

Date: 17.01.2025

DIVISIONAL OFFICE-FAIZABAD
NOTICE INVITING TENDER

Last Date of Tender : 27.01.2025 up to 1.30 pm
Tender opening Date: 27.01.2025, 3.00 pm onwards

TENDER FOR PICKING OUT 268512 (+/-2%) DOCKETS OF OLD LAPSED AND PAID POLICIES (JOB RELATED TO THEIR DESTRUCTION & REARRANGEMENT) AT OUR RMF CENTERS JANAURA & MAU SHIVALA FAIZABAD.

Sealed tenders are invited for picking out of old records as per list to be supplied by our EDMS department (RMF CENTER) and lifting the shredded waste paper. Bidders are requested to quote rates as per details below:



1. Dockets has to be pull/pick in our EDMS store as per list (to be provided}, segregating the docket cover and papers in the docket cover. Shredding of papers segregated from docket which may include proposal, policy document, review slip, ACR/MHR, copies of age proof and KYC documents etc. Shredding has to be done with shredding machine /scissors.
2. After shredding, the waste will be lifted periodically from our store and will be sent to the paper mill for making pulp and recycling by the vendor by their own and Cost of Scrap (to be sent to the paper mill for making pulp and recycling) will be kept by the vendor and adjusted in rates of destruction while quoting the tender.
3. The shredded waste papers should not be used for any purpose other than making pulp and recycling.
4. The empty docket covers should be neatly cleaned with cloths and white sticker should be pasted to cover written space and bundled in 100 docket covers and handed over to our Stationery Godown at LIC of India, Divisional Office; Jeevan Prakash, Ram Path, Beniganj, Faizabad.
5. Remaining Dockets in the racks are to be rearranged to utilize the space vacated as a result of destruction. The scanned docket covers kept above/ between the racks and other places in RMF centre, should also be placed in racks (where space would be created by rearrangement of Dockets) as per existing practice (branch wise, batch wise, box wise & policy number wise) and instruction & coordination with the officials of EDMS department.
6. After clearing the old papers, work area should be left in neat and tidy condition.

मण्डल कार्यालय, "जीवन प्रकाश"

अयोध्या रोड, बेनीगंज, फैजाबाद -224001, फोन नं 05278-244265, फैक्स नं 05278-244203

Divisional Office, "Jeevan Prakash"

Ayodhya Road, Beniganj, Faizabad-224001 Phone no. 05278-244265 Fax No. 05278-244203

TERMS AND CONDITION

1. The amount of tender fees is 590/- (500.00+90.00 GST) which may be deposited in cash at our cash counter or in the form of DD with submission of tender. The Bidders are requested to submit a DD for Rs. 10,000/- as EMD in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at FAIZABAD.
2. Contract may be extended for a period of one year at same approved rate, T & C on mutual consent for destruction (all the process except rate & process of rearrangement of dockets) during the year.
3. All the charges like Labour charges for pulling dockets, shredding, loading, unloading, transportation of scrap (shredded waste papers/ unusable dockets covers and cleaned/ sticker pasted in envelope) and rearrangement of dockets etc will be borne by the bidder.
4. The engagement of labour for various works is to be done by the bidder only.
5. The work has to be completed within 60 days from date of award of the contract. Penalty at the rate of 1% per week subject to maximum 10% of total order value will be deducted for delay. However, competent authority may relax/ waive above penalty or impose additional penalty as per his discretion.
6. Successful bidder should arrange to pack and transport these shredded waste/papers (to the paper mill for making pulp/ recycling) at his own cost and risk.
7. The EMD shall not carry any interest; EMD will be refunded to unsuccessful bidder after finalization of tender. EMD of successful bidder will be refunded after one year, on completion of work. If work is not completed by bidder as per terms and condition, his EMD may be forfeited.
8. Successful bidder has to submit the details of vehicle and driver (transporting the scrap to the paper mill for making pulp/ recycling) to our EDMS department.
9. The shredded waste papers should not be used for any purpose other than making pulp/ recycling. A certificate for this effect should be provided by vendor within a week from the date of lifting the scrap from concerned paper mill.
10. Successful bidder has to submit the name and ID proof of the workers engaged by him for these services. None other person will be allowed to enter in our stores. We may issue entry pass to the workers engaged by vendor for these works.
11. The successful bidder has to engage the workers who have attained 18 years of age, adequately literate and physically fit enough to perform the works assigned to them.
12. The successful bidder has to provide (at his own cost) all the required tools & materials as shredding machines, scissors, ladders, gloves, masks, cleaning material, emergency light, packing materials, transportation etc whatsoever is required by his workers to do the entire work. Any injury etc. during the work to their engaged workers will be sole responsibility of the vendor. The bidder will have to ensure the compliance of guidelines issued by Local/State/ Central authorities & MHA.
13. Experience of vendor in similar kind of job in any PSU/Govt. office is desirable.
14. It is sole responsibility of the successful bidder to comply with all the rules, regulations, laws and convention of the Government/ Municipality etc while carrying out the job in its entirety.
15. Payment will be made through NEFT after completion of work on receipt of bill/ invoice as per agreed rates and terms & condition of the tender.

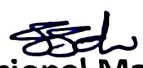
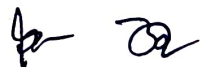


16. The contractor shall be solely responsible for all the deeds/ acts of his workers in the premises of LIC of India. LIC of India shall not in any manner be liable for any damage caused on any untoward incidents or bear any compensation for damage or injury caused to the workers of the contractor while discharging their duties. There shall be no relationship of Employer & Employees under any circumstances whatsoever staff/ workers/ persons at work deployed by the vendor on other side.
17. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.
18. Bidder may inspect our record room at EDMS/ RMF center on any working day in office time (Monday to Friday; 10am to 5.30pm) for assessing the quantum of job to be carried out and the waste paper (to be disposed) before quoting the rates/ price. For this purpose they may contact Sri Brajesh Kumar Manager (EDMS)/ DM, Mob. No 9415719050, 8299281372

Sealed tender cover should be super scribed as "TENDER FOR PICKING OUT 268512 (+/-2%) DOCKETS OF OLD LAPSED AND PAID POLICIES (JOB RELATED TO THEIR DESTRUCTION & REARRANGEMENT) AT OUR BOTH RMF CENTERS, JANAURA & MAU SHIVALA, FAIZABAD and should reach us on or before 27.01.2025 upto 01.30 pm along with Tender fee, EMD and completed tender document address to, "Manager (OS)/DM LIC OF INDIA DIVISIONAL OFFICE Faizabad, PIN-224001." The bids will be opened on same day i.e. 27.01.2025 at 03.00 pm onwards.

Agreed & accepted

Signature of contractor
(With seal & date)


Sr. Divisional Manager


Sl. No.	Information Sought	Information Provided
	Name of the Firm	
	Registered Office address with Telephone No & email ID	
	Correspondence addresses and phone no.	
	Name of Representative with Designation who would be calling on us and attending to our job and phone number	
	Is the Firm registered under the Factory Act, 1948? If so, state a) License number: b) Date of last renewal of license (copy of license to be enclosed) c) ESI No. if any (enclose copy) d) EPF Registration No. If any. (enclose copy)	
	Whether holding certificate under GST? if yes is it in regular or Composition? Mention GST No. (copy should be enclosed)	
	NEFT Detail of the firm- Bank Account No. Bank Account Type IFSC CODE PAN No. Please enclose a cancelled cheque & copy of PAN	
	Is firm is MSME/ registered under NSIC, if so, enclose copy	
	Is the firm is owned by SC/ST entrepreneurs? if so enclose copy	

(NOTE: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on separate sheet giving appropriate question number and attach it to the form. All the pages of application form and documents must be signed be signed with seal.)

I/ We Request LIC of India Divisional Office Faizabad, to consider my tender and I/ We am/ are agree to give full satisfaction to the corporation in event of their doing so.

Dated At this day of 202_.

Signature of Vendor (with seal)

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मण्डल कार्यालय, "जीवन प्रकाश" राम पथ, बेनीगंज, फैजाबाद -224001, फोन नं 05278-244261
 Divisional Office, "Jeevan Prakash" Ram Path, Beniganj, Faizabad-224001 Phone no. 05278-244261

[Handwritten signature]

Declaration

1. I/We understand that if any false information is revealed at a later date, any contact made between us and the Corporation or the basis of the information given by me/us can be treated as invalid at sole discretion of the Corporation and I/We will be solely responsible for the consequences.
2. I/We understand and agree that Life Insurance Corporation of India has the right as he may decide to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors/ agencies in the event of my/our submitting non- bonafied tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.
3. I/We certify that the particulars furnished in the forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractor and any contract that I/We may be holding at the time may be rescinded.
4. I/We agree that I/We have no objection if inspection of my/our premises/ workshop shop etc. is done by the officials of the Corporation of any Government Body.
5. I am agree to carry out the works as defined in tender document and accept all the terms and condition mentioned there in.

