



LIFE INSURANCE CORPORATION OF INDIA
Mumbai Divisional Office – I,
Yogakshema (East wing), 2 nd floor, J. B. marg,
Mumbai – 400 021. Tel: 022 66599035, 66599038

Date: 21.02.2025

NOTICE INVITING TENDER FOR DESTRUCTION OF OLD RECORDS.

LIC of India invites sealed tender from interested and reputed vendors for the following work to be carried out at RMF Centre, Poorna, Bhiwandi, Dist:- Thane.

1. Destruction of old records i.e.,
 - A) Picking the dockets from policy racks according to the list provided by office.
 - B) Rearrangement of dockets in the policy racks.
 - C) Removing the files from the policy dockets (picked from policy racks) and separating brown paper, docket cover and other papers.
 - D) Bundling the policy docket covers in packs of 100.
 - E) To shred the aforesaid papers (other than brown paper & docket cover)
 - F) Keeping the aforesaid shredded papers in gunny bags.(tenderer has to bring the gunny bags at his cost)
 - G) Keeping the non shredded brown paper gunny bags. (tenderer has to bring the gunny bags at his cost)
2. Purchasing the aforesaid shredded papers and brown paper lying in RMF Centre, Poorna, Bhiwandi, Dist:-Thane.

The tenderer has to quote for both the work separately as per above point nos. 1 & 2. Tender quoted for single work will not be entertained. The work under point no. 1 will be awarded to L1 + GST & work under point no.2 will be awarded to H1 + GST.

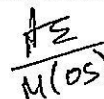
The last date for submission of sealed quotations to the Divisional Manager (OS), MDO-I, are as per the details given below. Tender format containing the terms and conditions may be obtained from our office at above address. It is also available in our Web site www.licindia.in/tenders from 21.02.2025. Corrigendum if any, will be available in the same site only.

The Sr. Divisional Manager, Mumbai Divisional Office – I, reserves the right to reject quotation at his/her sole discretion without assigning any reason whatsoever.

Sl.No.	Particulars	Remarks
1	Issuance of Tender	From 21.02.2025 to 03.03.2025 on all working days from 10.00 hrs to 16.00 hrs at Mumbai Divisional Office -I.
2	Pre Bid Meeting	11.00 hrs on 27.02.2025 at above address
3	Last date of submission of tender	On or before 13.00 hrs on 03.03.2025
4	Opening of Tender	11.00 hrs on 04.03.2025
5	Cost of Tender document (Non refundable)	Rs.590/- inclusive GST (Rupees Five Hundred Ninety only) payable by cash at the Divisional Office, MDO-I or by DD drawn in favour of LIC of India payable at Mumbai.
6	Earnest Money Deposit by Demand Draft	Rs. 30,000/- (Rupees Thirty Thousand only) DD drawn in favour of LIC of India payable at Mumbai.
7	Submission of Tender	The sealed tender cover should be superscribed as "Tender for destruction of records at RMF Centre/EDMS" and addressed to "Manager (OS), LIC of India, MDO-I, 2 nd Floor, Yogakshema (East Wing), J.B.Marg, Mumbai-400021.

Signature of Vendor
With Seal & Date


SR. DIVISIONAL MANAGER


M(OS)

TENDER PROFORMA

LIFE INSURANCE CORPORATION OF INDIA
OS DEPARTMENT,
MUMBAI DIVISIONAL OFFICE-I,
2ND FLOOR, YOGAKSHEMA (EAST WING),
J.B.MARG, MUMBAI-400001.

TENDER FOR

1. Destruction of old records i.e.:
 - A) Picking the dockets from policy racks.
 - B) Rearrangement of dockets in the policy racks.
 - C) Removing the files from the policy dockets (picked from policy racks) and separating brown paper, docket cover and other papers.
 - D) Bundling the policy dockets in packs of 100.
 - E) To shred the aforesaid papers (other than brown and docket cover).
 - F) Keeping the aforesaid shredded papers in gunny bags.
(tenderer has to bring the gunny bags at his cost).
 - G) Keeping the non shredded brown paper in gunny bags.
(tenderer has to bring the gunny bags at his cost).

2. Purchasing the aforesaid shredded papers and unshredded brown paper lying in RMF, Poorna, Bhiwandi, Dist: Thane & to be sold to the paper company.

