



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5537645  
Dated/दिनांक : 24-10-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	14-11-2024 12:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	14-11-2024 12:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Financial Services
Organisation Name/संगठन का नाम	Lic - Life Insurance Corporation Of India
Office Name/कार्यालय का नाम	Divisional Office Distt Shopping Complex Ra Asr
Item Category/मद केटेगरी	Custom Bid for Services - Pulling out of Policy Dockets and Separating records from the Policy Dockets
Similar Category/समान श्रेणी	<ul style="list-style-type: none"><li>Record Management Service - Storage Area Based</li><li>Record Management Service - Per File Based</li></ul>
Contract Period/अनुबंध अवधि	2 Month(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

**Bid Details/बिड विवरण**

<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	200000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	6

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

DO AMRITSAR  
Divisional Office Distt Shopping Complex RA ASR, Department of Financial Services, LIC - Life Insurance Corporation of India, Ministry of Finance  
(Lic Of India)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public

Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1729749889.pdf](#)

**Instruction To Bidder:**[1729749895.pdf](#)

**Scope of Work:**[1729749899.pdf](#)

**Payment Terms:**[1729749903.pdf](#)

**GEM Availability Report ( GAR):**[1729749990.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1729750012.pdf](#)

**Custom Bid For Services - Pulling Out Of Policy Dockets And Separating Records From The Policy Dockets ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Pulling out of Policy Dockets and Separating records from the Policy Dockets
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	1	N/A

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

**1. Financial Bids of only those vendors will be considered for evaluation who will submit the declaration on their letter head that**

- They have gone through all the terms and conditions and are accepted to them.*
- They will pull policy docket from the racks, segregate the documents from the docket, then rearrange the docket in the shelves as per instructions of LIC*
- Put the segregated papers & Dockets in separate bags as per scope of work*
- All necessary materials viz., ladders, gloves, masks, cleaning liquid, bags etc will be provided by the vendor without any extra cost.*

### **SCOPE OF WORK AND GENERAL TERMS & CONDITIONS FOR RECORD PULLING & SEGREGATION OF DOCUMENTS FROM THE POLICY DOCKETS**

1. This Bid is floated **for pulling out of approximately 1.5 Lakh Policy Dockets from the Racks placed & then Separation of Documents from the Policy Dockets** at our RMF Centre addressed at Mahajan Rice & General Mills Vallah Sabzi Mandi, next to Mahajan Kanda, Mehta Road Amritsar.

2. Vendor is required to take out the policy records from racks as per the list given by us. Excel format list will be provided both in soft - file & hard copy which contains details of policy no, branch no, batch no. of old policy records.

3. Rearranging of balance docket as per our requirement in racks & revised numbering of the shelves and racks. Creation of vacant racks and their rearrangement as per our instructions.

4. Segregation of docket covers & the papers inside docket will be done by vendor after thorough verification by L.I.C. official.

5. Papers inside docket shall be packed inside the big bags, Bags will be provided by the vendor only.

6. Empty Dockets shall be packed in bags in bundle of 1000 docket. Bags will be provided by the vendor only

### **Detailed Job Description for Taking out Dockets from policy racks**

7. Taking out the lapsed policy records from racks as per the list provided by LIC office.

8. After verification by LIC officials, the docket cover and the papers inside to be segregated & kept separately by vendor.

9. Dockets Covers in the bundles of 1000 will packed in Bags
10. Segregated papers shall be packed separately in the Bags.
11. Rearranging of records (dockets) backwards in the space generated in racks
12. Renumbering of shelf & racks, rearrangement of vacant racks as per instructions of LIC.
13. The successful bidder should produce the names and Id-proofs of the persons who will be engaged for these services for issue of temporary entry pass which should be produced on demand.
14. All labour charges involved in the above contract job for various activities have to be borne by the bidder only. Successful bidder should comply all statutory labour laws and regulations.
15. The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy nos and physically fit so that they can take out records and renumber the racks after rearrangement. Vendor should deploy adequate number of persons to complete the job.
16. The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, bags etc for the work and persons engaged in the job
17. Corporation reserves the right to increase or decrease the number of dockets at any time during the currency of the contract. Successful Bidder is bound to accept the orders accordingly. Payment then shall be made on the pro rata basis.
18. Corporation reserves the right to terminate / cancel the whole or part of the agreement at their sole discretion.
19. Contractor is to fully indemnify the LIC of India against any type of loss/accident caused due to negligence of the contractor and he should take all the precaution for smooth execution of work.
20. In terms of provisions of Section 33 (3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments) ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents / statements / information / as may be required by IRDAI within such time as may be specified by the IRDAI.

## 2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

LIC OF INDIA  
payable at  
AMRITSAR

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**