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Dear Sir,

Re: Tender for sale of old records/waste papers

Sealed tenders are hereby invited for sale of :

- 1) shredded waste papers lying at EDMS office at Itkhola, Silchar and
- 2) old records lying at the Silchar Divisional Office and different branches in the state of Assam (Silchar-1, Silchar-2, Hailakandi, Karimganj & Haflong) under Silchar Division (to be collected after shredding).

Those who are interested in the matter in conformity with our terms and conditions may kindly quote the tender value (Rate per Kilogram excluding GST) in the Annexure-1 and submit the same duly filled in and signed with your official seal in a sealed cover marked with “ Tender for sale of old records/waste papers due on 11.02.2025, NOT TO BE OPENED BEFORE DUE DATE AND TIME OF OPENING” in our Tender Box on or before 11.02.2025 within 3.00 P.M.

TERMS AND CONDITIONS OF THE TENDER

1. The tender should be submitted in the tender box at OS department, LIC of India, Silchar Divisional Office, Meherpur, Silchar, Assam, PIN-788015. The tender should be sent so as to reach the OS department, LIC of India, Silchar Divisional Office ON OR BEFORE THE DATE & TIME SPECIFIED.

Tender forms & papers may be downloaded from our website www.licindia.in/Tenders . Tender forms/papers may also be collected from the OS department, Silchar D.O. from 21.01.2025 to 10.02.2025 during office hours on all working days.

TENDER FEE OF Rs.118.00 (including GST) is to be deposited by Cash / DD favouring Life Insurance Corporation of India payable at Silchar at the time of submission of tender. This tender fee is non-refundable. Tender fee will not be required if the tender forms are downloaded from Corporation's website.

2. Rate per Kilogram quoted should be excluding GST. GST at appropriate rate will have to be paid extra.
3. Quotations must be given for Rate per Kilogram of the old records/papers (excluding GST) as required in the enquiry only and should be clearly mentioned either TYPE WRITTEN or must be in INK and should NOT be with any hedging conditions. Overwriting is not allowed. The rate will remain valid for 180 days from the date of opening of the tender.
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the

H1 quotation will be accepted.

5. There will be a contract for one year with the selected vendor from the date of awarding the contract. Shredded documents from EDMS building will have to be lifted by the vendor within 15 days of awarding the contract. However, the old records lying at the Divisional Office and the mentioned branches have to be lifted after shredding as and when required by the Office during the one-year contract period.

6. The contractor should provide necessary logistics, hygiene requirements, transport and labour for removal of papers at his own cost.

7. The old records, which are not in shredded condition, have to be shredded or torn to pieces in front of the officials of the Corporation in Divisional Office/ Branch Office before taking it out of the premises.

8. All waste papers collected by the successful bidder will have to be compulsorily recycled by him/her in a paper mill at his/her own cost and responsibility. A certificate to that effect will have to be produced before the Silchar Divisional Office by the successful bidder.

9. The bidder with prior appointment /intimation may inspect the EDMS building for assessment of the waste papers from 21.01.2025 to 10.02.2025 and before quoting the Rate per KG for the papers.

10. It is sole responsibility of the successful bidder to comply with all statutory requirements, rules, regulations, insurance law and convention of the Government and Municipal Board and local bodies while carrying out the job .

11. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SILCHAR TOWN and shall be under adjudication by a Court in SILCHAR TOWN.

12. Payment for sale of old records/waste papers to be tendered through NEFT or D/D at our cash counter. Removal of the papers will be allowed only after credit of full payment to our accounts.

Yours faithfully

Sr Divisional Manager