative engaged by the Service Provider shall be Service Provider's own employees and Corporation shall in no way be responsible or liable for payment of their wages and other benefits. Further, the workers engaged by the Service Provider shall not be deemed to be the employees of the Corporation and shall not be entitled to any benefits either of a temporary or a regular employee of the Corporation. The Corporation will have no obligations towards such employees and such personnel will not be entitled to claim any kind of employment with the Corporation.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

(VII) The Service Provider or any of their agents, employees, servants or anyone else on their behalf will not in any way make use of the name of the Corporation or its Officers, employees or agents in their dealings with outsiders while making any purchase concerning or for running the Courier Services contract.

(VIII) The Service Provider will have no rights to transfer or assign the contract or any rights there under to anyone.

(IX) The Service Provider shall arrange to carry out regular medical checkup of the staff employed by the Service Provider to ensure that they are not suffering from any infectious/contagious deceases.

(X) The Corporation shall not be liable to pay any damages/claims, made under the Workmen`s Compensation Act, or rules there under or for compensation payable in consequence of any accident or injury sustained by any person in employment for purpose of this, Courier services.

(XI) The Service Provider shall exercise effective control and supervision of the person employed by them. The Corporation will have right to ask the Service Provider to terminate the services of any of their employee if found to be of a bad character, impolite, discourteous or suffering from any contagious disease at any time. The Service Provider and their staff shall follow the security rules and regulations of the Corporation in force and instructions issued from time to time. If there is any violation the Corporation will be free to take action against the service provider.

(XII) The service provider shall pack the letter/documents/packets etc. in air tight envelop (for the safety of documents) as per industry practice.

(XIII) The service Provider shall be responsible for the safe custody of the documents and maintain secrecy of the documents. No unauthorized person shall have access to any documents or part thereof.

(XIV) No document would be held by the courier agency for any reason and if any article is not delivered, the courier must return the documents immediately to the sender.

(XV) The Corporation reserves the right to modify/alter any term and condition of the tender or cancel this tender for the full or any part at any stage without assigning any reason.

(XVI) The Corporation reserves the right to accept any of the quotation/Tender or to be reject the quotations/Tender without assigning any reasons.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

(XVII) Collection & Delivery of Post:

The Courier Firm /Authorized Person of the firm will collect the post to be sent through courier from the concerned office mentioned in Annexure-1.The post will have to be collected on each working day by personnel of courier service provider generally between 4.30 pm to 5.00 pm. The post/dak may also have to be collected/ delivered whenever specially asked for by our offices. The Courier Firm will have to ensure delivery of the post to addressee normally within 24 hours in Rohtak City area, within 48 hours in Rest of Haryana/Delhi/NCR and within 72 days in Rest of India.

(XVIII) Penalty Clause:

If the consignment/parcel is not delivered within the stipulated time period as mentioned in C (b) above (except on occasions like imposition of curfew or due to occurrence of natural calamity like floods etc.) or damaged in transit, the Corporation may impose penalty: For a delay of more than 3 days from the schedule time, a penalty of Rs 200/- per Consignment along with Charges of courier per parcel would be recovered from the monthly bill while settlement. Third party charges, if any, shall also be borne by the agency, which shall be deducted from their monthly bill or Security Deposit with the Corporation. The competent authority may waive/decrease/increase the penalty if the courier firm is able to prove that the reason of delay was beyond the control of the firm. In case of loss of paper/documents/post, the Courier Service Firm/Provider should lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the paper/documents/post and making good the loss suffered by the LIC of India. Failure to make good the loss suffered by the LIC of India within 30 days from the date of loss reported/come to notice of LIC, a penalty commensurate to loss suffered by LIC shall be imposed on the Courier Firm by the competent authority of LIC of India.

(XIX) Delivery Record:

The Courier Firm shall preserve the delivery records(PODs) at least for the contract period and Six month thereafter and shall be in position to produce the same as and when demanded in case of any dispute. The courier Firm shall submit regularly the Proof of Delivery (POD) which should invariably bear Seal/signature of the Consignee and Date of delivery. Payment shall not be made in respect of consignments for which PODs are not submitted.

