



DIVISIONAL OFFICE,JEEVAN PRAKASH ,19 M.G.ROAD INDORE(M.P.)452001

Telephone No.-0731-2527850 Email :- edms.indore @licindia.com

TENDER NOTICE FOR “DESTRUCTION OF RECORDS AT EDMS DIVISIONAL RMF CENTRE, 4/6,4/8,4/9 LASUDIA MORI,DEWAS NAKA ,DHANIYA GODOWN 1&2 DEWAS NAKA FOR 2025-2026”

Sealed tenders from Local Vendors of Indore (M.P.) only under two bid system are invited for Destruction of approximately Eight lakhs Fifty Thousands old records (policy docket) and Two thousand Fifty One incremental batches (1 batch contain 10 files and contains 8000-9000 pages in a batch) as per list Supplied & lifting the shredded waste papers. The bidders are therefore requested to quote rates for picking up, checking & Segregation of papers from the dockets, shredding by using machine, lifting the waste papers and allied works.

Sl.No	Activity	Details
1	Tender Date	EDMS/DO 34 / DATE-06/11/2025
2	EMD	10000 /- (Ten Thousand only) (refundable)
3	Tender Fee	Fee 118/- (One Hundred Eighteen only) (non refundable) including GST
4	Address for submission of bid	CHAIRMAN STORES COMMITTEE, LIFE INSURANCE CORPORATION OF INDIA DIVISIONAL OFFICE,19 M.G.ROAD INDORE (M.P.)452001
5	Submission of Bids Date And Time	Only Local Indore (M.P.) Bidders fulfilling the complete requirement of the tender ,should submit details in One Major sealed Envelope super scribed as Envelope "Tender for Destruction of records at EDMS Divisional RMF Centre, 4/6,4/8,4/9 Lasudia Mori,Dewas Naka,Dhaniya Godown 1 &2 Dewas Naka , Indore (M.P.) 2025-2026" on or before 24.11.2025 by 05.30 PM. This major envelope should contain 02 sealed envelopes naming. (I) Technical Bid Envelope (II) Financial Bid Envelope. Technical Bid Envelope should contain Filled Tender Form Technical Bid part, details of EMD, tender fees and necessary documents. Financial Bid Envelope should contain quoted rates in Annexure- A , Annexure-B . Each and every page of Tender Form should have signature and seal of the Bidder,
6	Opening Date / Venue	25.11.2025 at 11.00 AM . One authorized representative of Bidder with proper authority letter, Identity card can be present at Divisional Office Indore for opening of Technical bid only.
7	Contact Details	MANAGER EDMS Telephone No.0731 -2527850/9826669123 Email id– edms.indore @licindia.com

Tender documents will be issued at our office on all working days (excluding holidays, saturdays & Sundays) on payment of Rs.118/- in cash during cash hours or DD favouring Life Insurance Corporation of India payable at Indore. The tender documents can also be down loaded under tenders on our web site www.licindia.in



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EDMS/Tender Form

03/11/2025

Technical Bid : Page 1

TENDER FOR “DESTRUCTION OF RECORDS AT EDMS DIVISIONAL RMF CENTRE, 4/6,4/8,4/9 LASUDIA MORI, DEWAS NAKA & DHANIYA GODOWN 1&2 DEWAS NAKA FOR 2025-2026”

Sealed Quotations are invited for following jobs at EDMS RMF Centre Indore (M.P.) as detailed below:

PART-1: PICKING OUT APPROXIMATELY 9.61 LAKH (NINE LAKHS SIXTY ONE THOUSAND) RECORDS, FOR WHICH LIC WILL PAY THE COST TO VENDOR.

Jobs for quoting rates as per ANNEXURE –A

- Taking out the policy records from racks as per the list given by us. Excel format list will be provided both in soft – file & hard copy which contains details of policy no, branch no, batch no. of old policy records.
- Rearranging of balance dockets as per our requirement in racks & revised numbering of the shelves and racks. Creation of vacant racks and their rearrangement as per our instructions.
- Segregation of docket covers & the papers inside dockets will be done by vendor after thorough verification by L.I.C. official .Sticking of brown paper/painting with light colour etc on that part where policy no. is endorsed on docket, so that later renumbering can be done with Black Marker Pen by LIC for further use. Such empty docket envelopes should be handed over to LIC-DO (OS, INDORE) in 1000 per bundle in bag by Vendor.

PART-2 PICKING OUT 2050 BATCH (ONE BATCH CONTAIN 10 FILES AND EACH BATCH ABOUT 8000-9000 PAPERS WHICH LIC WILL PAY THE COST TO VENDOR

Jobs for quoting rates as per ANNEXURE –B

- Pulling the 2050 batches (10 files from one batch) from racks & policy dockets from racks

Bidders are requested to quote the rates taking into account all the tasks involved in this process. Before submitting the quote, it is preferable that vendor shall visit at our RMF CENTRE, , 4/6,4/8,4/9 LASUDIA MORI, DEWAS NAKA & DHANIYA GODOWN 1&2 DEWAS NAKA so that the entire job involved can be visualized.

Detailed job description and other terms & conditions are as follows:



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Job Description for Taking out Dockets from policy racks: As per PART-1

1. Taking out the lapsed policy records from racks as per the list provided by LIC office.
2. After verification by LIC officials, the docket cover and the papers inside to be segregated & kept separately by vendor.
3. Rearranging of records (dockets) backwards in the space generated in racks
4. Renumbering of shelf & racks, rearrangement of vacant racks as per instructions of LIC..
5. Sticking of brown paper/painting on that part where policy no. is endorsed on docket. Empty Dockets in the batch of 1000 will be sent to Office Servicing Department, Divisional Office Indore
- 6 Waste papers will be packed in bags at vendors cost.
- 7 Transportation of destroyed dockets to the place decided will be done by vendor..

Job Description for destruction of old papers: As per PART-2

1. Papers segregated from the batches (files) and papers from batches to be shredded or torn into pieces and shifting the same after weighing in the presence of LIC official.
Papers Scrap disposal done separately from MSTC
2. After clearing the old destroyed papers, the work area to be cleaned.
3. Waste papers will be packed in bags at vendors cost.
- 4 Transportation of destroyed dockets to the place decided will be done by vendor..

Other Terms and Conditions:

- A pre-bid meeting to be organized with all the interested vendors dated on 13.11.2025 at 10.30 AM. , LIC OF INDIA ,JEEVAN PRAKASH,19 M.G.ROAD ,INDORE(M.P.) -452001
- TENDER Fee 118/- (One hundred Eighteen only) including GST (non-refundable) by way of Demand Draft/ Banker's cheque payable at Indore OR BY cash deposited at our F& A CASH COUNTER, DIVISIONAL OFFICE, INDORE during cash hours.
- The bidders are requested to submit Earnest Money Rs 10000/- [Ten thousand only] by DD in favour of 'LIC of India', Payable at Indore OR Deposited in cash at our cash counter in F&A DEPARTMENT, DIVISIONAL OFFICE, 19,M.G.ROAD ,INDORE during cash hours.
- The EMD will not carry any interest and may be forfeited in case the work is not executed by successful bidder within the stipulated time frame to the fullest of satisfaction of LIC. The EMD without interest will be returned to bidders after completion of Tender work.
- Successful bidder may be asked to deposit Security Deposit @ 5 % of Tender amount within 10 days from allotment of work order. Security Deposit will be returned without interest within 60 days after successful completion of Tender work.
- All jobs as specified above in Part-1 & Part-2 should be completed by vendor by 15.01.2026 or within 45 days from work order.
- Penalty may be imposed by the competent authority as his own discretion @ of 1% of work order per week (7 days) subject to maximum 5% of total payment value.
- EMD of unsuccessful bidders will be returned immediately.



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- **Looking into Service aspect it is mandatory for *Tenderer* to have working office/HQ/workplace situated in INDORE ONLY in M.P. Otherwise the Tender is liable to be rejected. Name & Contact number of local in charge of work should be provided by Tenderer. It is mandatory requirement for the Tenderer.**
- The successful bidder should produce the names and Id-proofs of the persons who will be engaged for these services for issue of temporary entry pass which should be produced on demand.
- Financial bid will be opened for only those Bidders who successfully qualified in Technical Bid and fulfilling all Requirements. Decision of competent authority of LIC will be final and binding on all.
- All labour charges involved in the above contract job for various activities have to be borne by the bidder only. Successful bidder should comply all statutory labour laws and regulations.
- The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy nos and physically fit so that they can take out records and renumber the racks after rearrangement. Vendor should deploy adequate number of persons to complete the job in time
- The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, painting material, gum bottles, brown paper etc for the work and persons engaged in the job.
- The shredded papers should be used only for making pulp or recycling.
- The successful bidder should submit the details of the vehicle and the name of the driver with valid driving license for allowing the vehicle for lifting the waste papers.
- The old destroyed papers after weighing in the presence of LIC officials should be lifted by MSTC after process completion,
- All Bidder should submit all necessary documents, such as GST registration, PAN, License under shop & establishment (Gumashta). Corporation has the right to call any necessary licenses, permits etc from time to time during the work as per need of LIC.
- The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
- **Previous experience in similar kind of jobs in LIC / Government / PSU offices is desirable.** A letter of experience issued by the Institution to be attached.
- It is the sole responsibility of the successful bidder to comply with all the rules, regulations, laws and conventions of the Government, Municipality and local bodies while carrying out the job in its entirety.
- The tender has two parts viz., Part 1 is for picking of records from the racks and segregating the papers inside and Part 2 is for disposal of old papers from batches and policy dockets . For Part 1 & 2, the amount payable by LIC is subject to recovery of income tax at appropriate rates.
- **The Part 1 and Part 2 of the Tenders will be decided on the lowest bidder in Part 1 & 2 cumulative rate quoted by the vendor .**



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- Vendor compulsorily quote for both the parts of the Tender .
- Quantity mentioned in the Tender is maximum quantity of records to be destroyed. Vendor should search vigorously and try to trace maximum number of records for destruction as per list provided by LIC. Payment will be made for actual traced records which are destroyed.
- All the papers of the tender should be signed & affix seal of the bidder.
- The Competent Authority of LIC shall have the right not to utilize the services or terminate the contract without assigning any reason or without giving any notice at any time.
- Any dispute arising out of or relating to this tender shall be deemed to have arisen in INDORE and be subject to adjudication of competent Court in INDORE (M.P.) only.

The sealed quotations in major closed envelope should contain two sealed envelopes (i) Sealed envelope superscribed as “Technical Bid Envelope” should contains duly filled and signed Technical Bid part of Tender form i.e all 06 Pages of Technical Bid with all necessary documents EMD, Tender Fees details etc. (ii) Sealed envelope superscribed as “Financial Bid Envelope” should contain duly filled, signed Financial Bid part of Tender form i.e. Financial Bid Part I (Annexure-A) and Part-II (Annexure-B).

This MAJOR ENVELOPE SHOULD BE ADDRESSED TO –

CHAIRMAN STORES COMMITTEE, SUPERSCRIBED AS

**“DESTRUCTION OF RECORDS AT EDMS DIVISIONAL RMF CENTRE, 4/6,4/8,4/9 LASUDIA
MORI,DEWAS NAKA & DHANIYA GODOWN 1&2 DEWAS NAKA INDORE (M.P.)
FOR 2025-2026”**

**To,
LIC of India, Divisional Office,
JEVAN PRAKASH ,
19,M.G.ROAD ,INDORE (M.P.)-452001
on or before 21.11.2025 at 05.30 PM along with EMD and Tender fees.
The bids will be opened on 01.12.2025 at 11.00AM.**

SR.DIVISIONAL MANAGER

Signature of Bidder

Name of Bidder

Seal of Agency/Firm/Company

Vendor Details for Tender Participation

S. No.	Particulars	To be filled by Tenderer
1.	Name of the Agency/firm/company.	
2.	Detailed Office address of the Agency/Firm/Company with Office telephone number/Mobile Number	
3	Ghumasta Licence issued by M.P. State under Shop & Establishment Act .(Please attach self attested copy of Licence)	
4.	Date of Incorporation	
5.	PAN No. (Attested Photo copy to be enclosed)	
6.	GSTIN No. (Attested Photo copy to be enclosed)	
7.	Do you have any Previous experience in similar kind of jobs in Government or PSU Offices (Attach the work order)	
8.	Name of the Indore Location In charge with his mobile contact number.	
9.	Bank Account Details: Type of Account: Account No.: IFSC: Branch : (Please attach Cancelled Cheque)	
10.	Details of Tender Fees Amount : Rs 118 including GST	Draft No./ Date : Issuing Branch : MR details : (If deposited in Cash)
11.	Details of EMD Amount : Rs 10000	Draft No./ Date : Issuing Branch : MR details : (If deposited in Cash)
12.	Whether filed IT returns of last 03 FY. (Please submit copies) i.e. 21-22, 22-23 & 23-24.	

FINANCIAL BID PAGE : 1 PART-1 (ANNEXURE –A)

QUOTATION FOR PICKING OUT APPROXIMATELY 9.61 LAKH (NINE LAKHS SIXTY ONE THOUSAND) AS PER THE LIST GIVEN BY L.I.C AT OUR EDMS CENTER, -INDORE (M.P.)

S.No.	Description of jobs to Quote rates	Rate To be filled by Vendor
1.	Labour Charges for picking of records from the racks as per the list given by LIC, segregation of docket cover and records inside and rearranging of dockets in the space generated. .Sticking of brown paper/Painting in light colour on that part where policy no. is endorsed on docket (so that Docket Envelope may be renumbered by LIC later on with black marker pen) and such dockets should be handed over to LIC-DO (OS,INDORE) 1000 per bundle in bag. Total record is approximate 9.61 lakhs	Cost per Record/Docket Rs-- In Words Rupees --- (Excluding GST)

FINANCIAL BID PAGE : 1 PART-2 (ANNEXURE –B)

QUOTATIONS FOR PULLING THE BATCHES (10 FILES FROM 1 BATCH ,(APPROXIMATE 2051 BATCHES) FROM RACKS (INCREMENTAL PAPAERS)

S.NO.	Description of jobs for quote rates	Rate to be filled by Vendor
1	Pulling the batches(10 files of old papers from 1 batch) from racks after taking into account labour charges for weighing, packing, loading, transportation, other miscellaneous expenses)	Rate per batch Rs. In words Rupees- (Excluding GST)

Approximately 2051 Batches records may be destroyed, Each batch may carry 8000 to 9000 paers(pages) which vary from records. Actual old scrap papers after destruction work will be sold to vendor through MSTC by LIC OF INDIA.

RATE AS PER ANNEXURE A QUOTED BY THE VENDOR	RATE AS PER ANNEXURE B QUOTED BY THE VENDOR	TOTAL RATE QUOTED BY VENDOR (Excluding GST)

The Tender is liable to be rejected for any cutting or overwriting in the Tender Document.

Final payment will be made on the basis of actual records found for destruction which may be less than estimated records mentioned in the Tender. Vendor has to arrange required Labour/Materials to complete the job. LIC will not supply anything to Vendor.

Vendor has to submit the GST bill if GST is applicable. Secondly Vendor has to submit the GST returns so that LIC may claim Input Tax Credit on GST paid. Vendor should have appropriate GSTIN for claiming GST if applicable. All decisions of competent authority of LIC will be final and binding on all.

Place:

Date:

Signature of the authorized person / Vendor

Address:

Seal of Vendor:

Contact No: Landline

Mobile No.

E-Mail ID: