



**LIFE INSURANCE CORPORATION OF INDIA**  
**JEEVAN PRAKASH. NAGPUR ROAD, MADAN MAHAL,**  
**DIVISIONAL OFFICE, JABALPUR – 482001 (MP)**  
**Telephone Nos. (0761)2411062, Fax No. (0761) 2671340**  
**Email :[edms.jabalpur@licindia.com](mailto:edms.jabalpur@licindia.com)**

**NOTICE OF TENDER “DESTRUCTION OF LAPSE/CLAIM PAID POLICY RECORD YEAR 2023-24 (ONLY 07 EMPANELLED VENDOR JABALPUR DIVISION)**

Sl.No	Activity	Details
1	EMD	10,000 /- (TenThousand only) (refundable) by way of Demand Draft/Banker's cheque drawn on any Scheduled Bank payable at Jabalpur
2	Tender Fee	Fee 118/- (one hundred eighteen rupess) (non-refundable) by way of Demand Draft/ Banker's cheque payable at Jabalpur.
3	Address for submission of bid	CHAIRMAN STORES COMMITTEE Life Insurance Corporation of India, JEEVAN PRAKASH,NAGPUR ROAD, MADAN MAHAL DIVISIONAL OFFICE, JABALPUR -482001 (MP)
4	Submission of Bids Date And Time	Bidders fulfilling the complete information of the tender , details of EMD,tender fees for Annexure A, With Seal & Sign in each and every page put together in a sealed cover superscribed as "Tender for Destruction of lapse policy record 2023-24 should submit on or before 05/12/2023 by 05.00 PM along with TENDER FEE & EMD TO Office Service(OS) DEPTT.Divisional Office MADANMAHAL JABALPUR .
5	Opening Date / Venue	The sealed covers will be opened by the Tender opening committee on 06/12/2023 at 12.00 PM hours in the presence of bidders or one of the their representatives ( with valid identity card and authorization letter) who wishes to attend. Venue address as mentioned above at S.NO. 4.
6	Contact Details	MANAGER EDMS-9826335307 Telephone No.0761-2423545 Email id– <a href="mailto:edms.jabalpur@licindia.com">edms.jabalpur@licindia.com</a>
6	Pre bid meeting date and venue	15/11/2023 AT 11.00 AM TO 1.00PM ,VENUE- EDMS CENTER DIVISION OFFICE BUILDING JABALPUR

Sr. Divisional Manager

**TENDER FOR FOLLOWING JOBS TO BE CARRIED AT OUR EDMS CENTER--JABALPUR (MP)**

- 1. PULLING DOCKET FROM RACKS APPROXIMATELY 2,33,840(TWO LAKH THIRTEE THREE THOUSAND EIGHT HUNDRED FOURTY ONLY)AS PER THE LIST TO BE GIVEN TO VENDOR.**
- 2. DISPOSAL OF OLD PAPERS**

Sealed tenders are invited for the above jobs as detailed below:

**(ANNEXURE -A)**

**AREA OF EDMS CENTER IS IN 02 PARTS(AS ONE AT CIVIC CENTER & SECOND AT MADAN MAHAL DO OFFICE,JBP)**

- 1- Pulling out the policy record (approx.2,33,840) from racks as per the list given by us.
- 2- After pulling out of docket it is to be handed over to lic officials in 50-50 docket per bundle for verification in proper place as per our requirements in both premises
- 3- Verified docket is to be placed in proper place as per our requirements within premise .
- 4- Segregation of docket cover & paper inside docket will be done by vendor after verification by lic officials.
- 5- Rearrangement of Docket in vacate space which will be created after destruction.
- 6- Sticking of brown paper slip on that part where policy number is embossed on old useable docket cover & handed over to lic DO(OS Jabalpur) in 500 per bundle in bag. the cost of brown paper slip & bags will be borne by vendor .This job of brown paper sticking work will be carried out in DIVISION OFFICE MADANMAHAL JABALPUR,

( ANNEXURE-B)

- 1- ( ANNEXURE-B) job(sales of screp paper ) Will be carried out by our OS Deptt. Through MSTC PORTAL after completion of ANNEXURE-A job .All the interested vendor can contact our O.S.Deptt.and get the concerned information regarding ANNEXURE-B.

**Other Terms and Conditions:**

- A pre bid meeting to be organized with all the interested vendors dated on 15/11/2023 at 11AM TO 1.00 PM IN EDMS DEPTT DIVISION OFFICE MADANMAHAL JABALPUR .
- TENDER Fee 118/- (ONE Hundred EIGHTEEN RUPESS fifty only) (non-refundable) by way of Demand Draft/ Banker's cheque payable at Jabalpur.
- The bidders are requested to submit DD for Rs 10,000/- as Earnest Money Deposit in favor of 'LIC of India'. PAYABLE AT JABALPUR.
- The EMD will not carry any interest and will be forfeited in case the work is not executed within the stipulated time frame.
- The work should be completed within 30 days from the date of tender award of the contract. Penalty may be imposed by the competent authority as his own discretion @ of 1% per week subject to maximum 10% of total payment value.(applicable for part-1 annexure –A only )
- 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 .
- All labour charges involved in the above job for various activities has to be borne by the bidder only.
- The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy nos so that they can take out records and enter the rack numbers etc in the list provided by us.
- If the person engaged during the above job injured or any kind of accident is happened the vendor is liable to make treatment & sole responsible for any claim or expenses. corporation will not take any responsibility for that .
- The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, etc for the persons engaged in the job & should be adequately insured .

- The bidder has to made all arrangement for ANNEXURE-A JOB at his own cost
- All works to be carried out only during office hours and in the presence of LIC officials.
- The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
- IF vendor have Previous experience in similar kind of jobs in LIC / Government / PSU offices certificate is to be submitted .
- 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.
- The tender for ANNEXUREA-A work i.e picking of records from the racks old records and Sticking of brown paper slip on that part where policy number is embossed,Rearranging the docket in vacate spaces after destruction amount payable to vendor by LIC is subject to recovery of income tax at appropriate rates.
- EMD will be forfeited if the Vendor awarded the contract is not undertaking the job within 7 days from the day of work order or is not able to complete the job to the satisfaction of LIC as per the tender conditions.
- CHILD LABOUR RULES ARE TO BE STRICTLY FALLOWED BY THE VENDOR.
- The Competent Authority 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 Jabalpur and be subject to adjudication of competent Court in Jabalpur (MP) only.
- **THE SEALED QUOTATIONS SHOULD BE ADDRESSED TO -CHAIRMAN STORES COMMITTEE , SUPERSCRIBED AS "DESTRUCTION OF LAPSED AND CLAIM PAID POLICY RECORD-2023-24 TO LIC of India, Divisional Office ,JEEVAN PRAKASH,NAGPUR ROAD, MADAN MAHAL ,JABALPUR, PIN -482001- on or before 05/12/2023 at 5.00 PM along with EMD and Tender fees. The bids will be opened on 06/12/2023 at 12.00 PM.**

**SR.DIVISIONAL MANAGER**



**(ANNEXURE –A)(FINANCIAL BID)**

**TENDER FOR PULLING DOCKET APPROXIMATELY 2,33,840(TWO LAKH THIRTEEN  
THREE THOUSAND EIGHT HUNDRED FOURTEEN) LAPSED & CLAIM PAID RECORDS  
AS PER THE LIST GIVEN BY L.I.C AT OUR EDMS CENTER, -JABALPUR (MP)  
YEAR(2023-2024)**

Sl.No	Particulars	To be filled by the Vendor
1	Name of the Agency / Firm	
2	Detailed address of the Agency / Firm	
3	Name of the contact person	
4	Contact Phone No.	
5	Contact Mobile No.	
6	COPY OF THE G.S.T. NO (ATTACHED PRINT OUT)	
7	PAN no.( attach self attested Xerox copy)	
8	Details of EMD	Amount : Rs Draft No. : Date : Issuing Bank:
9	Rate Quoted for the job: ➤ AS PER PART-1(ANNEXURE –A) PAGE NO-2	Cost per record/ Docket (EXCLUSIVE OF ALL TAXES)_Rs. _____  (Rs _____)IN WORDS (CUTTING AND OVERWRITING WILL NOT BE ACCEPTABLE IN ANY RESPECT)  (NOTE- GST WILL APPLICABLE AS PER GOVT.RULE)
<b>Attach copies of the following</b> a) Registration details of the firm (MUST ENCLOSED) b) PAN Card (MUST ENCLOSED) c) GST REGISTRATION COPY ENCLOSED d) IT/ C.A.CERTIFICATE returns for the last 2/3 years (MUST ENCLOSED) f) IF Work order received from LIC / Government other PSUs on similar works (PL ENCLOSED)		

I/WE AGREE WITH ALL TERMS AND CONDITIONS .

Place: \_\_\_\_\_ Signature of the authorised person / Vendor  
 Date: \_\_\_\_\_ Address:  
 Contact No: Landline:  
 Mobile No & E-Mail ID



### निविदा के मुख्य दिशानिर्देश (हिन्दी)

नोट 1- ANNEXURE A - इसके अंतर्गत वेंडर को रैक से डाकेट निकलवाना है तथा इन डाकेट को lic official द्वारा चेक करवाना है इसके बाद डाकेट तथा डाकेट के पेपर को निकालकर व्यवस्थित तरीके से अलग-अलग रखना होता है।

- 1- वे डाकेट जो अच्छी condition में हैं उनमें पालिसी नंबर की जगह ब्राउन अथवा बाइट पट्टी लगाना है जिससे इन डाकेट का पुनः उपयोग किया जा सके। पट्टी चिपकाने का कार्य मण्डल कार्यालय बिल्डिंग में सम्पन्न किया जाएगा। 50-50 डाकेट के बंडल को बोरो में भरकर मण्डल कार्यालय के स्टेशनरी विभाग को सुपुर्द करना है।
- 2- OLD RECORD DESTRUCTION होने के बाद रैक में खाली जगह में डाकेट को पुनः व्यवस्थित करना।
- 3- हमारे द्वारा भेजे गए टेंडर के हर पेज को वेंडर द्वारा सील तथा साइन करना अनिवार्य है।

**नोट-2** ANNEXURE-B के अंतर्गत किया जाने वाला कार्य (रद्दी के विक्रय से सम्बंधित है जोकि ANNEXURE A के कार्य होने के बाद का.सेवा विभाग द्वारा MSTC PORTAL के माध्यम से निष्पादित किया जाएगा। अतः इच्छुक VENDOR इसके लिए हमारे का.सेवा विभाग से संपर्क कर सकते हैं तथा जानकारी ले सकते हैं।