



**DIVISIONAL OFFICE-LUCKNOW  
NOTICE INVITING TENDER**

**08.11.2024**

**Last Date of Tender: 25.11.2024 upto 3.00 PM  
Tender opening Date : 26.11.2024 ,11:00 AM onwards**

**TENDER FOR REARRANGEMENT, PICKING, SHREDDING AND DISPOSAL OF 2,54,918 (+/-2%) DOCKETS OF OLD LAPSED POLICIES(59205) AND PAID POLICIES(195715) (JOB RELATED TO THEIR DESTRUCTION ) AT OUR RMF CENTER, INDIRA NAGAR,LUCKNOW**

Sealed tenders are invited for rearrangement, picking out of old docket / papers for shredding as per list to be supplied by our EDMS department (RMF CENTER) and lifting the shredded waste paper. Bidders are requested to quote rates as per details below:

1. Dockets has to be pulled/ picked in our RMF (EDMS) centre as per list (to be provided by EDMS Department), segregating the docket cover and papers in the docket cover. Shredding of unusable Docket covers and papers segregated from docket. Shredding has to be done with shredding machine /scissors at RMF Centre itself.
2. After shredding the scrap (shredded waste papers) should be lifted periodically from our store after weighing in presence of EDMS officials and should be sent to the paper mill for making pulp recycling. A certificate to this effect should be provided by the vendor within a week from the date of pickup. The cost of the scrap should be deposited by the vendor at our cash counter before every lifting of the scrap from RMF Centre.
3. The empty Reusable Dockets covers should be neatly cleaned with cloths, white sticker should be pasted to cover written space, bundled in 100s pack and handed over to our OS department (Stationery section), Divisional Office, Hazratganj Lucknow.
4. Remaining Dockets in the 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, box wise & policy number wise) and instruction & coordination with the officials of EDMS department.
5. After clearing the scrap, work area should be left in neat and tidy condition.

## TERMS AND CONDITION

1. The amount of tender fees is 118/- (100.00+18.00 GST) which may be deposited in cash at our cash counter in Divisional Office Lucknow or in the form of DD with submission of tender. The Bidders are requested to submit a DD for Rs. 10,000/- as EMD in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at LUCKNOW. **Tenders not accompanied by tender fee and EMD will not be considered.**
2. Contract may be extended for a period of one year at same approved rate, T & C on mutual consent for destruction (all the process except rearrangement of dockets) during the year.
3. Labour charges for pulling dockets, shredding, loading, unloading, transportation of scrap (shredded waste papers/ unusable dockets covers and cleaned/ sticker pasted in envelope) and rearrangement of dockets etc will be borne by the bidder.
4. The engagement of labour for various works is to be done by the bidder only.
5. The work has to be completed within 30 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.
6. Successful bidder has to arrange to pack, weigh and transport these shredded waste/papers at his own cost and risk.
7. 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.
8. Successful bidder has to submit the details of vehicle and driver to official of our EDMS department.
9. The shredded waste dockets / papers should not be used for any purpose other than making pulp and recycling. A certificate for this effect should be provided by vender within a week from the date of pickup.
10. 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.
11. 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.
12. The successful bidder has to provide at his cost all the required materials as shredding machines, scissors, ladders, gloves, masks, cleaning material, emergency light, packing materials, weighing machine, transportation etc whatever is required by his worker to do the entire work. Any injury during the work to their engaged person will be sole responsibility of the vendor.

13. Experience of vendor in similar kind of job in any PSU/GOVT. office is desirable.
14. It is sole responsibility of the successful bidder to comply with all the rules, regulations, laws and convention of the Government/ Municipality etc while carrying out the job in its entirety.
15. 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.
16. The contractor shall be solely responsible for all the deeds/ acts of his workers in the premises of LIC of India. LIC of India 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 whatsoever staff/ workers/ persons at work deployed by the vender on other side.
17. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.
18. Bidder may inspect our record room at EDMS/ RMF center on any working day in office time for assessing the quantum of job and the waste paper before quoting the rates/ price. For this purpose they may contact Sri Lavkush Shukla (EDMS), mob. No 9415549883 and Anubhav Rao,AO(OS),8317089344

Sealed tender cover should be super scribed as "TENDER FOR REARRANGEMENT,G.PICKING,SHREDDING AND DISPOSAL OF 254918 (+/-2%) DOCKETS OF OLD LAPSED AND PAID POLICIES (JOB RELATED TO THEIR DESTRUCTION ) AT OUR RMF CENTER, INDIRA NAGAR,LUCKNOW and should reach us on or before 25.11.2024 upto 03.00 pm along with Tender fee, EMD and completed tender document address to,Manager(OS)/DM LIC OF INDIA DIVISIONAL OFFICE LUCKNOW,PIN-226001. The bids will be opened on the next day i.e. 26.11.2024 at 11.00 am. Onwards.

