



**LIFE INSURANCE CORPORATION OF INDIA
JEEVAN PRAKASH, NAGPUR ROAD, MADAN MAHAL,
DIVISIONAL OFFICE, JABALPUR – 482001 (MP)**

Telephone Nos. (0761)2423545

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**NOTICE INVITING TENDER "DOCKET PULLING AND STICKING OF BROWN/WHITE
PAPER SLIP ON REUSABLE DOCKET WORK (ANNEXURE –A) YEAR 2023-24
(ONLY 07 EMPANELLED VENDOR JABALPUR DIVISION)**

Sl.No	Activity	Details
1	Tender no- and Issuing Date	DO-37/EDMS/01 14/12/2023
2	EMD	10,000 /- (TenThousand only) (Refundable) by way of Demand Draft/Banker's cheque drawn in favour of Lic of india on any Scheduled Bank payable at Jabalpur
3	Tender Fee	Fee 118/- (one hundred eighteen rupess) (non-refundable) by way of Demand Draft/ Banker's cheque payable at Jabalpur.
4	Security Deposit	10% of the contract value .
5	Address for submission of bid (To be put in Tender box in E&OS Department Divisional office,Jabalpur)	CHAIRMAN STORES COMMITTEE Life Insurance Corporation of India, JEEVAN PRAKASH,NAGPUR ROAD, MADAN MAHAL DIVISIONAL OFFICE, JABALPUR -482001 (MP)
6	Submission of Bids Date And Time	Bidders fulfil the complete information of the tender , details of EMD,tender fees in Annexure A, With Seal & Sign in each and every page put together in a sealed cover envelop super scribed as "Tender for Docket pulling and brown /white paper sticking on reusable dockets work" should be submitted on or before 26/12/2023 by 05.00 PM .
7	Opening Date / Venue	The sealed covers envelope will be opened by the Tender opening committee on 27/12/2023 at 12.30 PM in the presence of bidders or one of the their representatives (with valid identity card and authorization letter) who wishes to attend. Venue address –Manager EDMS Chamber
8	Contact Details	MANAGER EDMS-9826335307 Telephone No.0761-2423545 Email id– edms.jabalpur@licindia.com
9	Pre bid meeting date and venue	20/12/2023 AT 11.00AM VENUE ADDRESS- Manager EDMS Chamber LIC Divisional Office Building,Nagpur Road Madanmahal JABALPUR
10	Official websites of tender upload	www.licindia.com/Tender

Sr. Divisional Manager



TENDER ARE INVITING FOR "DOCKET PULLING AND STICKING OF BROWN/WHITE PAPER SLIP ON REUSABLE DOCKET WORK YEAR 2023-24

(EDMS CENTER IS IN 02 PARTS (AS ONE AT CIVIC CENTER,MARHATAL JABALPUR & SECOND AT MADAN MAHAL DIVISION OFFICE,NAGPUR ROAD ,MADANMAHAL ,JBP)

SCOPE OF WORK

- 1- Pulling out the policy docket (approx.2,33,840) from racks as per the list which will be 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,verification will be done by lic officials.
- 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 within premises.
- 5- Sticking of brown/white paper slip on that part of docket where policy number is embossed on old useable empty docket cover & handed over to life insurance corporation Division office ,Nagpur road madanmahal Jabalpur in 500 per bundle in bag. the cost of brown paper slip,stickung gum pest & bags will be borne by the vendor .Cost of carrying the such useable empty docket from both premises(civic center,marhatal jabalpur and Divisional office Madanmahal ,jabalpur)to Divisional office,Madanmahal,Jabalpur will be borne by the vendor.

Terms and Conditions:

- Tender Fee Rs 118/- (One Hundred Eighteen Rupees 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 favour of 'LIC of India'. Payable at Jabalpur. There is no need to deposit EMD If the bidder already deposit EMD in previous tender of same job Year 2023-24 .
- The EMD will not carry any interest and 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.
- Security Deposit 10% of contract value will be deposited by successful bidder and will not carry any interest . Security Deposit will be refunabale after successful complection of work as per our term & condition.
- The work should be completed within 60 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.
- 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.

- The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy number and pullout the docket from the racks having height about 12 feet .
- Payment will be made within 15 days after submission of bill,after successful completion of job only through NEFT.Payment will be made on confirmation and certification of Manager (EDMS) subject to Income tax,GST,other applicable deduction as per rules.
- The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, sanitizer etc for the persons engaged in the job & should be adequately insured .
- The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
- 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 .
- 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.
- L1 will be decided on the basic of lowest rate of quotation as per serial no. 06 of Financial bid.
- All the works is to be carried out under the supervision of Manager EDMS.
- In term of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act,2015, Insurance Regulatory and Development Authority of India (IRDA), is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be duty of the contractor to provide such documents/statements/information as may be required by IRDA within such time as may be specified by IRDA

I/WE AGREE WITH ALL TERMS AND CONDITIONS

Seal & signature of vendor

SR.DIVISIONAL MANAGER



(ANNEXURE –A)(FINANCIAL BID)

**TENDER FOR DOCKET PULLING (APPROXIMATELY 2,33,840)AND STICKING OF BROWN/WHITE PAPER SLIP ON REUSABLE DOCKET WORK
EDMS DEPTT –DIVISIONAL OFFICE-JABALPUR**

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./Mobile number	
5	Details of EMD	Amount : Rs Draft No. : Date : Issuing Bank:
6	Rate Quoted for the job: "DOCKET PULLING AND STICKING OF BROWN/WHITE PAPER SLIP ON REUSABLE DOCKET WORK (ANNEXURE-A) NOTE- Any correction/overwriting/cutting in quoted amount will be rejected	COST PER DOCKET (EXCLUSIVE GST (Rs _____)IN WORDS (NOTE- GST WILL APPLICABLE AS PER GOVT.RULE)

Place:

Signature of the authorised person / Vendor

Date:

Address:

Contact No: Landline:

Mobile No & E-Mail ID