Life Insurance Corporation of India,
Divisional Office, O.S Department,
7th Floor, Jeevan Prakash Bldg.,
Relief Road, Ahmedabad.-380001
Tel.079 25511768, 25508800, 25508775
e-mail; os.ahmedabad@licindia.com

"BY SPEED POST A.D."

REF:ADO/OS/DESPATCH

DT. 09.06.2026
TO,

RE: RATE CONTRACT FOR COURIER SERVICE FOR THE PERIOD 01.07.2026 TO 30.06.2028.

DEAR SIR,

We desire to enter into contract for the above job for a period of 2 years i.e w.e.f . 01.07.2026 to 30.06.2028. If you are interested, please quote your monthly fixed LUMPSUM CHARGES inclusive of service Tax and all other Taxes for serial no-01 to 04 as mention below,

01. To Carry/Deliver the posts from/to Ahmedabad Divisional office to All our 24 Branches and 12 satellite Branches (including and 05 outstation Branches viz. **Bavla,Dehgam Viramgam, Dhandhuka &,Sanand), vice versa and other satellite B.O, and where offices which may be opened during** the contract period.
02. To deliver the posts to our Western Zonal offices, Central office, Inspection Deptts, & Insurance Institute of India situated at Mumbai.
03 To deliver the post to eight local centers viz. Sales Training centre(STC), Ombudsman office, Housing Finance limited(HFL), Audit Centre / Inspection Dept and RMF Godown-Shahalam,
Customer Zone, ZUS Cell, CLIA, MBAC.
04. To deliver the posts to our 06- Six Divisional offices of Gujarat state situated at Gandhinagar, Nadiad, Vadodara, Surat, Rajkot & Bhavnagar.

Your Quoation must reach us on or before 25.06.2026 up to 4.30 pm in a sealed cover subscribe
"QUOTATION FOR COURIER SERVICE AND LAST DATE IS 25.06.2026'' addressed to.

MANAGER (OS),
L.I.C.Of India,"Jeevan Prakash Buliding,
"7th floor,Tilak road,Ahmedabad. 380001.

TERMS AND CONDITIONS:

01. Please quote your monthly net FIXED CHARGES i.e you need not to quote station wise/weight wise

charges.

02. **It is must one courier office is located in Ahmedabad City Area.**

Please submit the copy of PAN ,Bank Details for NEFT payment, Registration No. of the Firm (GSTIN NO.). (Those who are not empanelled with LIC, Ahmedabad DO has to submit all such documents with the tender application).

03. Delivery of the document should be made within 24 hours with proper acknowledgement from receiver.

04. All PODs shall be submitted regularly on monthly basis & on demand if required earlier.

05. If any new branch/branches and Depts., are opened, the branch/es and Deptt is/are shifted from one place to another during this period you shall have to render the services accordingly.

06. The payment will be made on quarterly basis by NEFT after getting satisfactory reports from all our Branches & all PODs. **T.D.S will be deducted as per rules.**

07. In case we receive any complaint/s or sustain any loss due to negligence on your part we shall recover the appropriate cost from the security deposit.

08 .In case of loss of document/s your agency shall lodge FIR ,claim insurance compensation & fulfill every formalities as deemed necessary in recovering the documents & making good the loss suffered by the corporation(L.I.C.OF.INDIA)

09. If your quotation is approved by us you shall have to pay RS. 55,000/- (Rs. Fifty five thousand only) towards the security deposit by D.D/BANKERS CHEQUE on which interest will not be paid by us.

10. You have to pay Rs.11000/- towards EMD by D.D/BANKERS CHEQUE on which interest will not be paid by us.

11. You have to pay Rs..118/- tender fee (including GST & Non-refundable) on/before 25.06.2026 during cash hours.

12. L.I.C. Of India does not bind itself to accept the lowest / any other quotation & reserves the right to reject any/all the quotations without assigning any reason whatsoever.

13. Kindly, fill up the annexure-1 attached herewith duly completed in all respect and send it with quotation.

14. Please refer annexure No.2 for address of our all Branches/deptt & other places where you have to deliver/ carrying our office post for your information.

15. Corporation reserves the right to terminate the contract at any time if services are not found satisfactory.

Thanking you,

Yours faithfully,

Encl : ANNEXURE-1 & 2

Manager (O.S.)