(XX) Invoicing and Payment:

The Courier Firm shall submit their monthly invoice/bill along with the PODS to the respective office under Divisional office at the end of each calendar month within first week of the following month for the services rendered during the month. The service provider would mentioned the date of picking the mail/envelop on the acknowledgement and would be required to get the date mention in "POD". The payment will be made through NEFT for which mandate form will be submitted by the Courier Firm. The payment will generally be made within 30 days from date of submission of Bill subject to bill submitted found in order. Income Tax and tax on GST & other Statutory tax (if any) as applicable will be deducted from the payment of monthly bill/ invoice of the Courier Service Provider as per Tax rules.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

(XVI) Termination:

The Corporation reserves the right to terminate the contract without assigning any reason by giving a notice of one month. This decision will not be challengeable in any court of law. The Service Provider will have to give a notice of three months if the Service Provider wishes to terminate the Contract before expiry of the contract period.

The contract can also be terminated by the Corporation if

a. The service provider abandons the work without any information or express inability to fulfill Contract.
b. The service provider assigns or sublets the work to some other person/ service provider.
c. The service provider makes default in proceedings of the work under the contract at any time during contract Period and continues to do so even after a notice is issued by the Corporation.
d. The service provider becomes bankrupt or insolvent or goes to liquidation or is ordered to wind up or has a receiver appointed on its assets.
e. The service provider disregards the instructions issued by the Corporation.
f. The service provider fails to adhere to the agreed schedule of the work.
g. The information submitted by the service provider in the Tender or otherwise is found to be false.
h. The service provider fails to perform its obligation or violates any provision of the contract or of any law of

In the above cases if contract terminate, the security deposit will be forfeited and will not be challengeable in any Court of law

(XVII) Litigation:

Any dispute arising out of this acceptance shall be referred to for "Arbitration" to The Sr. Divisional Manager, L.I.C. of India, Divisional Office SCO-3, 4, 5 Sector-I HUDA Rohtak and his decision shall be binding on the Firm/Vendor. The Firm/Vendor/Manufacturer shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. Any litigation in any matter relating to Terms and condition/ termination shall be subject to the jurisdiction of Rohtak District Court only.

(XVIII) Any obligations expressly made or implicit by their nature made under the Terms and conditions of this Tender shall survive and remain in effect after termination or expiration of contract made with successful Tenderer.

(XIX) Tender Modification: Any Modification in this tender will be published on our website www.licindia.in only and will form part of the original tender.
(XX) The successful bidder has to furnish an Affidavit to LIC of India on a Stamp Paper of appropriate Value- as per Annexure-4.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

Declaration by Courier Service Provider/Firm

1. I/We have read and examined the Notice Inviting Tender, Corrigendum, Annexure, Specifications Applicable, General Rules and Instructions, General Conditions of Contract, and all other documents referred to in the conditions of contract and all other contents in the Tender document for the work and accept the terms and conditions of the tender in full Conformity.

2. I/We understand that if any false information is revealed at a later date, the contract made between ourselves and the Life Insurance Corporation of India (Corporation), Rohtak Division, on the basis of the information given by me/ us can be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences

3. I/We agree that the decision of the Corporation will be final and binding on me/us.
4. I/We agree to abide by instructions and all the terms and conditions of the Tender.
5. I/We declare that we have neither been blacklisted any time permanently nor are undergoing Blacklisting currently by any Office of LIC of India or by any Public Sector or Govt offices in India as on date of submission of bid in response to the above tender.
6. We agree that Proof of Delivery (POD) for all post/courier will be provided along with the bill and POD will bear Seal/signature of the Consignee and Date of delivery.
7. All the information furnished in Tender by me/us is correct to the best of my/ our knowledge and belief.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

ANNEXURE- 1

List of Offices with address under D.O. Rohtak.

Sr.No.	Name of the office	Address
1.	Divisional Office, Rohtak	LIC of India, Divisional Office, SCO – 3,4,5 Sector-1, Rohtak-124001 Phone No. 01262 228329
2.	BO Hansi	Opposite Civil Hospital Hisar Road, Hansi-125033(Hisar)- Phone No- 01663 254455
3.	BO Bahadurgarh	Shyam Ji Complex Delhi Rohtak Road, Bahadurgarh-124507 Phone No- 01276 230414
4.	BO Gohana	Plot No. 1, Sector-7, Gohana-124301 Distt Sonepat- Phone No- 01263 252578
5.	BO Tohana	SCO-8,9,10 Gupta Colony, Chandigarh Road, Tohana – 126120 Distt Fatehabad- Phone No- 01692 220272
6.	BO Hisar-1	Urban Estate No-2 Near Vishwas School Hissar-125005 Phone No – 01662 226038
7.	BO Bhiwani	Jeevan Jyoti City Centre Bhiwani-125021 Phone No- 01664 256868
8.	BO Hisar-II	Urban Estate No-2 Near Vishwas School Hissar-125005 Phone No- 01662 278891
9.	BO Sonepat	Jeevan Jyoti Sector-15 Urban Estate Sonepat-131001 Phone No- 0130 2218116
10.	BO Narnaul	Opp. Mini sect. Mohindergarh Road Narnaul- 125001 Phone No- 01282 254088
11.	BO Sirsa	Jeevan jyoti Old Hospital Road Sirsa- 125055 Phone No- 01666 220450
12.	BO CAB Rohtak	CAB Rohtak R. K. Tower, Near Sagar Villa, Delhi Bye Pass, Rohtak-124001 Phone N01262 228365
13.	BO Rohtak	Jeevan jyoti, Subhash Road, Opposite Aakashwani Rohtak-124001Phone No-01262 230410
14.	BO Charkhi Dadri	MC, Colony, Loharu Road, Charkhi Dadri- 123306 Phone No- 01250 220833
15.	BO Mandi Dabwali	Chautala Road,Mandi Dabwali-125104 Phone No- 01668 227738
16.	BO Fatehabad	Sector-3, Part-II , HUDAFatehabad-125050 Phone No-01667 231363
17.	S.O. Adampur of Hisar-2 Branch	Shiv Colony, Mandi Adampur- 125052 Distt. Hisar
18.	S.O. Barwala of Hansi Branch	Hansi Road, Barwala- 125121
19.	S.O. Jhajjar of Bahadurgarh Branch	Kosli Mor, Jhajjar- 124103

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

(contd.)

ANNEXURE-1

	Name of the office	Address
20.	S.O. Kharkhoda of Sonepat Branch	Opposite Tehsil office, Sonepat Road, Kharkhoda- 124402 Distt. Sonepat
21.	S.O. Mahendragarh of Narnaul Branch	Narnaul Road, Mahendragarh- 123029.
22.	S.O. Meham of Rohtak main Branch	Opposite PNB, Delhi Hissar Road, Meham- 124112
23.	S.O. Ratia of Fatehabad Branch	SCF-21, Mandi Township, Ratia- 125051 Distt. Fatehabad.
24.	S.O. CLIA Rohtak of Rohtak main Branch	D-Park. Sheetal Complex, Delhi Road, Rohtak-124001
25.	S.O.CLIA Bahadurgarh of Bahadurgarh Branch	SCF 10 MIE Part-1 Bahadurgarh
26.	S.O. Ellnabad of Sirsa Branch	Nohar Road, Main Bazar, Near SBOP, Ellenabad- 125102 Distt Sirsa
27.	S.O. Kosli of Bahadurgarh Branch	Opposite Tehsil, Railway Road, Kosli- 122302 Distt. Bahadurhgrah
28.	SO CLIA Bhiwani of Bhiwani Branch	Meenu Complex ,Near Rohtak Gate, Naya Bazar Road Bhiwani-127021
29.	S.O. Gannaur of Gohana Branch	Near Tehsil Office , Gannaur- 131101
30.	EDMS Rohtak of DO Rohtak	Sadhu Complex, Subhash Road, Near Old Palace Cinema, Rohtak-124001

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

ANNEXURE-2

TECHNICAL BID

Kindly provide the following information.

SN.	Pl give following information in opposite column	Information by Agency/Firm/Prospective Courier Service Provider
1	Name of the Firm /Courier Service Provider & Address (In Block Letters)	…… …… …… …… …… …… Telephone Nos…….. Mobile No….. eMail ID ……..
2	Correspondence address and contact numbers of the Agency/Firm/Courier Service Provider in Haryana/Delhi/NCR	…….. …… …….. …… Telephone Nos……. Mobile Nos……
3	Status: proprietary/ partnership/ private Ltd. Company/ Public Ltd. Company	
4	Names of the partners/ directors	
5	Name and contact No. of person who would be calling on us and attending to our jobs.	
6	Whether having own Website for tracking documents.	If yes, mention Website address: ……..

