

LIFE INSURANCE CORPORATION OF INDIA
JEEVAN PRAKASH, NAGPUR ROAD, MADAN MAHAL, DIVISIONAL OFFICE, JABALPUR – 482001 (MP)
Telephone Nos. (0761)2423545 Email: edms.jabalpur@licindia.com

Notice inviting Tender for Pulling of Dockets from racks, Segregation of documents & Docket Envelope & Sticking of Brown paper on reusable Dockets –LIC Jabalpur Division (2023-24)

Annexure A - TENDER SCHEDULE

1	Tender no- and Issuing Date	DO-37/EDMS/03- 02/01/2024
2	Name of the Work	Pulling of Dockets from racks, Segregation of documents & Docket Envelope & Sticking of Brown paper on reusable Dockets –LIC Jabalpur Division (2023-24).
2	EMD	10000 /- (Rs. Ten Thousand only) (Refundable)
3	Tender Fee	118/- (Rs. One Hundred Eighteen) (non-refundable)
4	Security Deposit	10% of CONTRACT VALUE(REFUNDABLE)
5	Address for submission of bid (To be dropped in Tender box @ 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	Last Date & Time of receiving / submission of tender document	On 12.1.2024 upto 12.30 Hrs
7	Date & Time of opening of Bids	As on the last date of submission of tender i.e. on 12.1.2024 at 15.30 Hrs. Venue address –Lic of india Divisional office ,Jabalpur
8	Contact Details	MANAGER EDMS-9826335307 Telephone No.0761-2423545 Email id–edms.jabalpur@licindia.com
9	Official websites of tender upload /any correction etc.	www.licindia.com/Tender
10	Validity of tender	03 month from the opening date of the Bid.

Seal & signature of the vendor

Sr. Divisional Manager
राजेश कुमार सिंह
RAJESH KUMAR SINGH
दरिद्र मुदत प्रबंधक
Sr. Div. Manager
भा.जी.बी.नि. मण्डल कार्यालय, जबलपुर
LIC of India, Divisional Office, Jabalpur

TENDER OF OLD DOCKET PULLING FOR DESTRUCTION ,SEGREGATION OF DOCUMENTS FROM DOCKES, BROWN PAPER STICKING IN REUSABLE DOCKET WORK YEAR(2023-24)

Annexure B-Instructions to Bidders and Terms & Condition.

1. Earnest Money Deposit(EMD) of Rs. 10000/- (Rs. Ten Thousand only) in the form of Demand Draft/ Pay Order in favour of 'Life Insurance Corporation Of India' payable at JABALPUR. and the cost of tender fee (Non-refundable) of Rs. 118/- (Rupees one hundred Eighteen only – inclusive of GST), the Miscellaneous Receipt of the tender fee deposited or Demand Draft or Pay Order shall be submitted with the tender documents in a sealed cover. There is no need to deposit Tender fees/ & Earnest Money Deposit If the bidder have already deposited with our previous tender Date -07/11/2023 or 14/12/2023 of the same job Year 2023-24 .
2. The EMD will not carry any interest.
3. EMD will be forfeited if the Vendor (whom the tender will be awarded the work/job contract) unable to undertake 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.
4. Security Deposit (10% of contract value) will be deposited by successful bidder and will not carry any interest . Security Deposit will be refundable after successful completion of work as per Annexure C.
5. Any corrigendum regarding modification /addition in tender specification or in terms & condition of the tender shall only be uploaded/published on our official website www.licindia.in/tender link. Hence all the interested bidders are advised to visit our above website regularly for information regarding the above till last date of bid submission
6. The work should be completed within 45 days from the date of tender award of the contract. Penalty shall be imposed by the competent authority as per his own discretion and @ of 1% per week subject to maximum 10% of total payment value.
7. 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.
8. 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 hight about 12 feet .
9. 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.
10. 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 .
11. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
12. 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 .
13. 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.
14. 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.
15. Tender will be awarded on the basis of quoted rate as per serial no. 04 of Financial bid.
16. All the works is to be carried out under the supervision of Manager EDMS.
17. PROVISIONS OF SECTION 33(3) AND 33(4) OF THE INSURANCE ACT,1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS)ACT . 2015 will also be applicable.

Seal & signature of the vendor


राजेश कुमार सिंह
RAJESH KUMAR SINGH
सि.डी.एम. अधिकारी
Sr. Div. Manager
भा.जी.बी.नि. मण्डल कार्यालय, जबलपुर
LIC of India, Divisional Office, Jabalpur

Annexure C- Scope of the Work

- 1- Pulling out of policy docket (approx.2, 33,840) from racks placed at our RMF Centers (Divisional office Nagpur road Madan mahal and, Civic center Jabalpur) as per the list that will be provided 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 at aforementioned RMF centers.
- 3- Verified docket are to be placed in proper place as per our requirements within aforementioned premise.
- 4- Segregation of documents from Identified/Verified docket/Envelope.
- 5- Vendor has to collect and transport bunches of segregated documents and empty docket generated in consequent to above process at Divisional office premises only to Civic center premises at his own cost & will have to put to gather as per our instructions as per our requirements .
- 6- Sticking of brown paper slip of appropriate size on 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, sticking gum pest & bags will be borne by the vendor .Cost of carrying the such useable/unusable empty docket and segregated documents from both premises(civic center,marhatal jabalpur and Divisional office Madanmahal jabalpur)to Divisional office,Madanmahal,Jabalpur will be borne by the vendor.

I/WE AGREE WITH ALL TERMS AND CONDITIONS

Seal & signature of vendor


SR.DIVISIONAL MANAGER
राजेश कुमार सिंह
RAJESH KUMAR SINGH
वरिष्ठ मंडल प्रबंधक
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TENDER OF OLD DOCKET PULLING FOR DESTRUCTION, SEGREGATION OF DOCUMENTS
FROM DOCKES, BROWN PAPER STICKING IN REUSABLE DOCKET WORK YEAR(2023-24)

Annexure D –Financial Bid

Sl.No	Particulars	To be filled by the Vendor
1	Name of the Agency / Firm	
2	Name of the contact person	
	Details of Tender Fee	Amount : Rs Draft No./MR No. : Date : Issuing Bank:
3	Details of EMD	Amount : Rs Draft No. /MR No.: Date : Issuing Bank:
4	<u>Rate Quoted for the job</u> "As mentioned in Annexure 'C' (from point 1-6)	COST PER DOCKET (EXCLUSIVE GST (Rs _____)IN WORDS

. NOTE-

1. GST WILL APPLICABLE AS PER GOVT.RULE
2. Any correction/overwriting/cutting in quoted amount will be rejected

Place:

Signature of the authorised person /

Vendor

Date:

Address: