



Divisional Office: - "Jeevan Prakash",
Sector-11, Gandhinagar- 382010.
Phone No:- 23223591,23223592
Fax No:-23223957
Email: os.gandhinagar@licindia.com

Ref.:GDO/OS/COURIER/Tender

Date: 28.07.2026

To,

Dear Sir,

**Re.: QUOTATION FOR COURIER SERVICES (DOCUMENT & PARCEL)-UNDER
GANDHINAGAR DIVISIONAL OFFICE**

We would like to invite quotations for courier services to send our post/cheque/parcel through courier in our mofussils branch offices situated within District of Gandhinagar, Mehsana, Sabarkantha, Banaskantha, Aravali and Patan, Zonal Office at Mumbai, Our various offices spread over in Gujarat & Other parts of India (Addresses of Branches/S.O's attached herewith)

**IF you have offices in all above mention centers & you are interested to work with us
Kindly, quote your rates as per attached proforma , considering the following Terms.**

(1) The Rates quoted shall be applicable to **all our 25 branches** (Including our Customer zone, Satellite offices,) under Gandhinagar Divisional Office. You have to pick up the Mails and Parcels from our Offices. Our Branches are at:-1. Gandhinagar 2. Vijapur 3. Mansa 4. Visnagar 5. Vadnagar 6. Kadi 7. Kalol 8. Mehsana 9. Sidhpur 10. Unjha 11. Prantij 12. Himatnagar 13. Palanpur-1 14. Palanpur-2 15. Bhiloda 16. Chansma 17. Chandkheda 18. Deesa 19. Dhanera 20. Dhansura 21. Idar 22. Khedbrahma 23. Modasa 24. Patan 25. Radhanpur.

Our Satellite Offices are at:- 1.Tharad 2.Dantivada 3.Mehsana 4.Talod 5.Gandhinagar Sec-21 6.Chiloda 7.Bayad 8.Deodar 9.Meghraj 10.Ambaji 11.Harij 12.Gozariya 13.Hlmatnagar

(2) The mail and parcels are to be picked from our respective offices, all articles collected by you on working day from our offices & **same are to be delivered on next working day latest by 11=00 A.M to the addressee office..You shall provide us POD/Delivery proof** as and when asked.

(3). This Contract is valid for one year from the date of acceptance letter, however the corporation reserves the right to terminate/alter the contract/terms at any time without assigning any reason thereof. After completion of one year, contract can be renewed for further one year on mutually agreed terms provided services are satisfactory.

(4). Kindly mention your rates in quotation excluding GST (Basic rates only). Please provide us copy of G S T registration number with quotation. Also inform the rate of G S T .The Liability of compliance with G S T regulation shall be borne by you.

The payment will be made on Monthly basis and will be made in favour of company/firm from whom quotation is invited & approved through NEFT only. LIC OF INDIA will not make any payment to any franchisee /third party, the agency has to generate their bill accordingly. Please send your **Cancelled Cheque** along with photo copy of PAN CARD for NEFT Registration.

(5). Quotation shall be considered only on payment of non refundable tender fee Rs.118/- (Rupees One Hundred Eighteen only) (including GST) by Demand draft or Banker's Cheque in Favour of LIC OF INDIA payable at Gandhinagar.

(6) You have to pay EARNEST MONEY DEPOSIT (EMD) Amount of Rs.10000/- (Rupees Ten thousand only) by Banker's Cheque or Demand Draft in favour of "LIC OF INDIA" payable at "GANDHINAGAR". EMD will not carry any interest. Please note that EARNEST MONEY DEPOSIT amount is Compulsory. If you have not paid amount of Rs.10000/- alongwith Quotation, your Tender will be nonbonafied. If the Unit is registered under M S M E, the payment of E.M.D. shall be exempted subject to provision of Certificate of Registration.

(7) If the Tender is accepted, the payment of SECURITY DEPOSIT of Rs.25000/- to be made by D.D. or Banker's Cheque in favour of LIC Of India payable at GANDHINAGAR.. No interest shall be paid on this amount. The EMD of Rs.10000/- shall be converted in to SECURITY DEPOSIT and Balance amount has to be paid by Cash/DD as above.

(8). LIC is not liable for any claim of any type of accident inside and outside the office to any of your representatives during the course of his duty.

(9). You will provide us the name of responsible person with office address for contact at all centers (As per attached list herewith. Fill all information without fail) where your branches are situated. Also provide us the details of responsible person from your head office with address & telephone number for any inquiry/information/complaint etc.

(10). This is subject to Gandhinagar jurisdiction.

(11) The Tenderer should ensure that Tender is received before the date & time specified as no consideration what so ever shall be given for postal or any kind of delay. Tender received late shall be rejected.