Agreed & accepted

Signature of contractor with seal & date

**Annex-A**

SL. NO	INFORMATION SOUGHT	INFORMATION PROVIDED
1	Name of the Firm	
2	Registered Office address with Telephone No & email ID	
3	Correspondence addresses and phone no.	
4	Name of Representative with Designation who would be calling on us and attending to our job and phone number	
5	Is the Firm registered under the Factory Act, 1948 ? If so, state a)Licence number: b )Date of last renewal of licence (copy of licence to be enclosed) c) ESIS NO.If any(enclose copy) d)EPF Registration No ..... If any (enclose copy)	
6	Whether holding certificate under GST, If yes is it in regular or composition (copy should be enclose)	
7	NEFT Detail of the firm- Bank Account No. Bank Account Type IFSC CODE PAN No. Please enclose a cancelled cheque & copy of PAN	
8	Is firm is MSME/ registered under NSIC, if so, enclose copy	
9	Is the firm is owned by SC/ST entrepreneurs? if so enclose copy	

(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 be signed with seal. )

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

Dated At .....this day .....of ..... 20....

Signature of Vender with his official Seal .....

## **DECLARATION**

1. I/We understand that if any false information is revealed at a later date, any contact 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 of 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 that should it 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 contractor and any contract that I/We may be holding at the 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 of any Government Body.
5. I agree to carry out the works as defined in tender document and accept all the terms and condition mentioned there in.

**DATE:**

**SIGNATURE OF VENDOR WITH SEAL**

**LIFE INSURANCE CORPORATION OF INDIA**

**Annex-B**

**DIVISIONAL OFFICE-LUCKNOW**

**JEEVAN PRAKASH, 30, HAZRATGANJ, LUCKNOW**

**PROFORMA FOR QUOTING RATES (PICKING OUT 254918 (+/-2%) DOCKETS OF OLD LAPSED AND PAID POLICIES - JOB RELATED TO THEIR DESTRUCTION ) AT OUR RMF CENTER, INDIRA NAGAR,LUCKNOW**

S.No	Description	Quantity	Basic Rate per unit exclusive GST (in Rs)	Total Amount (in Rs)
1-	Picking out 254918 (+/-2%) dockets of old lapsed and paid policies and segregation job related to their destruction at our RMF centre, Indira Nagar, Lucknow and shredding of papers segregated from dockets.	254918 Dockets	.....per policy docket in words (.....)	
2-	Cleaning of reusable dockets out of empty dockets and pasting of stickers to cover written portion on the dockets and handing over it to Stationery Godown, DO-LUCKNOW in the bundles of 100 Dockets.	200000 Approx	.....per policy docket in words (.....)	
3-	Disposal of scrap as per Tender Condition.	80 quintal Approx	.....per Quintal rate in words (.....)	
4-	Rearrangement of remaining dockets left after disposal of old records/dockets. Rearrangement of dockets will be done in the racks having 9-10 shelves and containing 2500-3000 dockets	1900 Rack Approx	..... per rack rate in words (.....)	

**Special Note:- Successful bidder will be finalized on the basis of Net Rates on the higher side (Combined jobs 1,2,3&4 as mention in the Performa -Anne-B)**

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 THROUGH OUT 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

## Instructions

1. Rate quoted should be in figures & in words. Any correction made by the vendor in quoting rates must be initialed; the rates quoted in words will be taken into consideration for calculations.
2. 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.
3. 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.
4. The work has to be completed within 30 days from the date of award of the contract.
5. LIC of India reserves the right to reject/accept anyone/all the tenders or issue part/full quantity to one/many agency without assigning any reasons thereof.
6. Contractor's signature to be put on each page of the Schedule of Quantities
7. In case rate quoted by Contractor in both figures and words tally but the amount is not worked correctly, the rate quoted by Contractor shall be taken for consideration but not the amount.
9. The Schedule of Quantities should be filled as follows:
  - a. The "Rate" column to be legibly filled in ink in both figures 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.
12. 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 enter the rack numbers etc in the list provided by us.
13. If the person engaged during the above job is injured or any kind of accident is happened the vendor is liable to make treatment and sole responsible for any claim or expenses. **Corporation will not take any responsibility for that.**
14. The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, etc. for the persons engaged in the job and should be adequately insured.

Agreed & accepted

Signature of contractor with seal & date