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

7	PAN Card No.	
8	Date of establishment/ incorporation of Firm /Courier Service Provider **(Certificate to be enclosed)** (Minimum 3 year standing is must)	
9	GST Registration No. (Copy of Registration duly verified and stamp to be enclosed)	
10	Whether Income tax returns for the last 3 Financial years Filed.	2022-23Yes/No…….. 2023-24Yes/No ……. 2024-25 Yes/No ……. (Please write YES or NO) **If yes, please enclose the copies of the above returns or C.A. certificate.**
11	Whether location/destination as per **Annexure-1** are covered by you	Yes/No …….. (Please write YES or NO)
12	Whether you have procedure of submitting Proof Of Delivery (POD)	Yes/No… (Please write YES or NO)
13	Detail of Tender Fee paid	Amount Cash /Cheque Rs…….. MR No/ Cheque No…… Date of MR / Cheque…….
14	Detail of EMD paid	Amount Rs…….. DD No /Banker's Cheque No…… Date of DD/ Cheque……. Name of Bank……..
15	Bank Details of : Copy of the cancelled Cheque to be Enclosed	Name of the Bank…… Address of Branch…….. Name of A/C Holder…….. Pan No. IFSC code

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

Financial Bid/Price Bid

ANNEXURE-3

Area Description	Rates up to	1gms to 100 gms Weight age 25% (1)	101 to 250gms Weight age25% (2)	251 to 500 gms Weight age 15% (3)	501 to 750 gms Weight age 10% (4)	751 to 1000gms Weight age 5% (5)	More than 1 Kg to 2Kg Weight age 10% (6)	More than 2 Kg to 3 Kg Weight age 5% (7)	More than 3Kg to 5 Kg Weight age 5% (8)
		Rate Wgt	Rate Wgt	Rate Wgt	Rate Wgt	Rate Wgt	Rate Wgt	Rate Wgt	Rate Wgt
Local Within Rohtak City	Figures								
	Words								
Offices under Rohtak Divisional office within Haryana, Chandigarh and NCR Delhi	Figures								
	Words								
Rest of India	Figures								
	Words								

Note:

1. **Least one rate will be decided on the basis of sum total of weight age mentioned in columns 1,2,3,4,5,6,7 &8. Contract will be awarded to the vendor whose overall rate for all the categories taken together is lowest.**

2. The price quoted should be inclusive of all charges excluding GST. GST will be paid as prevailing rates on actual basis.

3.All P .O. D (proof of delivery) will be provided along with the Mly Bill and also on demand as and when required to the Divisional office, Branch offices or satellites offices within seven days from the date of demand in specific cases. The PODs should invariably bear date of delivery and the seal WITH SIGNATURE of the consignee.

4. Daily visits to all Offices under Rohtak Division are compulsory. The Courier person visiting the offices should confirm every day from Office Services Department of respective Offices that no dispatch of any department is left out. And to ensure the same adequate persons should be deployed by the agency.

5. Ineligible quotes are likely to be rejected without reference.

Senior Divisional Manager
Rohtak Division

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm
Date……

ANNEXURE-4

AFFIDAVIT
(TO BE GIVEN BY SUCCESSFUL BIDDER)

I / We (AUTHORIZED REPRESENTATIVE) of _____ , being Proprietor /Indian Company/Firm having Office at _____ do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India has floated tender for providing Courier Services in various Offices under Rohtak (As per Annuxer-1) I/we being one of the Bidders, confirm that I / We strictly follow various laws f the Terms & Conditions of the Tender.

I/We further state that I/ we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon Life Insurance Corporation of India and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due to or to become due to us.

I/We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me / us in this affidavit. I / We further state that non compliance of any provisions, being a statutory requirement, any misstatement made shall be sufficient reason for Life Insurance Corporation of India to terminate the contract. Besides taking recourse to other legal remedies available in the Contract.

Solemnly affirmed at _____ this _____Day of _____2026

Before Me

Notary

Name & Signature of Authorized person
Of the Courier Firm with Seal of the Firm

Date……

Note: To Be executed on the Stamp papers of the Appropriate value