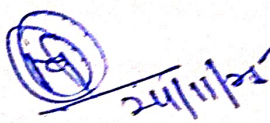


Annexure C- Scope of the Work

- 1- Pulling out of policy docket / incremental flat file from racks placed at our RMP Centers (Divisional office Nagpur road Madan mahal and, Civic center Marhatal ,Jabalpur) as per the list that will be provided by us.
- 2- After pulling out of docket, it is to be handed over to LIC officials in 50-50 docket per bundle for verification at aforementioned RMP centers.
- 3- Pulling of Incremental flat file from racks and handed over to LIC official for verification .
- 4- Verified docket and incremental flat file are to be placed in proper place as per our requirements within aforementioned premise.
- 5- Segregation of documents from Identified/Verified docket and incremental flat file.
- 6- Sticking of brown /White paper slip of appropriate size on part of docket where policy number is entered on old useable empty docket and flat file cover & handed over to life insurance corporation Division office ,Nagpur road madanmahal Jabalpur in 500 per bundle in bag the cost of brown/white paper slip, sticking gum pest & bags will be borne by the vendor .Cost of carrying the such useable/unusable empty docket and flat file ,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


R. DIVISIONAL MANAGER