DATE:

**SIGNATURE OF VENDOR
(WITH SEAL)**

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मण्डल कार्यालय, "जीवन प्रकाश" राम पथ, बेनीगंज, फैजाबाद -224001, फोन नं 05278-244261

Divisional Office, "Jeevan Prakash" Ram Path, Beniganj, Faizabad-224001 Phone no. 05278-244261

[Handwritten signature]

Life Insurance Corporation of India
Divisional Office; Ram Path, Beniganj, Faizabad

Proforma for quoting rates (picking out 2,68,512 (+/-2%) dockets of old lapsed & paid policies - job related to their destruction & rearrangement) at our rmf center, janaura & mau shivala, faizabad.

Sl. No.	Description	Quantity	Basic Rate per unit exclusive GST (in Rs)	Total Amount (in Rs)
1	a) Picking out 2,68,512 (+/-2%) dockets of old lapsed and paid policy dockets at our RMF centre, Janaura & Mau Shivala, Faizabad. b) Segregation of papers/ documents (for their shredding/destruction) from dockets . c) Shredding of papers segregated from dockets.	2,68,512	Rs.....per policy docket; in words (.....)	
2	a) Cleaning of reusable dockets out of empty dockets. b) Pasting of stickers to cover written portion on the dockets c) Handing over it to Stationery Godown (LIC of India, Divisional Office; Ram Path, Beniganj, Faizabad) in the form of 100 Dockets per bundle.	2,50,000 Approx	Rs.....per policy docket; in words (.....)	
3	a) Rearrangement of dockets will be done in the racks having 9-10 shelves (each shelf containing 250-300) as per existing practice & coordination with EDMS department. b) After rearrangement of dockets of the racks, dockets lying on the floor & other places in RMF Centre should also be placed in the Racks (Vacated as a result of rearrangement) as per existing practice in coordination with EDMS officials. c) Fresh register (as maintained on the line of existing RMS module) shall also be prepared side by side by the vendor and shall be handed over to EDMS department at the end of the job. Rearrangement of dockets will be done in the existing racks having 9 - 10 shelves and containing 2500-3000 dockets per rack as per existing practice, instructions & coordination with EDMS department.	2001 Rack Approx	Rs.....per Rack; in words (.....)	

Special Note: - Successful bidder will be finalized on the basis of Net Rates (Combind jobs 1, 2 & 3 as mention in the Proforma -Anne-B)

(Handwritten signature)

(Handwritten mark)



I/ we on behalf of m/s _____

Declare that I/ we have read the tender carefully & shall strictly maintain the terms & conditions of the above tender through out the contractual period, our above rate is exclusive of GST and inclusive of transportation, labour, consumables, tools, materials & all other expenses required to meet out the jobs of the tender and shall be firm for entire contractual period.

SIGNATURE OF CONTRACTOR
(With seal & date)

Instructions

1. Rate quoted should be in figures & in words. Any correction made by the vendor in quoting rates must be initialed; the rates quoted in words will be taken into consideration for calculations.
2. The Life insurance Corporation of India does not bind itself to accept the lowest or any tender.
3. EMD of successful tenderer will be retained as part of Security Deposit which will be refunded after successful completion of work.
4. All standard terms and conditions of LIC of India contract for similar nature of work will be applicable. The quantities may vary to any extent.
5. The work shall be completed within 60 days after handing over of site to vendor.
6. LIC of India reserves the right to reject/accept anyone/all the tenders or issue part/full quantity to one/many agency without assigning any reasons thereof.
7. Contractor's signature to be put on each page of the Schedule of Quantities
8. In case rate quoted by Contractor in both figures and words tally but the amount is not worked correctly, the rate quoted by Contractor shall be taken for consideration but not the amount.

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मण्डल कार्यालय, "जीवन प्रकाश" राम पथ, बेनीगंज, फैजाबाद -224001, फोन नं 05278-244261

Divisional Office, "Jeevan Prakash" Ram Path, Beniganj, Faizabad-224001 Phone no. 05278-244261

9. The Schedule of Quantities should be filled as follows:

- a. The "Rate" column to be legibly filled in ink in both figures and words.
 - b. "Amount" column to be filled for each item and the total amount for each trade to be given.
 - c. All corrections to be initialed.
12. The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy numbers so that they can take out records and enter the rack numbers etc in the list provided by us.
13. If the person engaged during the above job is injured or any kind of accident is happened the vendor is liable to make treatment and sole responsible for any claim or expenses. **Corporation will not take any responsibility for that.**
14. The bidder has to arrange for necessary materials viz: ladders, gloves, masks, cleaning liquid, etc. for the persons engaged in the job and should be adequately insured.
15. Tender will be decided at the basic rate excluding G.S.T. on L-1 basis.

Agreed & accepted

Signature of contractor
(With seal & date)


Sr. Divisional Manager