

Date: 24.12.2024

**NOTICE INVITING TENDER FOR DESTRUCTION OF OLD RECORDS.**

LIC of India invites sealed tender from empanelled vendors only (Thane Division) for the following work to be carried out at RMF, Centre Poorna, Bhiwandi, Dist :- Thane.

1. Destruction of old records i.e.,
  - A) Picking the docket from policy racks according to the list provided by office
  - B) Rearrangement of docket in the Policy racks
  - C) Removing the files from the policy docket (picked from policy racks) and separating brown paper, docket cover and other papers.
  - D) Bundling the Policy docket cover in packs of 100.
  - E) To shred the aforesaid papers (other than brown paper & docket cover )
  - F) Keeping the aforesaid shredded papers in gunny bags.  
( tenderer has to bring the gunny bags at his cost)
  - G) Keeping the non shredded brown paper in gunny bags.  
( tenderer has to bring the gunny bags at his cost)

2. Purchasing the aforesaid shredded papers and brown paper lying in RMF, Poorna, Bhiwandi, Dist:- Thane.

**The tenderer has to quote for both the work separately as per above point nos. 1 & 2. Tender quoted for single work will not be entertained. The work under point no. 1 will be awarded to L1 + GST & work under point no. 2 will be awarded to H1 + GST.**

The last date for submission of sealed quotations to the Divisional Manager(OS) are as per the details given below. Tender format containing the terms and conditions may be obtained from our office at above address. It is also available in our Web site [www.licindia.in/tenders](http://www.licindia.in/tenders) from 24.12.2024. Corrigendum if any, will be available in the same site only.

The Sr. Divisional Manager, Thane Divisional office reserves the right to reject at his sole discretion without assigning any reason whatsoever.

Sl. No.	Particulars	Remarks
1	Issuance of Tender	From 24.12.2024 to 01.01.2025 on all working days from 10.00 hrs to 16.00 hrs at Divisional Office, Thane.
2	Last date for Submission of Tender	On or before 13.00 hrs on 02.01.2025
3	Pred bid meeting	12.00 P.M date :- 27.12.2024
4	Opening of Tender	15.00 hrs on 02.01.2025
5	Cost of Tender document (Non-refundable)	Rs.590/- inclusive of GST( Rupees Five Hundred and Ninety only) payable by cash at the Divisional office, Thane or by DD drawn in favour of LIC of India payable at Thane.
6	Earnest Money Deposit by Demand Draft	Rs.14,000/- ( Rupees Fourteen Thousand only) DD drawn in favour of LIC of India payable at Thane.
7	Submission of Tender	The sealed tender cover should be superscribed as "Tender for destruction of records at RMF centre/EDMS" and addressed to "Manager (OS)LIC OF INDIA 3 <sup>rd</sup> floor Thane Divisional Office, Thane- 400604

Signature of Vendor  
With seal & Date.

  
} Sr. Divisional Manager

**1**  
**Tender Proforma**

LIFE INSURANCE CORPORATION OF INDIA  
OS DEPARTMENT  
THANE DIVISIONAL OFFICE,  
EASTERN EXP. HIGHWAY,  
THANE – 400 604

TENDER FOR

1. Destruction of old records i.e.,

- A) picking the docketts from policy racks
- B) rearrangement of docketts in the policy racks
- C) removing the files from the policy docketts (picked from policy racks),  
and separating brown paper, docket cover and other papers.
- D) Bundling the Policy docketts in packs of 100.
- E) To shred the aforesaid papers (other than brown & docket cover )
- F) Keeping the aforesaid shredded papers in gunny bags.  
( tenderer has to bring the gunny bags at his cost)
- G) Keeping the non shredded brown paper in gunny bags.  
( tenderer has to bring the gunny bags at his cost)

2. Purchasing the aforesaid shredded papers and unshredded brown paper lying in RMF, Poorna, Bhiwandi, Dist :  
Thane & to be sold to the paper company.

**Note:**

1. **No. of Docketts : Around 2.40 lakh (Actual number may vary )**

Issued to:

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last date for submission of Tender : On or before 13.00 hrs on 02.01.2025.

## TERMS AND CONDITIONS

1. The Tender should be accompanied by Tender Fee of Rs.590/- (Rs.500 + GST 18%)(Rupees Five Hundred and ninety only) by cash deposited at cash counter at Thane Divisional Office or in the form of Demand Draft drawn in favour of " LIC of India" payable at Thane, without which the tender will not be considered and summarily rejected. This tender fee will not be refunded to the bidder.
2. Tender should be accompanied by refundable Earnest Money Deposit (EMD) of **Rs. 14,000/-** ( Rupees Fourteen Thousand only ) in the form of Demand Draft drawn in favour of "LIC of India" payable at Thane, without which the tender will not be considered and summarily rejected. This EMD will not carry any interest.
3. **EMD** : Firm with MSME and NSIC certification are exempted as per rules if certificates are attached.
4. It is advised that the tenderer to visit the RMF, Poorna, Bhiwandi office to have an idea of the work.
5. **The sealed tender cover should be superscribed as "Tender for destruction of records / Sale of shredded paper at RMF centre / EDMS" and addressed to "Manager (OS) Divisional Office, LIC of India, Thane- 400604**
6. **The successful tenderer will be required to deposit an amount of Rs. 35,000/- (Rupees Thirty five Thousand only) towards Security Deposit within 1 week from the date of receipt of confirmed order from the our office.**
7. The EMD of the unsuccessful tenderers shall be refunded after the completion of tender process.
8. *The EMD of successful Tenderer will be refunded after accepting the work order & depositing the security deposit amount within the stipulated time. Otherwise it will be forfeited.*
9. The Security Deposit of the successful tenderer shall be refunded after the completion of tender jobs satisfactorily and settlement of accounts.
10. The amount **in numbers and in words** is to be quoted / mentioned in the Annexure-I & II (enclosed). The quotation not received in Annexure-I & II format will be summarily rejected.
11. No claim whatsoever with respect to the quantities / condition of the material or otherwise will be entertained / payable after submission of bid by intending tenderers.
12. The tenderer shall quote the amount clearly in figures and words and should be prefixed by the word Rupees and avoid over writing. Tenderer should sign all cutting / over writings.
13. The quotation will be valid for 90 days.
14. All disputes will be subject to Thane Jurisdiction only.
15. The tenderer will take all precautions at his own cost to safeguard his workers during process of entire work as mentioned in Items (1) & (2)

15. The work should be completed within **60 days** from the date of receipt of confirmation letter from this office.
16. Penalty Clause : If the work is not completed within **60 days**, the 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.
17. The successful bidder should produce the names and ID proofs of the persons who will be engaged for the services for issuance of a temporary pass which should be produced on demand.
18. The successful bidder should engage such persons who are adequately literate and physical fit enough to pick out dockets from the racks having height of 10 to 15 feet.
19. **The vendors shall not appoint any sub vendor to carry out any obligations under the contract.**
20. The contractor should provide necessary materials i.e., shredding machine, ladders, gloves, masks and cleaning materials for their persons.
21. NO ADVANCE / PART payment will be made. Payment only through NEFT/RTGS (after deduction of Income tax if any ) will be made within 15 days after successful completion of job on submission of appropriate invoices with the certificate from the RMF, Poorna official certifying that the work has been completed to the satisfaction.
22. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason whatsoever.