Note :

1. No. of dockets : 5,87,397 (approximately)

Issued to:

M/s. _____

Last date for submission of Tender : On or before 13.00 hrs. on 03.03.2025

TERMS AND CONDITIONS

1. The tender should be accompanied by Tender fee of Rs. 590/- (Rs. 500 + GST 18%) (Rupees Five Hundred and Ninety only) by cash deposited at cash counter of Mumbai Divisional Office-I or in the form of Demand Draft drawn in favour of "LIC of India" payable at Mumbai without which the tender will not be considered and summarily rejected. This tender fee will not be refunded to the bidder.
2. EMD: Tender should be accompanied by refundable Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft drawn in favour of "LIC of India" payable at Thane, without which the tender will not be considered and summarily rejected. This EMD will not carry any interest.
3. EMD: Firm with MSEs and NSIC certification are exempted as per rules if certificates are attached.
4. It is advised that the tenderer visit the RMF Centre, Poorna, Bhiwandi office to have an idea of the work.
- 5. The sealed tender cover should be superscribed as "Tender for destruction of records / Sale of shredded paper at RMF centre / EDMS" and address to "Manager (OS), Mumbai Divisional Office I, LIC of India, 2 nd Floor, Yogakshema (east wing), J. B. Marg, Mumbai 400021.**
- 6. The successful tendered will be required to deposit an amount of Rs.60,000/- (Rupees Sixty Thousand only) towards Security Deposit within 1 week from the date of receipt of confirmed order from our office.**
7. The EMD of the unsuccessful tenderers shall be refunded after the completion of tender process.
8. The EMD of the successful tender will be refunded after accepting the work order & depositing the security deposit amount within the stipulated time. Otherwise it will be forfeited.
9. The Security Deposit of the successful tenderer shall be refunded after the completion of tender jobs satisfactorily and settlement of accounts.
10. The amount **in numbers and in words** is to be quoted / mentioned in Annexure-I & II (enclosed). The quotation not received in an Annexure-I & II format will be summarily rejected.
11. No claim whatsoever with respect to the quantities / condition of the material or otherwise will be entertained / payable after submission of bid intending tenderers.
12. The tenderer shall quote the amount clearly in figures and words and should be prefixed by the word Rupees and avoid over writing. Tenderer should sign all cutting / over writings.
13. The quotation will be valid for 90 days.
14. All disputes will be subject to Mumbai jurisdiction only.
15. The tenderer will take all precautions at his own cost to safeguard his workers during process of entire work as mentioned in Item (1) & (2).
16. Sr. Divisional Manager reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and her decision in case of doubt / dispute shall be final and binding on both the parties.
17. The tenderer has to sign on all the papers as a token of acceptance of terms and conditions.
18. The tenderer has to submit all the documents mentioned in the check list.
- 19. If the vendor refuses to accept or execute the work order after acceptance for whatever reason, then any or all of the penalties laid down below will be imposed.**
 - a. Forfeiture of EMD and/ or security deposit.**
 - b. Imposition of penalty as may deem fit by the competent authority.**
 - c. Termination of the contract for default.**
 - d. Debar / Blacklisting of the firm.**

I have inspected the site / material for destruction & purchase and quoted the amount in the tender (Annexure-I) & (Annexure-II) and all the terms / conditions mentioned above and for each items (1) & (2) here in below and in the notice inviting tender are acceptable to me.

Signature & Seal of the Vendor

OTHER TERMS AND CONDITIONS

For item (1) : Destruction of old records i.e.:

