

Ref:.....
The Sr.Divisional Manager,
LIC of India
Silchar Divisional Office,
Meherpur, Silchar-788015.

Date:- 21.04.2026

Tender no. SDO/OS

Date 20.04.2026

Last date & time Tender submission : 06.05.2026 upto 3.00 pm

Re:- TENDER FOR COURIER SERVICE.

Sir,

In response to your letter no.....dated.....

We quote hereunder our rates for the desired courier service excluding GST etc which will hold of three years from the date of consideration at your end.

SL	Name of Bos	Mode of Sending Goods	Freight Charge per KG (Bulk Supply 10 Kg and above)
1	Agartala BO-1/Agartala BO-2	Road	
2	Udaipur BO	Road	
3	Dharmanagar BO	Road	
4	Karimganj BO	Road	
5	Aizwal BO	Road	
6	Haflong BO	Road	
7	Imphal/CAB Imphal BO	Road	
8	Kakching BO	Road	
9	Churachandpur	Road	
10	Hailakandi BO	Road	
11	Silchar Branch1/Silchar Br-2	Road	

TENDER FEE OF Rs.118.00 is to be deposited by Cheque/DD favoring Life Insurance Corporation of India payable at Silchar at the time of submission of tender. This tender fee is non-refundable..No tender fess is required if vendors down load tender from our website
The terms & conditions of this tender intimated to us vide your letter no.....dated..... are acceptable to us for courier service.

Time Schedule : Tender to be floated on 21.04.2026 . Last date of submission of Tender on 06.05.2026 upto 3.00 pm and opening of tender on 07.05.2026 at 11.00 AM.

Yours faithfully,

Signature. With Seal

Date

Ref:.....
The Sr.Divisional Manager,
LIC of India
Silchar Divisional Office,
Meherpur, Silchar-788015.

Date:- 21.04.2026

Tender no. SDO/OS

Date 20.04.2026

Last date & time Tender submission : 06.05.2026 upto 3.00 pm

Re:- TENDER FOR COURIER SERVICE(SMALL QUANTITY).

Sir,

In response to your letter no.....dated.....

We quote hereunder our rates for the desired courier service excluding GST etc which will hold of three years from the date of consideration at your end.

**RATE OF COURIER SERVICE FOR SENDING OF DOCUMENTS SMALL QUANTITY
IN PIECE MAIL SYSTEM**

Weight	Local	Upto 250 KM	251 KM to 500 KM	501 KM to 1000 KM
Upto 250m Gram				
251 GM to 500 GM				
501 GM to 1 KG				
1 Kg to 5 Kg				
5 Kg to 10 Kg				

Yours faithfully,

Signature. With Seal

Date



Ref: SDO/OS

Date:- 21.04.2026

M/S.....

Dear Sir,

Re: Tender for courier services.

Sealed quotations are hereby invited from reputed Courier Services. Those who are interested in the matter in conformity with our terms and conditions may kindly quote the rates per KG (details in rate chart) inclusive of all costs excluding GST listed in the annexure hereto and submit the same duly filled in and signed with your official seal within 06.05.2026 within 3.00 P.M.

TERMS AND CONDITIONS OF THE TENDER

1. The tender should be sent so as to reach this office ON OR BEFORE THE DATE & TIME SPECIFIED.
2. All tender should bear clearly the specification without which the tender will not be considered.
3. Price quoted should be excluding of GST, general tax if any and others charges, and the rate should be valid for three year
4. Quotations must be given for rate per printer head as required only and should be either TYPE WRITTEN or must be IN INK and should Not be with any hedging conditions.It should not be over written.
5. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
6. All deliveries must be made either at our office, or as per our instructions, FREE OF CHARGE.
7. In case of failure of the Firm to deliver the goods on or before the date specified, the Corporation will be at liberty to purchase the same item from any other firm and the firm, at default, shall make good any loss or damage that the Corporation may suffer or shall pay to the Corporation liquidated damages as provided under Clause No. 11 provided hereunder.
- 8 If it is found that the firm is incompetent to complete the job or is unable to carry out the instruction given, the order may be withdrawn by the Corporation without the Corporation being liable for payment of any damages or compensation. In such an event, the firm shall be liable to make good the extra charge the Corporation may have to incur to get job done by other firm as per Clause No. 8 above.
9. Any tender not in compliance with these terms and conditions will be liable for rejection.
10. .No advance payment will be made till the order is fully executed.
11. If an approved firm fails to take part in consecutive three tender processes, The Corporation will be at liberty to remove such firms from the list of approved firms.
12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SILCHAR TOWN and shall be under adjudication by a Court in SILCHAR TOWN.
- 13..Payment will be made only after proper acknowledgement from the concerned Addressee.
- 14.All Goods /Documents is to be delivered to Addressee within three/four working day after receipt from us.

Yours faithfully

Sr Divisional Manager

To,
The Manager (OS)
LIC of India, Silchar Division
Jeevan Prakash Building
Meherpur, Silchar-788015

Date:-

Sir,

Re: Undertaking to supply materials as per tender specification.

We hereby confirm that we shall supply the materials/Service as per tender specification and shall abide by the terms and conditions mentioned in the tenders.

We are also giving the undertaking that besides imposing clause mentioned above in the tender the Corporation shall “**BLACKLIST**” our firm with information passed on to its Corporate office & other Zones/Divisions, if we fail to comply with the terms and conditions.

Your's faithfully

(Please put Company stamp below the signature)



Silchar Divisional Office
Meherpur. Silchar-788015

SDO/OS

Date-21.04.2026

NOTICE INVITING TENDER

Sealed tender/quotation are invited from interested and reputed vendor for Courier service of our Silchar DO. Last date of submission of tender is 06.05.2026 upto 3.00 pm. The details terms and conditions along with tender papers shall be available at our OS department Silchar DO and LIC Website .Any subsequent change/corrgendum will be published at our website only. Our website is www.licindia.in

Sr Divisional Manager