

## Tender for rearrangement of docket at our RMF (Record Maintenance Facility) centres Mau-shiwala & Janaura Faizabad

Sealed tenders are invited for rearrangement of old docket at our RMF Centre Mau-shiwala and Janaura Centre, Faizabad. Bidders are requested to quote rates as per details below:-



1. Dockets have to be rearranged at our RMF (EDMS) centre as per existing practice. Dockets in the 2001 racks are to be rearranged to utilize the space vacated as a result of destruction. The scanned docket (not placed in racks due to non availability of space) should also be placed in racks as a result of space created by rearrangement of Dockets as per existing practice (branch wise, batch wise & policy number wise) and instruction & coordination with the officials of EDMS department.
2. After rearrangement, work area should be left in neat and tidy condition.

### Tender Schedule

Sl.	Item	Description
1	Tender No. & Date	OS/Gen/01/2024-25 Dated <b>18.06.2024</b>
2	Name of work	Rearrangement of Policy docket
3	Tender Fee	Rs. 590/- (Rs. Five hundred Ninety Only ) (Inclusive of 18% GST & non refundable) in the form of Cash/demand draft/pay order in favour of LIC of India drawn on any scheduled Bank payable at Faizabad. If the vendor wishes to pay in cash, it should be done only at Cash Counter, F&A Deptt. LIC of India, Divisional Office, Faizabad. Miscellaneous Receipt issued by our F&A department has to be enclosed to Technical Bid.
4	Earnest Money Deposit	Rs. 10,000/- (Rs. Ten thousand only) in the form of Cash/demand draft/pay order in favour of LIC of India drawn on any scheduled Bank payable at Faizabad.
5	Security Deposit	Security deposit @ 10% of accepted tender value, Payable by the successful vendor by way of Cash/demand draft/pay order in favour of LIC of India drawn on any scheduled Bank payable at Faizabad. Refundable after 30 days of completion of work. No interest shall be payable on this.
6	Date of sale of Tender document	From <b>18.06.2024</b> to <b>03.07.2024</b> between 10:00 am to <b>04:00pm</b> on all working days (excluding Saturday and Holidays) from Office Service Department, LIC of India, Divisional Office, Faizabad. Tender Documents can also be

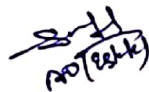
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मण्डल कार्यालय "जीवन प्रकाश" अयोध्या रोड, बेनीगंज, फैजाबाद -224001 फोन नं० 05278-244266-71  
Divisional Office "Jeevan Prakash" Ayodhya Road Beniganj, Faizabad-224001 Phone no. 05278-244266-71

  
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		downloaded from our website <a href="http://www.licindia.in">www.licindia.in</a> in which case, the tender fee shall be remitted along with Bid documents.
7	Pre-bid Meeting with Tenderers	Date: <b>18-06-24 to 03-07-24</b> Time: <b>11:00am</b> Place EDMS Department, LIC of India, Divisional Office, Faizabad.
8	Last date, time and place of receiving/submission of Tender document	On <b>03.07.2024</b> up to <b>5:pm</b> Office Service Department, LIC of India, Divisional Office, Faizabad.
9	Date of Time of Opening of Technical & Financial Bids (Both)	On <b>04.07.2024</b> at <b>2:30pm</b>
10	Time Limit completion of work	Within <b>60</b> working days excluding Saturdays, Sundays and holidays from the date of issue of work order.
11	Validity of Bid	<b>180</b> days from the date of opening of Technical Bids.







**Tender for rearrangement of docket at our RMF (Record Maintenance Facility)  
centres Mau-shiwala & Janaura Faizabad**


**Terms & Condition**

1. The amount of tender fees is 590/-  $\{(500.00 + 90.00 (18\% \text{ GST})\}$  which may be deposited in cash at our cash counter in Divisional Office, Faizabad or in the form of DD with submission of tender. The Bidders are requested to submit a DD for Rs. 10,000/- as (EMD) Earnest Money Deposit in favour of "Life Insurance Corporation of India" payable at Faizabad, Tenders not accompanied by tender fee and EMD will not be considered.
2. Labour charges for rearrangement of docket etc will be borne by the bidder.
3. The engagement of labour for various works is to be done by the bidder only.
4. The work has to be completed within 60 days from date of award of the contract penalty at the rate of 1% per week subject to maximum 10% of total order value will be deducted for delay. However, competent authority may relax above penalty/impose additional penalty as he feels suitable at his discretion.
5. The EMD shall not carry any interest; EMD will be refunded to unsuccessful bidder after finalization of tender. EMD of successful bidder will be refunded after one year, on completion of work. If work is not completed by bidder as per terms and condition, his EMD may be forfeited.
6. Successful bidder should submit the name and ID proof of the workers engaged by him for these services. None other person will be allowed to enter in our stores. We may issue entry pass to the workers engaged by vender for these works, if required.
7. The successful bidder has to engage the workers who have attained 18 years of age, adequately literate and physically fit enough to the works assigned to them.
8. The successful bidder provide at his cost all the required materials as ladders, gloves, masks, cleaning material, emergency light, etc. whatever is required by his workers to do the entire work. Any injury during the work to their engaged person will be sole responsibility of the vendor.
9. Experience of vendor in similar kind of job in any PSU/ Govt. offices is desirable.
10. It is sole responsibility of the successful bidder to comply with all that rules, regulations, laws and convention of the Government/Municipality etc. while carrying out the job in its entirety.

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मण्डल कार्यालय "जीवन प्रकाश" अयोध्या रोड, बेनीगंज, फैजाबाद -224001 फोन नं० 05278-244266-71  
Divisional Office "Jeevan Prakash" Ayodhya Road Beniganj, Faizabad-224001 Phone no. 05278-244266-71

  
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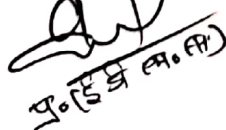
  
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Sr. DM G/y

11. Payment will be made through NEFT after completion of work on receipt of bill/invoice as per agreed rates and terms & condition of the tender.
12. The contractor shall be solely responsible for all the deeds/acts of his workers in the premises of LIC of India. The corporation shall not in any manner be liable for any damage caused on any untoward incidents or bear any compensation for damage or injury caused to the employees of the contractor while discharging their duties. There shall be no relationship of employer & Employees under any circumstances whatever staff/workers/person at work deployed by the vender.
13. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.
14. Bidder may inspect our record room at EDMS/RMF centre's on any working day in office time for assessing the quantum of job, the rates/price. For this purpose they may contact Sri Brajesh Kumar, Divisional Manager (EDMS) Mob. No. 9415719050, 8299281372.

Sealed tender cover should be superscribed as "TENDER FOR REARRANAGMENT, PICKING DOCKETS MAUSHIWALA AND JANAURA CENTRE, FAIZABAD" should reach us on or before **03-07-2024** up to 03:00 pm along with Tender fee, EMD and completed tender document address to, "Manager (OS)/DM, LIC of India, Divisional Office, Faizabad-224001. The bids shall be opened on the next working day i.e. **04-07-2024** at 2:30 pm onwards.

  
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Terms & Condition

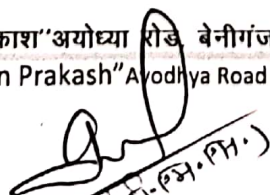
ANNEX-A  
Technical Bid


SL NO.	Information Sought	Information Provided
1	Name of firm	
2	Registered office address with Telephone No. & email ID	
3	Correspondence address and phone no.	
4	Name of representative with designation who would be calling on us and attending to our job and phone no.	
5	Is the firm registered under the Factory Act 1948? If so, state a) License number b) Date of last renewal of license (Copy of license to be enclosed) c) ESIS NO. of any (enclose copy) d) EPF Registered No.....of any (enclose copy)	
6	Whether holding certificate under GST, if yes is it in regular or composition (copy should be enclose)	
7	NEFT Details of the firm Bank Account No. Bank Account Type IFSC Code. PAN No. (Please enclose a cancelled cheque, Aadhar copy of PAN)	
8	Is Firm is MSME/registered under NSIC, if so, enclose copy.	
9	Is firm is owned by SC/ST entrepreneurs? If so, enclose copy.	

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मण्डल कार्यालय "जीवन प्रकाश" अयोध्या रोड, बेनीगंज, फैजाबाद -224001 फोन नं० 05278-244266-71  
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(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on separate sheet giving appropriate question number and attach it to the form. All the pages of application form and documents must be signed with seal.)

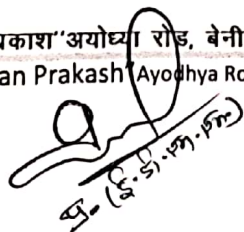
I/ we ..... request LIC of India, Divisional Office, Faizabad, to consider my tender and agree to give full satisfaction to the corporation in event of their doing so.

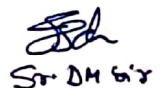
Date at.....this day.....of.....2024.

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मण्डल कार्यालय "जीवन प्रकाश" अयोध्या रोड, बेनीगंज, फैजाबाद -224001 फोन नं० 05278-244266-71  
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Tender for rearrangement of docket at our RMF (Record Maintenance Facility) centres Mau-shiwala & Janaura Faizabad

Terms & Condition

DECLARATION.

1. I/ We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation or the basis of the information given by me/us can be treated as invalid at sole discretion of the Corporation and I/we will be solely/ responsible for the consequences.
2. I/ We understand and agree that Life Insurance Corporation of India has the right as he may decide to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors/agencies in the event of my/our submitting non-bonafied tenders or for technical or other delinquency in regard to which the decision or appropriate Life Insurance Corporation of India Authority shall be final and conclusive.
3. I/we certify that the particulars furnished in the forms are correct and if it will be found that I/we have given a false certificate or that if I/we fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/ our name from the list of contractors and contract the I/we may be holding at that time may be rescinded.
4. I/we agree that I/We have no objection if inspection of my/our premises/workshop shop etc. is done by the officials of the Corporation or any Government Body.
5. I agree to carry out the works as defined in the tender document and accept all the terms and condition mentioned there in.


Place :

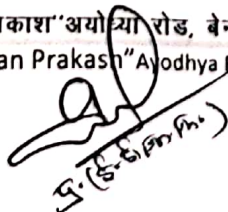
Date :

Signature of Vender with Seal

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मण्डल कार्यालय "जीवन प्रकाश" अयोध्या रोड, बेनीगंज, फैजाबाद -224001 फोन नं० 05278-244266-71  
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**Tender for rearrangement of docket at our RMF (Record Maintenance Facility)  
centres Mau-shiwala & Janaura Faizabad  
Terms & Condition**

**Annexure –B  
Financial Bid**

**PROFORMA FOR QUOTING RATES DOCKETS AT OUR RMF CENTRE MAUSHIWALA & JANAURA  
CENTRE FAIZABAD**

SNo.	Description	Quantity	Basic Rate per unit/Rack exclusive GST (In Rs.)	Total Amount (in Rs.)
1	Rearrangement of docket will be done in the racks having 9-10 shelves (each shelf containing 250-300) as per existing practice in coordination with EDMS officials.			
2	After rearrangement of docket of the racks, docket lying on the floor & other places in RMF Centre should also be placed in the Rack (Vacated as a result of rearrangement) as per existing practice in coordination with EDMS officials.			
3	Fresh register (as maintained on the line of existing RMS module) shall also be maintained side by side and shall be handed over to EDMS department at the end of the job.			

Special Note: Successful bidder will be finalized on the basis of Net Rates on the lower side.

I/we on behalf of M/s ..... declare that I/we have read the tender carefully & I/we shall strictly maintain the terms & conditions of the above tender throughout the contractual period. Our above rate is exclusive of GST and inclusive of transportation & labour and shall be firm for entire contractual period.

**Signature of contractor with seal & date**

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*(Signature)*  
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*(Signature)*  
 J.O. (E. & B) (M. Pr.)

*(Signature)*  
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## Instructions

### **Tender for rearrangement of docket at our RMF (Record Maintenance Facility) centre Mau-shiwala & Janaura Faizabad**

This tender consists of two part, viz, Technical Bid including instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EARNEST MONEY DEPOSIT) should be sealed in envelopes. The use of envelopes will be as under –

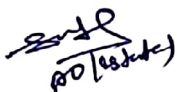
- (a) **Envelope marked as I :** The duly completed Technical Bid (Annexure-A) be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed Financial Bid (Annexure-B) be put in this envelope and sealed.
- (c) **Envelope marked as III :** The DD or Bankers cheque for “EARNEST MONEY DEPOSIT” and “Cost of tender document” or the M.R. of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked –IV and sealed (i.e. Envelopes marked as IV. Will contain three envelopes marked as I,II & III submitted to LIC of India, in sealed condition superscripting as “Tender for rearrangement of docket at our RMF (Record Maintenance Facility) centres Mau-shiwala & Janaura Faizabad” to be opened on **04-07-2024** at 02.30 PM.