1. The firm has to pick up the dockets from policy racks, as per the list provided to him and verify the docket thoroughly whether the file picked is in concurrence with the number appeared in the list. No other items except the records as per the list provided are to be removed.
2. After picking up the docket, the tender has to rearrange the remaining dockets in the racks in the order as per directions of the Manager (EDMS) to generate empty racks.
3. The tenderer has to get approval from the Manager (EDMS) for shredding the files so picked as per the list provided to him.
4. After getting approval from the Manager(EDMS), the tenderer has to
 1. Pick the dockets from policy racks
 2. Rearrange the dockets in the policy racks
 3. Remove the files from the policy dockets (picked from policy racks), and separate the brown paper, docket cover and other papers.
 4. Bundle the Policy dockets in packs of 100.
 5. To shred the aforesaid papers (other than brown paper and docket cover).
 6. Keep the aforesaid shredded papers in gunny bags. (tenderer has to bring the gunny bags at his cost)
 7. Keep the non shredded brown paper in gunny bags. (tenderer has to bring the gunny bags at his cost)
5. The tenderer has to quote rate per docket for aforesaid activities of 4.1 to 4.7 as per Annexure I.
6. All the aforesaid activities have to be done in the presence of the Officials and during the office hours.
7. The approximate number of records to be destroyed is 5,87,397.
- 8. The work will be handed over to L1 + GST i.e who quoted the lowest.**
9. The quoted price should be inclusive of all types of overheads etc.
10. Income tax will be deducted as per rules at applicable rate.
11. Any statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from the local authorities/ Police etc. for transportation if required to be arranged by the successful tenderer.
- 12. The tenderer has to submit the pulpation certificate from the paper company to which the shredded paper have been given.**
13. The tenderer shall take full responsibility in case of any damage, loss or injury to any person / building all part thereof and shall repair / and make good the loss at his own cost.
14. Conditional tenders / not meeting the terms and conditions shall be liable for rejection.
15. The work should be completed within **75 days** from the date of receipt of confirmation letter from this office.
16. Penalty Clause : If the work is not completed within 60 days, the penalty may be imposed by the Competent Authority at her own discretion @ 1% per week subject to maximum of 5% of the total payment value.
17. The successful bidder should produce the names and ID proofs of the persons who will be engaged for the services for issuance of a temporary pass which should be produced on demand.
18. The successful bidder should engage such persons who are adequately literate and physically fit enough to pick out dockets from the racks having height of 10 to 15 feet.
- 19. The vendors shall not appoint any sub vendor to carry out any obligations under the contract.**
20. The contractor should provide necessary materials i.e., shredding machine, ladders, gloves, masks and cleaning materials for their persons.

21. NO ADVANCE / PART payment will be made. Payment only through NEFT/RTGS (after deduction of Income tax if any) will be made within 15 days after successful completion of job on submission of appropriate invoices with the certificate from the RMF, Poorna official certifying that the work has been completed to the satisfaction.

22. The Competent Authority shall have the right to not to utilize the services or terminate the contract without giving any notice or assigning any reason whatsoever.

Signature & Seal of the Vendor

OTHER TERMS AND CONDITIONS

For item no.(2) : Purchasing the shredded papers and other brown papers kept in gunny bags.

1. Our EDMS Department will inform about the disposal work as and when the shredded material is ready for disposal.
2. The tenderer has to arrange for the weighing the papers at his cost in presence of LIC official.
3. The tenderer has to quote the rate per kg for shredded and other papers as per the Annexure-II.
4. The work will be handed over to **H1 + GST** i.e. **who quoted highest rate.**
5. The quoted price should be inclusive of all i.e., picking of shredded material, lifting, weighing, transportation, municipal charges if any etc.
6. Also the bidder has to get all the required permissions at his cost.
7. Any Statutory or other charges if, applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc. for transportation if required to be arranged by the successful bidder.
8. The shredded material and other papers should be weighed at local weighing centre at tenderer cost.
9. The tenderer has to deposit the sale amount by demand draft favouring LIC of India, applicable at Mumbai as per the above quoted rate on actual weight in respect of shredded material and other papers after getting the weight certified by our official but before lifting the shredded material so weighted.
10. Only after depositing the sale amount by DD the firm will be allowed to pick up the papers for sale.
11. The tenderer shall take full responsibility in case of any damage, loss or injury to any person / building or part thereof and shall repair / and make good the loss at his own cost.
12. Conditional tenders / not meeting the terms and conditions shall be liable for rejection.
13. It is the sole responsibility of the successful bidder to ensure the safety of the materials at the time of removing, stacking, lifting, carting and deposing the materials etc.
14. The work should be completed within **7 days** from the date of intimation about the last lot to be disposed off from the office. In case of failure to remove the material, EMD will be forfeited.
15. The tenderer has to submit the pulpation certificate from the paper company to which the shredded papers have been given.
16. Removal of material shall be done in the presence of Department officials.

