


Annexure C- Scope of the Work

- 1- Pulling out of policy dockets from racks placed at our RMF Centers (Divisional office Nagpur road Madan mahal and, Civic center Marhatal ,Jabalpur) as per the list that will be provided by us.
- 2- Docket pulling work are divided in stages (which may be three or four) in first stage total dockets are 3,03,800 (three lakh three thousand eight hundred) total dockets will be approx.7,09,000(seven lakh nine thousand).Vendo has to quote the rate as per total volume and once rate are quoted it will remain same in all stages and final payment will made when vendor completed the work of pulling of all stages .
- 3- After pulling out of dockets, it is to be handed over to LIC officials in 50-50 dockets per bundle for verification at aforementioned RMF centers.
- 4- Verified dockets are to be placed in proper place as per our requirements within aforementioned premise.
- 5- Segregation of documents from Identified/Verified dockets/Envelope.
- 6- Vendor has to collect and transport bunches of segregated documents and empty dockets generated in consequent to above process at Divisional office premises only to Civic center premises at his own cost & will have to put to gather as per our instructions as per our requirements .
- 7- Sticking of brown paper slip of appropriate size on part of docket where policy number is embossed on old useable empty docket cover & handed over to life insurance corporation Division office ,Nagpur road madanmahal Jabalpur in 500 per bundle in bag. the cost of brown paper slip, sticking gum pest & bags will be borne by the vendor .Cost of carrying the such useable/unusable empty dockets and segregated documents from both premises(civic center,marhatal jabalpur and Divisional office Madanmahal jabalpur)to Divisional office,Madanmahal,Jabalpur will be borne by the vendor.

I/WE AGREE WITH ALL TERMS AND CONDITIONS

Seal & signature of vendor



SR.DIVISIONAL MANAGER

आर.के. यादव
R.K.YADAV

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