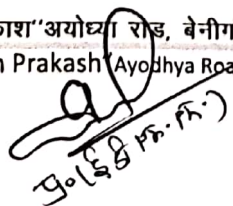
#### Terms and Conditions:

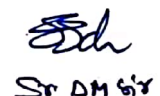
1. The Terms and conditions along with the instructions will form part of the tender to be submitted by the tendere to LIC of India, herein terms as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. **03-07-2024** at 05.00 PM. fixed for submission of tenders shall be termed as “LATE” tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. All vendors are requested to submit the tender documents (Technical Bid and Price Bid) duly filled in with the relevant documents/information at the following address :  
Manager (Office Service)  
Life Insurance Corporation of India  
Divisional Office, Faizabad  
Jeevan Prakash  
Ayodhya Road,  
Beningaj, Faizabad-224001
4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing of use of white ink is to be duly initialed by the tenderer.

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Divisional Office “Jeevan Prakash (Ayodhya Road Beniganj, Faizabad-224001 Phone no. 05278-244266-71

  
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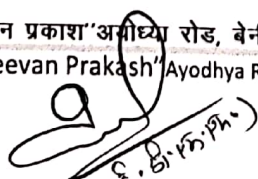
**Tender for rearrangement of docket at our RMF (Record Maintenance Facility)  
centre Mau-shiwala & Janaura Faizabad**


5. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted/furnished is found incorrect.
6. In case the space in the tender document is found insufficient, the vendors may be attach separate sheets.
7. The offer should remain valid at least for a period of 06 months (Six) to be reckoned from the date of opening of "Technical Bid"
8. There should not be any deviation in terms and condition as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations.
9. The Technical bids will be opened on **04-07-2024** at 02.30 PM. in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
10. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. Canvassing in any form will disqualify the tenderer.
12. The short listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
13. Income Tax and Statutory clearance shall be obtained by the vendors at their own cost as and when required. **"All payments to the successful vendor shall be made by account payee Cheques/NEFT only.**
14. The Financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened. Single valid tender or offer from State/Central/Agencies /undertakings may however, be opened by the Zonal Purchase Committee/Divisional Purchase Committee.
15. Tenders form intermediaries or brokers will not be entertained.
16. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
17. Rate quoted should be in figures & in words. Any correction made by the vender in quoting rates must be initialed; the rates quoted in words will be taken into consideration for calculations.
18. EMD of successful tenderer will be retained as part of Security Deposit which will be refunded after successful completion of work as per tender condition.
19. All standard terms and conditions of LIC of India contract for similar nature of work will be applicable. The quantities may vary to any extent.

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मण्डल कार्यालय "जीवन प्रकाश" अयोध्या रोड, बेनीगंज, फैजाबाद -224001 फोन नं० 05278-244266-71  
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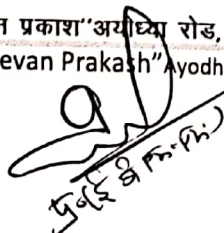
20. The work has to be completed within 60 days from the date of award of the contract.
21. LIC of India reserves the right to reject/accept anyone/all the tenders or issue part/full quantity to one/many agency without assignment any reasons thereof.
22. Contractor's signature to be put on each page of the Schedule of Quantities.
23. In case rate quoted by Contractor in both figure and words tally but the amount is not worked correctly, the quoted by Contractor shall be taken for consideration but not the amount.
24. The Schedule of Quantities should be filled as follows:
  - a) The "Rate" column to be legible filled in ink in both figure and words.
  - b) "Amount" column to be filled for each item and the total amount for each trade to be given.
  - c) All corrections to be initialed.
25. The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy numbers so that they can take out records and entre the rack numbers etc. in the list provided by us.
26. If the person (engaged during the above job) is injured or meets any kind of accident, the vendor is liable to make treatment and sole responsible for any claim or expenses and Corporation will not take any responsibility for that.
27. The bidder has to arrange for necessary materials viz, ladders, gloves, masks etc. for the persons engaged in the job and should be adequately insured.
28. After completion of rearrangement job, place (RMF Centre) should be kept neat and tidy condition.

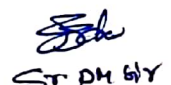
Place :

Date :

Signature of vendor with seal.