Signature & Seal of the Vendor

Other Details of the Tenderer

Name of the Bidder :		
Address :		
Contact No :		
PAN No.:		
EMD Pay Order / Demand Draft No. / MR No:	Date:	Amount:
Bank Account Details:		
Name of the account holder :		
Name of the Bank :		
Type of Account :		
Account No. :		
IFSC code :		
Branch address :		
Enclose cancelled cheque		

Signature & Seal of the Vendor

OFFER / BID FORM

Ref: Financial Bid for picking, destruction of old records and rearrangement of remaining records lying at their RMF Centre, Poorna, Bhiwandi.

Dear Sir,

I / we have inspected the material lying at RMF, Poorna, Bhiwandi and confirm our acceptance of the same. We are pleased to submit our offer which includes

- a. Picking the dockets from policy racks
- b. Rearrangement of dockets in the policy racks
- c. Removing the files from the policy dockets (picked from policy racks) and separating brown paper, docket cover and other papers
- d. Bundling the policy dockets in packs of 100 in sequence
- e. To shred the aforesaid papers (other than brown)
- f. Keeping the aforesaid shredded papers in gunny bags. (tenderer has to bring the gunny bags at his cost)
- g. Keeping the non shredded brown papers in gunny bags (tenderers has to bring the gunny bags at his cost)

The rate quoted is Rs. _____ per docket for aforesaid work

(Rupees _____ only (in words))

The payment will be calculated on the basis of number of dockets actually destroyed.

The rates quoted by the bidders will be all overheads inclusive i.e. picking, rearranging, removing the files from policy dockets, separating brown paper, docket cover and other papers from the aforesaid removed files, bundling the policy dockets in packs of 100 in sequence, shredding the aforesaid papers (other than brown), keeping the aforesaid shredded papers in gunny bags, keeping the non shredded brown paper in gunny bags and docket covers separately. Any statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities / Police etc. for transportation if required to be arranged by the successful tenderer.

DECLARATION : I / we have read and acquainted myself / ourselves with the terms and conditions of sale. I / we unconditionally agree to the terms and condition and have submitted this offer accordingly.

Signature of the Vendor
with seal and date

Name of the bidder : _____

Address of the bidder : _____

Phone no.: Landline _____ Mobile _____

PAN No. _____ (attach copy of PAN card)

Contact Person : _____

OFFER / BID FORM**Ref: Financial Bid for purchase of destroyed (SHREDDED) records / papers lying at RMF, Poorna Bhiwandi, District :- Thane**

Dear Sir,

I / we have inspected the material lying at RMF, Poorna, Bhiwandi and confirm our acceptance of the same. We are pleased to submit our offer for purchase which includes all the overheads viz. picking, lifting, weighing, carting etc. for the shredded papers and other papers meant for destruction at the below mention price:

PRICE BID to be quoted per KG papers meant for disposal :

Tender price for Picking, Lifting, Weighing, carting etc. of papers meant for destruction / KG - Rs.

Sr No.	Type of paper	Rate per KG + GST	Rate per KG in words + GST
1	Shredded Ordinary paper		
2	Brown paper		

The rates quoted by the bidders will be all overheads inclusive i.e. picking, lifting, weighing and carting etc shredded and other material meant for destruction. Any statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities / Police etc. for transportation if required to be arranged by the successful tenderer. The tenderer has to submit the pulp certificate from the paper company to which the shredded papers have been given.

DECLARATION : I / we have read and acquainted myself / ourselves with the terms and conditions of sale. I / we unconditionally agree to the terms and condition and have submitted this offer accordingly.

Signature of the Vendor
with seal and date

Name of the Bidder : _____

Address of the Bidder : _____

Phone no.: Landline _____ Mobile _____

PAN No. _____ (attach copy of PAN card)

Contact Person : _____

CHECK LIST

Sr. No.	Description	Remark
1	Tender fee Rs.590/-	Details of the remittance of tender fee - if remitted to LIC, MDO-I. Xerox copy of the receipt. If DD submitted, details of DD
2	EMD	D.D. Amount and details
3	Entire tender form consisting of 9 pages (excluding check list)	Should be enclosed with signature & seal
4	PAN No.	Xerox copy with self attestation should be enclosed
5	Bank Account Details	Xerox copy of the Bank account first page and cancelled cheque should be enclosed
6	Offer Bid form	Both Annexures duly filled without any corrections should be submitted
7	GST	Self attested copy of GST certificate