



Pune Divisional Office–II, S.No, 688 A+B2, 4th Floor, Mahaveer Park Bldg. Pune– Satara Road, Bibvewadi, Pune -37.
EDMS/PDO-II **Date: 11.08.2025**

Re:Tender for pulling & segregation of policy records at our RMF Center, Nimbut-LIC PUNE DO II

We propose to carry out the job of pulling & segregation of Policy records approximately One lakh eighty thousand from LIC Pune divisions I&II stored at our RMF Centre,Chapri Nimbut, Tal. Baramati- Pune 413102.

It is about 90km from Pune City.

Each policy file , hereinafter referred as “ docket” is kept in thick brown envelope which is coated with tar from inside, referred as docket cover

It is prerequisite condition that before submitting the quotation the vendor visits all the 5 go downs at Nimbut and understands the work to be done in detail. from the LIC officials working there.The visiting vendor should carry photo id card and enter his details as name ,address, contact number & id card number in the register at RMF center and signs a declaration as per format attached.

Sealed quotation is invited for picking out old policy records . The vendors are requested to quote rates for picking up, checking and segregation of papers from the dockets, shredding using machine and all allied works as detailed below:

ALSO VENDORS HAS TO CARRY OUT THE FOLLOWING ALLIED JOBS AND QUOTE RATES ACCORDINGLY.

- 1) verify the policy dockets and the papers inside the dockets as per the given list and after verification only, the remark should be taken in the supplied list. In case of mismatch the files should be handed over to us separately.

The policy files are kept in different racks & may not be in serial number order.

Hence only the files for the numbers from the given lists are to be picked up and other policy files are not to be disturbed.

- 2) Segregation of all the papers into 4 lots as docket covers, docket folders, metal clip (fastener) & all remaining papers and keeping in designated place in the same godown after approval by the LIC Officials,

Shredding/ tearing into at least 4 pieces of all Papers in the dockets .(especially Policy document, review slip, age proof copies, KYC Documents should be done with shredding machine only.)

3. The segregated papers of all sorts should be put in gunny bags in the same godown at the designated place.
- 4) After completing the above job the work area should be left in neat and tidy condition not affecting the surrounding environment.

TERMS & CONDITIONS:

- 1) Validity of Bids submitted shall be for 60 days from tender opening date.
- 2) **Please quote your Rates as per the attached format on your Company letter head only.**
- 3) Please pay Tender Fee Rs.295 (Rs. Two Hundred Ninety Five only) either by Cash OR DD/Banker's cheque favoring LIC of India payable at Pune along with quotation.
- 4) **Bidder has to sign enclosed "Bid Security Declaration" as per Annexure "A" accepting that if they withdraw or modify their bids during period of validity (which is 60 days in this case) etc. Bidder will be suspended for a period of 2 Years.**
- 5) **Since total approximate cost of the Tender is above Rs.1,00,000/-, EMD is required @ 2% of the estimated cost.**
- 6) Please pay EMD Rs. 2000/- (Rs. Two thousand only) either by Cash OR by Demand Draft/Bankers' Cheque favouring LIC Of India payable at Pune.
- 7) EMD of unsuccessful Vendors/Bidders will be refunded within 30 days from the date of finalization of Tender. EMD shall not carry any interest. Tender without EMD & Tender Fees, wherever applicable, will be subject rejection.
- 8) **To ensure due performance of the contract, successful bidder will have to keep Security Deposit/ Performance security for an amount of 10% of the value of the contract, where total contract value exceeds Rs.1,00,000 (One Lac only) same will be payable by cheque/DD in favor of LIC OF INDIA payable at Pune only**
- 9) The appointment of labour for various works is to be done by the vendor only. Labour charges for picking up, marking policy number in the given list, shredding, re-arranging of the dockets in racks, etc. will be borne by the vendor.
- 12) The successful vendor should produce the name & Id proofs of the persons who will be engaged for these services for issue of a temporary entry pass which should be produced on demand.
- 13) The successful vendor should engage such persons who are adequately literate and physically fit enough to pick out dockets from a 10 feet high steel rack.
- 14) The contractor should provide necessary materials viz. Shredding machine, power supply for shredding machines, ladders, gloves and masks, cleaning liquids etc. for his persons.
- 15) All works should be done only during Office hours in the presence of LIC Officials only.
- 16) It will be the sole responsibility of the successful vendor to comply with all the rules, regulations, laws and the conventions of the Government, Municipality and the Local bodies while carrying out the job in its entirety.
- 17) Payment for the pulling & shredding of dockets will be made within 30 days after submission of bills, after successful completion of job, only through NEFT /RTGS. Payment will be made on the actual quantity basis duly certified by our authorised officials for each item at the agreed quotation rates.

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

19) Vendors are advised to check applicable GST on their own before quoting. We will not take any responsibility in this regard. GST should be as per HSN Code of particular item.

20) NSIC registered firms who are exempted from payment of Tender fees, should attach a copy of the latest NSIC Registration certificate for claiming the exemption with tender documents. If the Tenderer is registered under DGS&D/NSIC they have to clearly mention and submit a copy of supporting valid documents. In absence of any such document, Tenderer shall be considered as not registered under DGS&D/NSIC and tender fee should be deposited by the firm.