(12) The LIC Of India does not bound itself to accept the Lowest or any tender.

Please submit the quotation in sealed cover, to **The Manager (OS), O.S. Department, LIC of India, "Jeevan Prakash", Sector-11, Gandhinagar, superscribed "QUOTATION FOR COURIER SERVICES", latest by 06.08.2026, up to 04.30 pm. The Tender will be opened on next working day.**

Manager (OS-DM)

FORMAT FOR QUOTATING RATES

QUOTATION FEE RS.118.00 (RS.ONE HUNDREN EIGHTEEN ONLY)

EARNEST MONEY DEPOSIT RS.10000.00 (RS.TEN THOUSAND ONLY)

NOTE: QUOTATION FEE AND EMD ONLY BY DD/BANKER'S CHEQUE ONLY

LAST DATE:06.08.2026 UPTO 04.30 PM

PLEASE QUOTE YOUR RATE IN OUR PRESCRIBED FORM AS PER BELOW ONLY

Sr.No.	Places	Rate up to (In Grams)				Over 1 KG. (Additional rate for each 1 kg)
		100	101to250	251 to 500	501 to1 kg	
1	Local Area Delivery					
2	LIC & Others in Gujarat					
3	LIC & Others in Mumbai					
4	LIC & Others in Rest of India					

For,
(Sig. & Stamp of courier services officials)
Date & place.

Ref: GDO/OS/Courier/Tender

Date: 28.07.2026

ANNEXURE-I

1	Name and Address of The Company/Firm	
2	Date of Establishment	
3	Number of Own Offices/Distribution Network	
4	Whether having own website for Tracking Document	
5	Telephone number/Fax no./Mail id	
6	PAN Card no.	
7	Yearly Turnover(Last 3 years)	
8	List of Corporate Clients	
9	Procedure of submitting P.O.D's	
10	Whether registered under GST/GST NO.	
11	Destinations Covered	
12	Address of Courier Office located at Gandhinagar City.	

Signature of Authorized Persons with Company Seal.

LIST OF OUR BRANCHES AND SATELLITE OFFICES

SR NO	LIC BRANCH ADDRESS	COURIER OFFICE ADDRESS	NAME OF RESPONSIBLE PERSON & ADDRESS	MOBILE/TELE. NO. OF RESPONSIBLE PERSON
1	LIC OF INDIA, MEHSANA BO Satya Complex, 3rd Floor, T.B. Hospital Road, MEHSANA-384 002 Tele.No.02762-241023			
2	LIC OF INDIA, KALOL BO Movieplex, 1st Floor, Opp.ST Workshop, KALOL. Tele.No.02764-224197			
3	LIC OF INDIA, HIMATNAGAR BO JEEVAN MANDIR, Opp.Pratap Palace, Near Polo Ground Road, HIMATNAGAR Tele.No.02772-240591			
4	LIC OF INDIA, PALANPUR-I BO Vardhan Shopping Centre, 1st Floor, Gathamam Gate, PALANPUR-385 001 Tele.No.02742-252311			
5	LIC OF INDIA, PALANPUR-II BO JEEVAN JYOTI, DAIRY ROAD, Near Tech School, PALANPUR-385 001 Tele.No.02742-256098			
6	LIC OF INDIA, MODASA BO Shiv Complex, Meghraj Road, MODASA-3830515 Tele.No.02774-246422			
7	LIC OF INDIA, PATAN BO SRI KRISHNAKUNJ, STATION ROAD, PATAN-384265 Tele.No.02766-220663			
8	LIC OF INDIA, DEESA BO VAIBHAV SHOPPING CENTRE, PART-I, GAYATRI MANDIR ROAD, AT:DEESA-385 535 Tele.No.02744-221219			

9	LIC OF INDIA, IDAR BO				
	LETHWALA COMPLEX, 1ST FLOOR,				
	NEAR RAILWAY CROSSING,				
	IDAR-383 430				
	Tele.No.02778-250696				
10	LIC OF INDIA, VIJAPUR BO				
	BUDHHISAGAR JAIN PATHSHALA,				
	NEAR BHAGYODAY CINEMA,				
	VIJAPUR-382 870				
	Tele.No.02763-220240				
11	LIC OF INDIA, DHANERA BO				
	2ND FLOOR, MADHUSUDAN PLAZA,				
	DHANERA-385310				
	Tele.No.02748-222348				
12	LIC OF INDIA, GANDHINAGAR BO				
	FIRST FLOOR WHITE HOUSE, SECTOR-11,				
	NEAR VIJAY PETROL PUMP				
	GANDHINAGAR-382 010				
	Tele.No.079-23224713				
13	LIC OF INDIA, SIDHPUR BO				
	2ND FLOOR, TIRUPATI PLAZA, HIGHWAY				
	SIDHPUR-384 151				
	Tele.No.02767-220868				
14	LIC OF INDIA, VISNAGAR BO				
	MARUTTINANDAN COMPLEX,				
	G.D. HIGHSCHOOL MARG,				
	VISNAGAR-384 315				
	Tele.No.02765-221324				
15	LIC OF INDIA, KADI BO				
	NEAR BHAGYODAY HOSPITAL,				
	STATION ROAD, KADI-382 715				
	Tele.No.02764-262696				
16	LIC OF INDIA, PRANTIJ BO				
	NEAR BHAKHARIYA BUS STAND,				
	APPROACH ROAD, PRANTIJ-383 205				
	Tele.No.02770-230597				

