



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 21.01.2025

Last date & time Tender submission : 11.02.2025 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

Sl. No.	Particulars	Quoted Rate per Kilogram (excluding GST)	
1	Shredded waste papers lying at the EDMS office at Itkhola Silchar to be recycled compulsorily at paper mill		GST at appropriate rate on the quoted value will have to be paid extra.
2	Old records lying at Silchar Divisional Office and different branches in the state of Assam (Silchar-1, Silchar-2, Hailakandi, Karimganj & Haflong) under Silchar Division. Papers which are not shredded will have to be shredded/torn to small pieces in front of the officials of the Office and to be recycled compulsorily at paper mill		

We understand that the rates will be valid for 180 days from opening of the tender. We also understand that if selected, there will be a contract of one year with LIC of India during which we shall lift the waste papers, as directed above, at the same rate as & when required.

TENDER FEE OF Rs.118.00 (including GST) is to be deposited by Cash / DD favouring Life Insurance Corporation of India payable at Silchar at the time of submission of tender. This tender fee is non-refundable. Tender fee will not be required if the tender forms are downloaded from Corporation's website.

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 floated on 21.01.2025. Last date of submission of Tender on 11.02.2025 upto 3.00 pm and opening of tender on 12.02.2025 at 11.00 AM.

Yours faithfully,

Signature.....

Date.....



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

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/waste 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)