  
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
  
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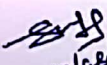


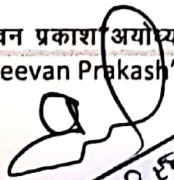
भारतीय जीवन बीमा निगम "जीवन प्रकाश" मण्डल कार्यालय,  
अयोध्या रोड, बेनीगंज, फैजाबाद, जनपद अयोध्या-224001  
फोन नं० 05278-244265, 8299281372, 7985933392,  
ईमेल - os.faizabad@licindia.com

भारतीय जीवन बीमा निगम अपने आरएमएफ सेण्टर (मऊ शिवाला एवं जनौरा) पर रैक में रखे डाकेट के वर्तमान व्यवस्था के अनुसार पुनर्व्यवस्थापन हेतु व्यक्तियों एवं संस्थाओं से "टू-बिड" पद्धति द्वारा निविदा आमंत्रित करती है। इच्छुक व्यक्ति या संस्था जो उपरोक्त कार्य करने के इच्छुक हों एवं हमारी निविदा की शर्तों की पूर्ति करते हों। रू० 590/- (500 + 90 GST) के भुगतान पर हमारे उपरोक्त पते पर स्थित कार्यालय से निविदा प्रपत्र प्राप्त कर सकते हैं जो कि दिनांक 18.06.2024 से 03.07.2024 प्रातः 10:00 से सायं 4:00 बजे तक (शनिवार, रविवार एवं अवकाश को छोड़कर) उपलब्ध होगा। पूर्णतया भरे हुए निविदा प्रपत्र प्रस्तुत करने की अन्तिम तिथि 03.07.2024 को सायं 05:00 बजे तक होगी। तकनीकी बिड एवं वित्तीय बिड दिनांक 04.07.2024 को अपराह्न 02:30 बजे निविदा दाताओं या उनके प्राधिकृत प्रतिनिधियों के सम्मुख खोली जायेगी। विस्तृत जानकारी व बिड प्रपत्रों हेतु कृपया हमारी वेबसाइट [www.licindia.in](http://www.licindia.in) लॉग ऑन करें और टेण्डर्स लिंक पर जाकर "Tender for rearrangement of Dockets at our RMF Centre Mau Siwala & Janura Faizabad" पर क्लिक करें। इस प्रक्रिया में किसी के दलाल या बिचौलियों का दखल स्वीकार्य नहीं है। भारतीय जीवन बीमा निगम को सर्वाधिकार सुरक्षित है कि वह प्राप्त किसी या समस्त प्रस्तावों को बिना कारण बताए पूर्णतया/आंशिक रूप से स्वीकार/अस्वीकार कर सकता है। किसी प्रकार के संशोधन/परिवर्तन की सूचना केवल भारतीय जीवन बीमा निगम की वेब साइट पर ही दी जायेगी।

विवाद की स्थिति में विज्ञापन की मूल अंग्रेजी प्रारूप ही मान्य होगी।

  
वरिष्ठ मण्डल प्रबन्धक  


  
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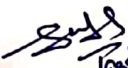
Life Insurance Corporation of India, Ayodhya Road Beniganj, Faizabad, Distt.  
Ayodhya-224001. Phone No. 05278-244265, 8299281372, 7985933392,  
E-mail [os.faizabad@licindia.com](mailto:os.faizabad@licindia.com)

LIC of India invites tender for "Tender for rearrangement of Dockets at RMF Centre Maushiwala & Janaura Faizabad" as per the current arrangement practice from the individuals and firms with two bid system. The interested bidders can obtain Bid documents on payment of Rs. 590/- (500+90 GST only) (Non refundable) from divisional Office, Beniganj, Faizabad on the above address since **18-06-2024 to 03-07-2024** between (10:00 AM to 04:00 PM) (Excluding Saturday, Sunday & Holiday). The last date for submission of filled tender forms will be **03.07.2024** upto 5:00 pm. The Technical Bid & Financial Bid" will be open on **04.07.2024** at 02:30 pm in the presence of bidders or their authorized representative. For complete details and bid documents please log on our website [www.licindia.in](http://www.licindia.in) and go to "Tender" and click on the link "Tender for rearrangement of Dockets at our RMF Centre Maushiwala & Janaura Faizabad"

No Brokers/Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever. Any modification/changes in terms and conditions or tender will be published on our above website only.

  
Sr. Divisional Manager

  
(10/12/24)

  
(10/12/24)