



Ref: SDO/OS/EDMS-2

Date:- 16.02.2024

M/S.....

Dear Sir,


Re: Tender for sale of old records/waste papers

Sealed tenders are hereby invited for sale of old records lying at Silchar Divisional Office at Meherpur Silchar and shredded waste papers lying at EDMS office at Itkholra, Silchar. Those who are interested in the matter in conformity with our terms and conditions may kindly quote the tender value (Rate per Kilogram excluding GST) in the Annexure-1 and submit the same duly filled in and signed with your official seal in a sealed cover marked with "Tender for sale of old records/waste papers due on 07.03.2024, NOT TO BE OPENED BEFORE DUE DATE AND TIME OF OPENING" in our Tender Box on or before 07.03.2024 within 3.00 P.M.

TERMS AND CONDITIONS OF THE TENDER

1. The tender should be sent so as to reach the OS department, LIC of India, Silchar Divisional Office, Meherpur, Silchar, Assam, PIN-788015 ON OR BEFORE THE DATE & TIME SPECIFIED.
2. Rate per Kilogram quoted should be excluding of GST. GST @18% will have to be paid extra.
3. Quotations must be given for Rate per Kilogram of the old records/papers (excluding GST) as required in the enquiry only and should be clearly mentioned either TYPE WRITTEN or must be in INK and should Not be with any hedging conditions. Overwriting is not allowed. The rate will remain valid for one year from the date of acceptance of the tender.
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the **H1** quotation will be accepted.
5. The contractor should provide necessary logistics, hygiene requirements, transport and labour for removal of papers at his own cost.
6. The old records, which are not in shredded condition, have to be torn to pieces in front of the officials of the Corporation, Divisional Office before taking it out of the premises.
7. All papers collected by the successful bidder will have to be compulsorily recycled by him/her in a paper mill at his/her own cost and responsibility. A certificate to that effect from the paper mill will have to be produced before the Silchar Divisional Office by the successful bidder.
8. The bidder with prior appointment /intimation may inspect the place for assesment from 17.02.2024 to 06.03.2024 and before quoting the Rate per KG.
9. It is sole responsibilty of the sucessful bidder to comply with all statutory requirements, rules, regulations, insurance law and convention of the Government and Municipal Board and local bodies while carrying out the job .
10. Successful bidder has to deposit an amount of 5% of the value of the contract as performance security in the form of Demand draft / Bankers cheque or Bank Guarantees through scheduled Banks after notification of the awards and it should remain valid for a period of 60days beyond the date of completion of all contractual obligations of the supplier.
11. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SILCHAR TOWN and shall be under adjudication by a Court in SILCHAR TOWN.
12. Payment for sale of old records/waste papers to be tendered through NEFT or D/D at our cash counter. Removal of the papers will be allowed only after credit of full payment to our accounts.

Yours faithfully


P Sr Divisional Manager





SILCHAR DIVISIONAL OFFICE, P.B.NO.54, MEHERPUR, SILCHAR-788 015, CACHAR(ASSAM)

Ref:.....

Date:-

Annexure-1

The Sr.Divisional Manager,
LIC of India
Silchar Divisional Office,
Meherpur, Silchar-788015.

Tender no. SDO/OS/EDMS-2 Date 16.02.2024

Last date & time Tender submission : 07.03..2024 at 3.00 pm

Re:- TENDER FOR SALE OF WASTE PAPERS AT EDMS OFFICE AND OLD RECORDS LYING AT DIVISIONAL OFFICE

Sir,

In response to your letter no.....dated.....

We quote hereunder our rates per kilogram, excluding GST, for sale of the old records lying at Silchar Divisional Office at Meherpur Silchar and shredded waste papers lying at the EDMS office at Itkhola Silchar to be recycled compulsorily at paper mill

Particulars	Quoted Rate per Kilogram	GST @18% on the quoted value will have to be paid extra.
Shredded waste papers lying at the EDMS office at Itkhola Silchar and the old records lying at Silchar Divisional Office at Meherpur Silchar (papers which are not shredded will have to be shredded/torn to small pieces in front of the officials of the Divisional Office) to be recycled compulsorily at paper mill		

The above rate will be valid for one year from the date of acceptance.

TENDER FEE OF Rs.118.00 is to be deposited by Cheque/DD favoring Life Insurance Corporation of India payable at Silchar at the time of submission of tender. This tender fee is non-refundable.

EMD of Rs:- to be paid by DD/Cheque favouring Life Insurance Corporation of India payable at Silchar along with the tender, Which is refundable without interest.

The terms & conditions of this tender intimated to us vide your letter no.....dated..... are acceptable to us for sale of your old records/waste papers.

Time Schedule : Tender to be floated on 16.02.2024. Last date of submission of Tender on 07.03.2024 upto 3.00 pm and opening of tender on 08.03.2024 at 11.00 AM.

Yours faithfully,

Signature.....

Date.....

To,
The Manager (OS)
LIC of India, Silchar Division
Jeevan Prakash Building
Meherpur, Silchar-788015

Date:-

Sir,

Re: Undertaking for sale of old records/waste papers as per tender specification.

We hereby confirm that we shall remove the papers as per tender specification and shall abide by the terms and conditions mentioned in the tenders.

We are also giving the undertaking that besides imposing clauses mentioned in the tender the Corporation shall "BLACK LIST" our firm with information passed on to its Corporate office & other Zones/Divisions, if we fail to comply with the terms and conditions.

Your's faithfully

(Please put Company stamp below the signature)