



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE KSDO, JEEVAN PRABHA

DD-5, SECTOR 1 SALT LAKE

KOLKATA-700064

Email: - os.kolkata-sub@licindia.com

Website: - www.licindia.in/tenders

DATE-06.11.2024

TENDER NOTICE FOR “CARRYING OUT THE JOB OF POLICY DOCKET PULLING, SHREDDING & POLICY DOCKET RE-ARRANGEMENT AT SIX RMF CENTRES IN KOLKATA FOR THE PURPOSE OF DESTRUCTION OF OLD RECORDS FOR FY 2024-2025”

Sealed tenders from Local Vendors of Kolkata, Howrah, Hooghly, Burdwan, North and South 24 Parganas only are invited for above mentioned job for approximately 4,53,773 (four lac fifty three thousand seven hundred seventy three) records for which list would be supplied by us .

Sl.No	Activity	Details
1	Tender Date	OS/DO- 042/DATE-06.11.2024
2	EMD	10000 /- (Ten Thousand only) (refundable)
3	Tender Fee	Rs.118/- (One Hundred Eighteen only) (non refundable) including GST
4	Address for submission of bid	CHAIRMAN STORES COMMITTEE, LIFE INSURANCE CORPORATION OF INDIA KSDO JEEVAN PRABHA DD-5 SECTOR 1 SALT LAKE KOLKATA-700064
5	Last date for submission of Bids Date And Time	Local Bidders of above mentioned districts fulfilling the complete requirements of the tenders should submit details in one sealed envelope superscribing "Tender for pulling, shredding and re-arrangement of records at EDMS Divisional RMF Centres in Kolkata" on or before 22.11.2024 by 05.30 PM in the Tender Box kept at OS Department of the Divisional Office. Envelop must contain duly filled in Annex-I and Annex-II with photocopy of all relevant documents.
6	Opening Date / Venue	25.11.2024 at 11.00 AM . One authorised representative of Bidder with proper authority letter, Identity card can be present at Divisional Office KMDO-II for opening of sealed envelop only.
7	Contact Details	MANAGER OS Telephone No. 9433865073 Email id- os.kolkata-sub@licindia.com

Tender documents will be issued at our office on all working days (excluding holidays, Saturdays & Sundays) on payment of Rs.118/- in cash during cash hours or DD favouring Life Insurance Corporation of India payable at Kolkata. The tender documents can also be downloaded under tenders on our web site www.licindia.in



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Description of jobs to be carried out :-

- Pulling out approx. 4,53,773 (four lac fifty three thousand seven hundred seventy three) policy dockets from the racks for which list would be supplied by us . List will be provided in hard copy which contains details of policy no, branch number, batch number and rack number along with the name of RMF Centres of old policy records.
- Segregation of docket covers & the papers inside dockets and shredding will be done by vendor after thorough verification by L.I.C. official.
- Rearranging of balance dockets as per our requirement in racks & revised numbering of the shelves and racks. Creation of vacant racks and their rearrangement as per our guidelines.

Address of our four RMF Centres is given below :-

1. 9 Brabourne Road, Bombay Mutual Building, Kolkata 700001
2. Jeevan Ganga Bldg. Gr Floor. 16, Hare Street. Kolkata 700001
3. Illaco House, 1&3, Brabourne Road, Kolkata 700001.
4. North British Bldg. 29 N S Road, Kolkata 700001
5. New India Assu. Bldg., 4 Lyons Range, Kolkata 700001
6. National Ins. Bldg., 7 Council House Street, Kolkata 700001

Bidders are requested to quote the rates taking into account all the tasks involved in this process before submitting the quotation. It is preferable that vendors shall visit at our RMF Centres in Kolkata so that the entire job involved can be visualized.



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Other Terms and Conditions:-

- Pre bid meeting will be held at our Divisional Office with all vendors and date, time and venue of meeting will be conveyed later from Divisional Authority. All vendors should be present at the meeting for discussion regarding nature of jobs involved.
- Tender Fee Rs.118/- (One hundred Eighteen only) including GST (non-refundable) by way of cash or Demand Draft / Banker's cheque favouring " Life Insurance Corporation Of India" payable at Kolkata should be deposited at F& A Cash counter at KSDO during cash hours.
- The bidders are requested to submit Earnest Money Rs.10000/- (Ten thousand only) by cash or DD in favour of 'LIC of India', payable at Kolkata at our cash counter in F&A. Department at KSDO during cash hours.
- The EMD will not carry any interest and may be forfeited in case the work is not executed by successful bidder within the stipulated time frame to the fullest of satisfaction of LIC. The EMD without interest will be returned to bidders after completion of jobs as described in the tender.
- Successful bidder will have to deposit Security Deposit @ 10 % of Tender amount within 5 days from allotment of work order. Security Deposit will be returned without interest within 60 days after successful completion of work.
- All jobs as specified above should be completed by vendor within 31.12.2024.
- Penalty may be imposed by the competent authority at his own discretion @ of 1% of work order per week (7 days) subject to maximum 10% of total payment value if the successful vendor fails to do the job within time limit.
- EMD of unsuccessful bidders will be returned immediately.
- 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 at RMF Centres on demand.
- All labour charges involved in the above contract job for various activities have to be borne by the successful bidder only. Successful bidder should comply all statutory labour laws and regulations



