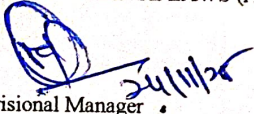


Notice inviting Tender for Pulling of Dockets and Incremental flat files from racks, Segregation of documents from Docket Envelope and incremental file & Sticking of Brown/White paper on reusable Dockets and Incremental flat file -LIC Jabalpur Division (2025-2026)

Annexure B-Instructions to Bidders and Terms & Condition.

1. Earnest Money Deposit(EMD) of Rs. 25000/- (Rs. Twenty five Thousand only) in the form of Demand Draft/ Pay Order in favour of 'Life Insurance Corporation Of India' payable at JABALPUR. and the cost of tender fee (Non-refundable) of Rs. 118/- (Rupees one hundred Eighteen only – inclusive of GST), the Miscellaneous Receipt of the tender fee deposited or Demand Draft or Pay Order shall be submitted with the tender documents in a sealed cover Envelope.
2. The Vendor who have not Submitted previous EMD Amount or tender have to submit 25000/- and All The Vendors who had submitted EMD already for the previous cancelled same tender have to deposit remaining tender fees 15000/- in Demand Draft or Pay Order.
3. The EMD will not carry any interest.
4. EMD will be forfeited if the Vendor (whom the tender will be awarded the work/job contract) unable to undertake the job within 7 days from the day of work order or is not able to complete the job to the satisfaction of LIC as per the tender conditions.
5. Security Deposit (10% of contract value) will be deposited by successful bidder and will not carry any interest . Security Deposit will be refundable after successful completion of work as per Annexure C.
6. Any corrigendum regarding modification /addition in tender specification or in terms & condition of the tender shall only be uploaded/published on our official website www.licindia.in/tender link. Hence all the interested bidders are advised to visit our above website regularly for information regarding the above till last date of bid submission
7. The work should be completed within 90 days from the date of tender award of the contract. Penalty shall be imposed by the competent authority as per his own discretion and @ of 1% per week subject to maximum 10% of total payment value.(Note- the total time are given as per all three stages)
8. 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.
9. The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy number and pullout the docket from the racks having hight about 12 feet .
10. Payment will be made within 15 days after submission of bill, after successful completion of job only through NEFT. Payment will be made on confirmation and certification of Manager (EDMS) subject to Income tax, GST, other applicable deduction as per rules.
11. The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, sanitizer etc for the persons engaged in the job & should be adequately insured .
12. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
13. It is the sole responsibility of the successful bidder to comply with all statutory obligations, rules, regulations, insurance, laws and conventions of the Government, Municipal Corporation and the local bodies while carrying out the job .
14. The Competent Authority 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.
15. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Jabalpur and be subject to adjudication of competent Court in Jabalpur (MP) only.
16. Tender will be awarded on the basis of Lowest quoted rate as per serial no. 4 of Financial bid.
17. All the works is to be carried out under the supervision of Manager EDMS.
18. Vendor have to seal & sign in attached paper of implementation of integrity pact.
19. PROVISIONS OF SECTION 33(3) AND 33(4) OF THE INSURANCE ACT,1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS)ACT . 2015 will also be applicable.


* Divisional Manager

Seal & signature of the vendor