Signature & Seal of the Vendor

### OTHER TERMS AND CONDITIONS

#### For item (1): Destruction of old records i.e.,

1. The firm has to pick up the dockets from policy racks, as per the list provided to him and verify the docket thoroughly whether the file picked is in concurrence with the number appeared in the list. No other items except the records as per the list provided are to be removed.
2. After picking up the dockets, the tenderer has to rearrange the remaining dockets in the racks in the order as per directions of the Manager (EDMS) to generate empty racks.
3. The tenderer has to get approval from the Manager (EDMS) for shredding the files so picked as per the list provided to him.
4. After getting approval from Manager (EDMS), the tenderer has to
  1. pick the dockets from policy racks
  2. rearrange the dockets in the policy racks
  3. remove the files from the policy dockets (picked from policy racks), and separate brown paper, docket cover and other papers.
  4. Bundle the Policy dockets in packs of 100.
  5. To shred the aforesaid papers (other than brown paper & docket cover )
  6. Keep the aforesaid shredded papers in gunny bags.( tenderer has to bring the gunny bags at his cost)
  7. Keep the non shredded brown paper in gunny bags.( tenderer has to bring the gunny bags at his cost)
5. The tenderer has to quote **rate per docket** for aforesaid activities of 4.1 to 4.7 .
6. All the aforesaid activities have to be done in the presence of the Officials and during the office hours.
7. The approximate number of records to be destroyed may be around 2.4 lakh (Actual number may vary)
8. **The work will be handed over to L1 + GST i.e., who quoted the lowest.**
9. The quoted price should be inclusive of all types of overheads etc.
10. Income Tax will be deducted as per rules at applicable rate.
11. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc for transportation if required to be arranged by the successful tenderer.
12. **The tenderer has to submit the pulpatation certificate from the paper company to which the shredded papers have been given.**
13. The tenderer shall take full responsibility in case of any damage, loss or injury to any person / building or part thereof and shall repair / and make good the loss at his own cost.
14. Conditional tenders / not meeting the terms and conditions shall be liable for rejection.

16. Sr. Divisional Manager reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision in case of doubt / dispute shall be final and binding on both the parties.
17. Tenderer has to sign on all the papers as a token of acceptance of terms and conditions.
18. **The tenderer has to submit all the documents mentioned in the check list.**
19. **If the vendor refuses to accept or execute the work order after acceptance for whatever reason then any or all of the penalties laid down below will be imposed.**
  - a. **Forfeiture of EMD and/ or security deposit**
  - b. **Imposition of penalty as may deem fit by the competent authority**
  - c. **Termination of the contract for default**
  - d. **Debar / Blacklisting of the firm**

I have inspected the site / materials for destruction & purchase and quoted the amount in the tender (Annexure-I) & (Annexure-II) and all the terms / conditions mentioned above and for each items (1) & (2) here in below and in the notice inviting tender are acceptable to me.

Signature & Seal of the Vendor

## OTHER TERMS AND CONDITIONS

**For item no. (2): Purchasing the shredded papers and other brown papers kept in gunny bags**

1. Our EDMS Department will inform about the disposal work as and when the shredded material is ready for disposal.
2. The tenderer has to arrange for the weighing the papers at it's cost in presence of LIC official.
3. The tenderer has to quote the rate per kg for shredded and other papers as per the Annexure II
4. The work will be handed over to **H1 + GST** i.e., **who quoted highest rate**.
5. The quoted price should be inclusive of all i.e., picking of shredded material, lifting, weighing, transportation, municipal charges if any etc.
6. Also the bidder has to get all the required permissions at his cost.
7. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc for transportation if required to be arranged by the successful tenderer.
8. The shredded material and other papers should be weighed at local weighing centre at tenderer's cost.
9. The tenderer has to deposit the sale amount by demand draft favouring LIC of India, payable at Thane as per the above quoted rate on actual weight in respect of shredded material and other papers after getting the weight certified by our officials but before lifting the shredded material so weighed.
10. Only after depositing the sale amount by DD the firm will be allowed to pick up the papers for sale.
11. The tenderer shall take full responsibility in case of any damage, loss or injury to any person / building or part thereof and shall repair / and make good the loss at his own cost.
12. Conditional tenders / not meeting the terms and conditions shall be liable for rejection.
13. It is the sole responsibility of the successful bidder to ensure the safety of the materials at the time of removing, stacking, lifting, carting and disposing the materials etc.
14. The work should be completed within **7 days** from the date of intimation about the last lot to be disposed off from the office. In case of failure to remove the material, EMD will be forfeited.
15. **The tenderer has to submit the pulpatation certificate from the paper company to which the shredded papers have been given.**
16. Removal of material shall be done in the presence of Department officials.

Signature &amp; Seal of the Vendor

**Other Details of the Tender**

Name of the Bidder:

Address :

Contact No.:

Pan No.:

EMD Pay Order / Demand Draft No. / MR no.	Date	Amount
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**Bank Account Details:**

Name of the account holder

Name of Bank

Type of Account

Account Number

IFSC code

Branch address

Enclose Cancelled Cheque

Signature & Seal of the Vendor



**ANNEXURE-I****OFFER / BID FORM****Ref: Financial Bid for picking, destruction of old records & rearrangement of remaining records lying at their RMF Poorna, Bhiwandi Centre.**

Dear Sir,

I / We have inspected the material lying at RMF, Poorna, Bhiwandi and confirm our acceptance of the same. We are pleased to submit our offer which includes

- a. picking the dockets from policy racks
- b. rearrangement of dockets in the policy racks
- c. removing the files from the policy dockets(picked from policy racks), and separating brown paper, docket cover and other papers.
- d. Bundling the Policy dockets in packs of 100 in sequence.
- e. To shred the aforesaid papers (other than brown )
- f. Keeping the aforesaid shredded papers in gunny bags.  
( tenderer has to bring the gunny bags at his cost)
- g. Keeping the non shredded brown paper in gunny bags.  
( tenderer has to bring the gunny bags at his cost)

The rate quoted is Rs. \_\_\_\_\_ per docket for aforesaid work

(Rupees.....only(in words))

**The payment will be calculated on the basis of number of dockets actually destroyed.**

The rates quoted by the bidders will be all overheads inclusive i.e., picking, rearranging, removing the files from policy dockets, separating brown paper, docket cover and other papers from the aforesaid removed files, Bundling the Policy dockets in packs of 100 in sequence, shredding the aforesaid papers (other than brown ), Keeping the aforesaid shredded papers in gunny bags, Keeping the non shredded brown paper in gunny bags & docket covers seperately. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc for transportation if required to be arranged by the successful tenderer.

DECLARATION: I/ We have read and acquainted myself / ourselves with the terms and conditions of sale. I / We unconditionally agree to the terms and conditions and have submitted this offer accordingly.

Signature of the Vendor  
With Seal and Date

Name of the Bidder: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

Phone No: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

PAN No.: \_\_\_\_\_

(attach copy of PAN card)

Contact Person: \_\_\_\_\_

**ANNEXURE-II****OFFER / BID FORM**

**Ref: Financial Bid for purchase of destroyed [ SHREDDED ] records / papers lying  
at RMF, Poorna, Bhiwandi, Dist:- Thane**

Dear Sir,

I / We have inspected the material lying at RMF, Poorna, Bhiwandi and confirm our acceptance of the same. We are pleased to submit our offer for purchase which includes all the overheads viz., picking, lifting, weighing, carting etc. for the shredded papers and other papers meant for destruction at the below mentioned price:

**PRICE BID to be quoted per KG papers meant for disposal :**

Tender price for Picking, Lifting, weighing, Carting etc. of papers meant for destruction / Kg -Rs.

S.No.	Type of paper	Rate per kg + GST	Rate per KG in words + GST
1	Shredded Ordinary paper		
2	Brown paper		

The rates quoted by the bidders will be all overheads inclusive i.e., picking, lifting, weighing & carting etc. shredded and other material meant for destruction. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc. for transportation if required to be arranged by the successful tenderer. The tenderer has to submit the pulp certificate from the paper company to which the shredded papers have been given.

DECLARATION: I/ We have read and acquainted myself / ourselves with the terms and conditions of sale. I / We unconditionally agree to the terms and conditions and have submitted this offer accordingly.

Signature of the Vendor  
With Seal and Date

Name of the Bidder: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_  
\_\_\_\_\_

Phone No: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

PAN No.: \_\_\_\_\_

(attach copy of PAN card)

Contact Person: \_\_\_\_\_

**Check list**

S.No.	Description	Remarks
1	Tender Fee Rs. 590/-	Details of of remittance of tender fee- If remitted in LIC THANE D.O. Xerox copy of the receipt. If DD submitted details of DD
2	EMD details	D.D. Amount and details
3	Entire tender form (excluding check list)	Should be enclosed with signature & seal
4	PAN No.	Xerox copy with self attestation should be enclosed
5	Bank Account Details	Xerox copy of the Bank account first page and cancelled cheque should be enclosed
6	Offer Bid form	Both Annexures duly filled without any corrections should be submitted.
7	GST	Self attested copy of GST Certificate