17	LIC OF INDIA, DHANSURA BO NEAR ST STAND, DHANSURA-383 310 Tele.No.02774-222367				
18	LIC OF INDIA, VADNAGAR BO SHIVAM SHOPPING CENTRE, NEAR ST STAND, VADNAGAR-3840355 Tele.No.02761-222189				
19	LIC OF INDIA, UNJHA BO MINAXI BUILDING, ZAVERIPURA UNJHA-384 170 Tele.No.02767-253535				
20	LIC OF INDIA, RADHANPUR BO 2ND FLOOR, MARUTI PLAZA, KANDLA HIGHWAY, RADHANPUR Tele.No.02746-275751				
21	LIC OF INDIA, KHEDEBRAHMA BO SARDAR PATEL ROAD, KHEDEBRAHMA-383 255 Tele.No.02775-220437				
22	LIC OF INDIA, MANSA BO R.J. CHAMBERS, KALOL HIGHWAY, CROSSING, MANSA-382 845 Tele.No.02763-270185				
23	LIC OF INDIA, BHILODA BO CHIRAG BUILDING, OPP. SK DIST. CO-OP BK, BHILODA-383 245 - Tele.No.02771-232257				
24	LIC OF INDIA, CHANASMA BO P.P.PATEL'S LATI, BUS STAND ROAD, CHANASMA-384 220. Tele.No.02774-222257				
25	LIC OF INDIA, CHANDKHEDA BO 201 TO 204, HIGHWAY MALL, MEHSANA HIGHWAY, NEAR B R T S STAND, CHANDKHEDA. Tele.No.079-27630154				
26	LIC CUSTOMER ZONE 104-105, HOTEL HAVELI ARCADE SECTOR 11- GANDHINAGAR-382 011				

	LIC OF INDIA SSO				
27	A-1, DISTRICT SHOPPING CENTER, FIRST FLOOR				
	SECTOR 21- GANDHINAGAR-382 021				
28	LIC OF INDIA SSO SHIVAM COMPLEX MOTA CHILODA SADRA ROAD CHILODA 382355				
	LIC OF INDIA SSO				
29	SHOP NO. 23,24,38 & 39 TRIMURTI AVENUE, SHAKARI JIN CAMPUS, HIMMATNAGAR, DIST. S. K				
30	LIC OF INDIA SSO DHANANJAY COMPLEX, OPP. MAMLATDAR KACHERI AT POST TALOD 38215				
	LIC OF INDIA SSO				
31	1ST FLOOR "ANAND COMPLEX" MALPUR ROAD ,MEGHRU MEGHRU DIST. S. K				
	LIC OF INDIA SSO				
32	SAHAJANAND COMPLEX, OPP-SANJEEVANI HOSPITAL, BAYAD DIST. S. K				
	LIC OF INDIA SSO				
33	1st FLOOR, HOTEL AJANTA BUILDING, MANDIR ROAD, AMBALI DIST. B. K.				
	LIC OF INDIA SSO				
34	DIVA COMPLEX. OPP DANTIWADA BSF COLONY DANTIWADA DIST. B. K.				
	LIC OF INDIA SSO				
35	DIPAK COMPLEX, BUS STAND ROAD THARAD Dist. B. K				

36	LIC OF INDIA SSO				
	ARTI COMPLEX				
	NR.-PETROL PUMP, DEODAR DIST. B K				
37	LIC OF INDIA SSO				
	201,VEDANT AARKED				
	MAIN BAZAR,HARIJ HARIJ DIST.PATAN				
38	LIC OF INDIA SSO				
	SIDDHIVINAYAK COMPLEX				
	STATE HIGHWAY ROAD GOZARLA DIST.MEHSANA				
39	LIC OF INDIA SSO				
	17/18 SHIMANDHAR SHOPP.CENTRE				
	1 ST FLOOR,NR.AXIS BANK MEHSANA NAGALPUR HIGHWAY ,MEHSANA				