21) **Penalty Clause:** Entire Work has to be completed within 45 working days from the date of receipt of work order letter from us. For delay beyond a stipulated time limit of 45 working days, penalty @Rs.0.15% per day on total value of the Order will be charged. Further, if at any point of time, it is noticed that the stipulated work is not as per our specifications mentioned in the work order, we reserve our right to cancel the Order and the vendor will have to make good the loss to the Corporation. The Competent Authority will decide penalty in such Cases at his discretion on the merit of the Case, which may include blacklisting from our panel

22) The rates approved will be valid for a period of ONE YEAR from the date of approval of Tender /Quotation by the Competent Authority, if mutually agreed.

23) Any dispute arising out of OR relating to Tender shall be deemed to have arisen in Pune and shall be under the jurisdiction in a Court in Pune.

24) That it has been mutually agreed between the Corporation and the Vendor that any dispute arising out of this acceptance shall be referred to for “Arbitration” to the Sr.Divisional Manager, LIC Of India, Pune Division-II who shall act as “Arbitrator” and his decision shall be final and binding to all.

25) Sr. Divisional Manager reserves the right to accept/reject the Tender in full/Part, Cancel the entire Tendering Process OR Postpone/defer the last date for submission of Tenders without assigning any reason whatsoever.

26) While carrying out work, Vendor has to take all safety precautions / measures related to work place at Nimbut.& safety of the personnel will be sole responsibility of the vendor.

For any clarification on above you may contact **Shri Sanjay Sawant Manager (EDMS) LIC PUNE DO II Office No. 020-24509015** or any Officer present in the department.

The quotation should be in sealed cover superscribed as “**Tender for pulling & segregation of policy records at RMF Center, Nimbut-LIC PUNE DO II**” and addressed to

**THE MANAGER (OS)
LIC OF INDIA, PUNE DIVISIONAL OFFICE –II,
“MAHAVIR PARK BLDG. 4TH FLOOR ,
OPP. WALVEKAR LAWNS, PUNE- SATARA RD.
PUNE-411037**

Quotation should reach us before 3.30 PM on 08.09.2025 along with tender fee Rs 295 by a DD in favour of LIC OF INDIA, payable at Pune & EMD;

Quotations will be opened on 09.09.2025 at 3:00 p.m.

Sr.Divisional Manager

NOTE: FORMAT GIVEN BELOW TO BE PRINTED ON YOUR COMPANY LETTERHEAD ONLY

To,
The Manager (OS Deptt)
LIC of India
Pune DO-II

Dt:

Ref: Tender for pulling & segregation of policy records at RMF Center, Nimbut-LIC
PUNE DO II

In response to your above referred Tender inviting quotations for pulling & segregation of policy records job , we quote our rates as under in the prescribed format.

sr no	DESCRIPTION	UNIT	RATE (Rs.) (Excl GST)
1	<u>LABOUR CHARGES (Docket pulling charges):-</u> Labour charges for picking of records from the racks as per the list given by the LIC , to verify inside records and segregation of docket cover and all type of papers inside it and shredding of all papers, by following norms laid down by Govt /any other authorities and rearranging of dockets in the space generated. <u>(Total records approximately 1,80,000 dockets)</u>	Rate in Rs.per file(docket)	

- 1) We agree with all other terms and conditions mentioned in the Tender enquiry letter
- 2) Further we agree to sign enclosed “Bid Security Declaration” accepting that if we withdraw or modify our bids during period of validity etc. we are liable to be suspended for the time specified in the tender document.

Place:
Date:

Vendor's Signature

Company Seal

To,
The Manager OS Deptt
LIC of India
Pune DO-II

Dt:

ANNEXURE "A"

(To be submitted on Firms letter head duly signed by the Authorized signatory of Company)

Re: Tender for pulling & segregation of policy records at RMF Center, Nimbut-LIC PUNE DO II

BID SECURITY DECLARATION

I/We_____ (company/firms name) hereby declare that if

I/We withdraw or modify our bids during period of validity etc.

**(45 days from tender opening date) we are liable to be suspended for a period of 1
year from participating in any new tender floated in future by concerned office.**

Dated at_____ this_____ day of _____ 2023

Authorized Signatory

(On behalf of_____)

Name:

निविदा भरणार्या व्यक्तीचे घोषणापत्र

मी (स्वतः चे नाव) स्वतः (ठिकाणाचे नाव)
या ठिकाणी दि रोजी वाजता भेट दिली आहे. तिथे
(तिथे उपस्थित एलआईसी कर्मचारी) याना भेटलो आहे. काय काम करायचे आहे ते पूर्णपणे समजून
घेतले आहे. आवश्यक ती सर्व माहिती, मोजमापे घेतली आहेत. माझी निविदा त्यावर आधारित असेल.

स्वाक्षरी
नाव
पत्ता
भ्रमणध्वनी क्र

DECLARATION BY THE BIDDER

I (name of bidder) have personally visited
(name of the place) today at (mention time) on (date) .I have seen the
workplace, spoken to (name of LIC personnel present there)I have
understood the work to be done fully.I have taken necessary details, measurements and my
quotation will be based on these.

Signature
Name

Address
Mobile number

Company Seal: