



OS Department, Divisional Office
7 th Floor, Jeevan Prakash Building
Relief road Ahmedabad-380 001
Tel No -2550 8800
E-mail- os.ahmedabad @licindia.com

Ref: ADO/OS/Tender No. 01/2023-24

Date: 20.11.2023

To:

Dear Sir,

Re: - Tender NO 1.- Destruction of Old Records/ Dockets

We invite tender for pulling out 229007 (Approximately) Old dockets/records lying at our EDMS department Shah Alam & 3rd floor Jeevan Jyoti Building Relief road, Ahmedabad

Tenders are invited in sealed cover for picking out of old records as per list supplied by LIC of India. The bidders are therefore requested to quotes their rates in one lump sum (Total Amount) for the job as described below

JOB DESCRIPTION:

1. To Pull out the policy dockets from the racks as per the list provided by LIC of India ,
2. Remove the policy covers & segregate the other papers,
3. Keep the policy cover separate in the bunch & than shredding/Torn of all other papers,
4. Policy Covers in good condition to be separated for reuse by office.
5. To verify the correctness of policy number written on the cover as well as inside papers. Further the connected papers are to be thoroughly verified as that of the same policy number. In case of mismatch nos, the files should be handed over to separately to the authorised LIC official after verification and a remark to be taken in the list provided.
6. After approval by authorised LIC officials, Segregation of the files from the docket covers and process for disposal.
7. Keep the good policy cover separate in the bunch, Shredding/Torn of all dockets papers
8. After completion of job, the work area should be Clean.
9. Periodically push the torn papers aside as per instruction of the official sitting there.

Summary of Tender

| Sr No | Details | Remark |
|-------|--|---|
| 1 | Date of Tender | 20.11.2023 |
| 2 | Date of sale of tender | 20.11.2023 to 30.11.2023 up to 4.00 pm on payment of tender fee for Rs. 118/- |
| 3 | Collection of tender form | From OS Department-ADO |
| 4 | Last date and time of submission of tender | 30.11.2023 up to 16.30pm |
| 5 | Tender Fee | Rs.118 (with GST) |
| 6 | EMD | Rs . 4600/-- |
| 7 | Date of Opening of Bid | 01.12.2023 on 11.30am |

OTHER TERMS & CONDITIONS:

1. Tender form can be collected on payment of Tender fee of Rs.118.00 with GST (100 +18) OR should accompany with tender application in the form of DD favouring LIC of India, payable at Ahmedabad drawn upon any Nationalized bank OR in cash to be deposited at the above address – at cash counter during cash hours – on working days.(except Saturday/Sunday and holidays). Tender fee will not be refunded under any circumstances. (Tender fee is exempted for MSME vendors).
2. The bidders are required to submit a DD for Rs. 4600/-- Rupees four thousand six hundred only.) as the Earnest Money Deposit in favour of “LIFE INSURANCE CORPORATION OF INDIA” payable at Ahmedabad along with tender application

The EMD shall not carry any interest and will be forfeited if the vendor awarded the contract is not undertaking the job within 7 days from the receipt of work order OR is not able to complete the job to the satisfaction of LIC as per tender condition.
3. Supply of labour for works is to be done by the bidder only and Minimum 5 labours should be deployed at work place, All charges including Labour charges, shredding, loading and unloading of waste papers, etc. will be borne by the bidder.
4. **Penalty Clause:** The Work should be completed within **35 (Thirty five)** working days from the date of award of the contract. Penalty may be imposed by the competent authority at his own discretion @1% per week subject to maximum of 5% of the total payment value. If work is not completed in schedule time.
5. The successful bidder should produce the names & ID proofs of the persons who will be engaged for these services.
6. The successful bidder should engage such persons who are adequately literate and physically fit enough to pick out dockets from a 10 to 15 feet high rack.

7. The vendor shall not appoint any sub vendor to carry out any obligations under the contract.
8. The contractor should provide necessary materials viz., Shredding machine, Ladders, Gloves, and Masks, cleaning liquids etc for their persons.
9. It is the sole responsibility of the successful bidder to comply with all statutory obligations, rules, regulations, insurance, laws and conventions of the Government, Municipal Corporation and the Local Bodies while carrying out the job.
10. Payment will be made within 10 days after submission of bills, after successful completion of job only through NEFT/RTGS. Payment will be made on confirmation and certification of manager EDMS subject to Income tax deduction as per rule
11. The Competent Authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.
12. The bidder with prior appointment/intimation may inspect the record place at the EDMS/RMF Centre, Shah Alam, Ahmedabad on any working day for assessing the nature of job and quantum of job before quoting the price.
13. It is proposed that tender for this job invited for pick up to shredding stage only and there after waste paper will be disposed off by LIC of India.
14. All this work is to be carried out under the supervision of Manager EDMS Smt. Laxmi.G Tarwani LIC AHMEDABAD DO, or Any Authorised LIC officials authorised by Manager EDMS.

Tender forms may also be downloaded from our website www.licindia.in by clicking on Tender for **Destruction of Old Records/ Dockets under Ahmedabad DO.**

The Sealed Tender cover containing Annexure I & Price Bid, EMD DD, Tender Fee receipt/DD should be super scribed as “TENDER FOR DESTRUCTION OF RECORDS AT RMF CENTER/ EDMS” and addressed to THE MANAGER (OS), LIC OF INDIA, AHMEDABAD DIVISIONAL OFFICE, “JEEVAN PRAKASH BUILDING, 7th FLOOR, RELIFE ROAD, NEAR S V COLLEGE, AHMEDABAD.380 001 and should reach us before **4.30 PM on or before 30.11.2023**

MANAGER (OS)

ANNEXURE – I

TENDER – PROFILE OF THE VENDOR / COMPANY

Ref: ADO/OS/Tender No.01/2023-2024

| Sl.No. | Particulars | To be filled by the Tenderer |
|--------|---|------------------------------|
| 1 | Name of the Agency/firm/company. | |
| 2 | Office address and name of Contact person with telephone and Mobile NO | |
| 3 | Whether Agency/Firm belongs to MSME? Give details | |
| 4 | PAN No. (Attested Photo copy to be enclosed) | |
| 5 | GST NO.(Attested Photo copy to be enclosed if any) | |
| 6 | Tender Fee receipt No/ DD No if any | |
| 7 | Details of EMD : (i) Amount (ii) Demand Draft No. (iii) Date (iv) Issuing Bank | |
| 8 | Bank Account Details (Copy of Cheque & pass book/bank statement should be enclosed) Name of the Bank Branch IFSC Code Account Type Account No. | |

Place

**Signature of Authorised
official with Stamp**

Date

Name of Signatory

PRICE-BID- Tender NO 1

Tender for Picking out 229007 Old Policy dockets/records (approximately) As per the list given provided by LIC of India , Records lying at Shah Alam and , 3rd FLOOR,Jeevan Jyoti Building Ahmedabad.

| Sr No | Particulars | To be filled by Vender |
|--------------|---|-------------------------------|
| 1 | Name of the agency/Firm | |
| 2 | Address of the Agency/Firm | |
| 3 | Contact Person Name and Mobile No | |
| | Total amount quoted for work for tender No 1 | |
| | Amount in figure -> | |
| | Amount in words -> | |

GST Rate if Applicable ->

Any Correction/overwriting /cutting in quoted amount will be rejected.

I /We agree with all terms and condition of the tender No-1

Place:-

Signature of the Authorised official with

Date: -

Stamp.

Name of Signatory