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- The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy number 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.
- The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid / hand sanitizer, extension cord etc for the work and persons engaged in the job.
- The bidder has to arrange for shredding at his own cost and all arrangements have to be made on his own.
- The shredded papers should be used only for making pulp or recycling and a certificate from the concerned paper mill has to be submitted after completion of job.
- The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
- It is the sole responsibility of the successful bidder to comply with all the rules, regulations, laws and conventions of the Government, Municipality and local bodies while carrying out the job in its entirety.
- Quantity mentioned in the Tender is maximum quantity of policy dockets to be destroyed. Vendor should search vigorously and try to trace maximum number of records for destruction as per list provided by LIC. Payment will be made for actual number of dockets pulled which would be destroyed.
- The Competent Authority of LIC shall have the right not to utilize the services or terminate the contract without assigning any reason or without giving any notice at any time.
- Any dispute arising out of or relating to this tender shall be deemed to have arisen in Kolkata and be subject to adjudication of competent Court in Kolkata only.

Previous experience in similar kind of jobs in LIC / Government / PSU offices is desirable.

Sd/-

SR. DIVISIONAL MANAGER

Annex-I**Vendor Details for participation in Tender :-**

Sl. No.	Particulars	To be filled by Vendor
1.	Name of the Agency/firm/company.	
2.	Detailed Office address of the Agency/Firm/Company with Office telephone number/Mobile Number	
3	Trade License issued by WB State under Shop & Establishment Act .(Please attach self attested copy of License)	
4.	Date of Incorporation	
5.	PAN No. (Self attested photo copy to be enclosed)	
6.	GSTIN No. (Self attested photo copy to be enclosed)	
7.	Do you have any Previous experience in similar kind of jobs in Government or PSU Offices (Attach the work order)	
8.	Name of the Location In charge with his mobile number.	
9.	Bank Account Details: Type of Account: Account No.: IFSC: Branch : (Please attach Cancelled Cheque)	
10.	Details of Tender Fees Amount : Rs 118.00 including GST	Draft No./ Date : Issuing Branch : MR details : (If deposited in Cash)
11.	Details of EMD Amount : Rs 10000.00	Draft No./ Date : Issuing Branch : MR details : (If deposited in Cash)
12.	Whether filed IT returns of last 03 FY. i.e. 21-22 ,22-23 and 23-24. (Please submit copies)	

Annex-II**Quotation for pulling out , shredding and rearranging of approximately 2.76 lakh policy docket :-**

S.No.	Description of jobs to Quote rates	Rate To be filled by Vendor
1.	<p>Labour Charges for pulling of records from the racks as per the list given by LIC, segregation of docket cover and records inside, shredding and rearranging of dockets in the space generated at six RMF Centers as mentioned below :-</p> <p>a) 9 Brabourne Road, Bombay Mutual Building Kolkata 700001</p> <p>b) Jeevan Ganga Bldg. Gr Floor. 16, Hare Street. Kolkata 700001</p> <p>c) Illaco House, 1&3, Brabourne Road, Kolkata 700001.</p> <p>d) North British Bldg. 29 N S Road, Kolkata 700001</p> <p>e) New India Assu. Bldg., 4 Lyons Range, Kolkata 700001</p> <p>f) National Ins. Bldg., 7 Council House Street, Kolkata 700001</p>	<p>Cost per Record / Docket</p> <p>Rs--</p> <p>In Words Rupees –</p> <p>Total amount for approx 4,53,773 records :-</p> <p>In words Rupees :-</p> <p>+ GST %--</p> <p>(If Applicable)</p>

The Tender is liable to be rejected for any overwriting in the Tender Documents.

Final payment will be made on the basis of actual records found for destruction which may be less than estimated records mentioned in the Tender. Vendor has to arrange required Labour / Materials to complete the job. LIC will not supply anything to Vendor.

Vendor has to submit the GST bill if GST is applicable. Secondly Vendor has to submit the GST returns so that LIC may claim Input Tax Credit on GST paid. Vendor should have appropriate GSTIN for claiming GST if applicable. All decisions of competent authority of LIC will be final and binding on all.

Place:

Date:

Signature of the authorized person / Vendor

Address:

Seal of Vendor:

Contact No: Landline

Mobile No.

E-Mail ID:

