



**LIFE INSURANCE CORPORATION OF INDIA  
DIVISIONAL OFFICE - GORAKHPUR**

PO BOX NO. 21,  
BUDDHA VIHAR VYAVASAYIK YOJANA,  
TARAMANDAL ROAD,  
GORAKHPUR -273017,  
TELL: 0551-2230314, 2230323


**NOTICE INVITING TENDER**

**Tender NO-01/2025-26 (Tender for Pulling of Lapsed Policy Docket)**

Pulling out the fully Lapsed policy records, Settled Claim & Surrendered Policy Records (**Approximate NO-868950 may be revised**) in later stage of Tender Gorakhpur ) from racks as per list given by our EDMS/RMF Centres- Sealed tenders under single bid system means all the tender related document should be kept in single envelope super scribed as **Tender no-01/2025-26 (Tender for Pulling of Lapsed Policy Docket, Settled Claim & Surrendered Policy Dockets)** are invited for picking out of old records as per list to be supplied by our EDMS department and lifting the shredded waste paper. Bidders are requested to quote rates as per details below:

Dockets has to be pulled/picked in our EDMS store as per list (to be provided), segregating the docket cover and papers in the docket cover. Shredding of papers segregated from docket which may include proposal, policy document, review slip, ACR/MHR, copies of age proof and KYC documents etc. Shredding has to be done with shredding machine/scissors.

After shredding the waste should be lifted periodically and should be sent to the paper mill for making pulp used for paper manufacturing. Vendor has to submit a certificate thereof before getting payment. Racks and selves must be filled up with the same serial number of policy docket even either by same Racks and selves or by next Racks and selves and fresh policy numbering is to be done on each and every self of rack.

  
मण्डल प्रबन्धक (प्रभारी)  
भारतीय जीवन बीमा निगम  
मण्डल कार्यालय  
बुद्ध विहार व्यवसायिक योजना  
तारामण्डल रोड, गोरखपुर

The work is to be completed upto 31.01.2026 otherwise the penalty is to be imposed as mentioned below.

1. The empty dockets covers should be neatly cleaned with cloths and a brown paper sheet should be pasted to cover written space and bundled in 1000 pack in bag and handed over to us.

2. After clearing the old papers, work area should be left in neat and tidy condition.

3. Contract may be extended for a period of one year at same approved rate, T & C on. on mutual consent for any work of same nature during the year.

4. Name Of Tender - Pulling Out the Fully Lapsed and paid Policy Dockets

5. Tender NO-01-2025-26

6. Date of Tender Publication - 06/12/2025

7. Tender Form Issue Date - 08/12/2025 (10.00 AM)

8. Last Date of Receipt of form- 15/12/2025 (2.30PM)

9. Last date submission of form- 15/12/2025 (3.30 PM)

10. Date & Time of Tender opening - 15/12/2025 (4.00 PM)

11. Tender Fee (Rs-500/- + GST-) Non refundable

11. Earnest Money Deposit Rs- 29000 /-

#### **TERMS AND CONDITION**

1. The amount of tender fees Rs.590/- (with GST) which may be deposited in cash at our cash counter or in the form of DD with submission of tender. The Bidders are requested to submit a DD for Rs.29000/ as EMD in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at GORAKHPUR.

2. The engagement of labour for various works is to be done by the bidder only.

3. Labour charges for picking, shredding, loading, unloading, transportation of waste papers and brown sheet etc will be borne by the bidder. Waste paper will be taken back by bidder without payment of any cost to LIC of India.

However average cost of such waste paper per docket to be reduced while

quoting the rate of pulling the record under item no. 1 of annexure 'B'

work has to be completed within **31.01.2026** from date of award of the contract.

Penalty at rate of 1% per week subject to maximum 10% of total order value will be deducted for However, competent authority may relax above penalty / impose additional penalty as suitable at his discretion.

4. Successful bidder has to arrange to pack, weigh and transport these shredded waste/papers at his own cost and risk.

प्रमुख प्रबन्धक (प्रभारी)


राष्ट्रीय जीवन बीमा निगम

मण्डल कार्यालय

राष्ट्रीय वित्त ब्यवसायिक योजना

राष्ट्रीय रोड, गोरखपुर

5. The EMD shall not carry any interest, EMD will be refunded to unsuccessful bidder after finalization of tender. EMD of successful bidder will be adjusted toward performance security deposit that shall be 5 percent of awarded contract. Vendor shall have to deposit the said amount prior to get the work started. The refund of the security deposit amount will be done after one year of successful completion of work. If work is not completed by bidder as per terms and condition, his security deposit may be forfeited.
6. Successful bidder has to submit the details of vehicle and driver if it is demanded by official of our EDMS department.
7. The shredded waste papers should not be used for any purpose other than making pulp and used for manufacturing paper. A certificate to this effect should be provided by vendor.
8. Successful bidder may be asked to submit the name and ID proof of the workers engaged by him for these services. None other person will be allowed to enter in our stores. We may issue entry pass to the workers engaged by vendor for these works.
9. The successful bidder has to engage the workers who have attained 18 years of age, adequately literate and physically fit enough to the works assigned to them. The successful bidder has to provide at his cost all the required materials as shredding machines, scissors, ladders, gloves, masks, cleaning material, emergency light, packing materials, weighing machine, transportation etc whatever is required by his worker to do the entire work. Any injury during the work to their engaged person will be sole responsibility of the vendor.
10. All work has to be executed only during office hours and in the presence of LIC OFFICIAL.
11. Experience of vendor in similar kind of job in any PSU/GOVT. office is desirable.
12. It is sole responsibility of the successful bidder to comply with all the rules, regulations, laws and convention of the Government / Municipality etc while carrying out the job in its entirety. Payment will be made through NEFT after completion of work on receipt of bill/invoice as per agreed rates and terms & condition of the tender.
13. The contractor shall be solely responsible for all the deeds / acts of his workers in the premises of LIC of India. LIC of India shall not in any manner be liable for any damage caused on any untoward incidents or bear any compensation for damage or injury caused to the employees of the contractor while discharging their duties. There shall be no relationship of Employer &

  
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Employees under any circumstances whatsoever staff/ workers / persons at work deployed by the vender on other side.

14. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.

15. Bidder may inspect our record room at EDMS/ RMF center on any working day in office time for assessing the quantum of job and the waste paper before quoting the rates/ price.

For this purpose they may contact Sri Rajkumar Manager (EDMS)/DM  
Mob. No.7309508550

" Sealed tender cover should contain Tender Notice with Annexure ABC & D be super scribed as "TENDER FOR DESTRUCTION OF RECORDS AT EDMS CENTER" AND ADDRESSED TO THE CHAIRMAN (STORE COMMITTEE), LIC OF INDIA, DIVISIONAL OFFICE, TARAMANDAL ROAD, GORAKHPUR, PIN - 273017 and should reach us on or before 15.12.2025 at 03.30 pm along with Tender fee, EMD and completed tender document. The bids will be opened on the same day 15.12.2025 at 04.00 pm.

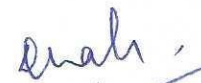


Divisional Manager (I/C)

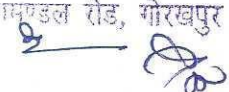
Dated: 04.12.2025

I accept the terms and conditions as above from page 1 to 3

Signature of Bidder with his official seal on each page



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मंडल विहार व्यवसायिक योजना  
मण्डल रोड, गोरखपुर



## DECLARATION

1. I/We understand that if any false information is revealed at a later date, any contact made between ourselves and the Corporation or the basis of the information given by me/us can be treated as invalid at sole discretion of the Corporation and I/We will be solely responsible for the consequences.
2. I/We understand and agree that Life Insurance Corporation of India has the right as he may decide to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors/ agencies in the event of my/our submitting non- bonafied tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.
3. I/We certify that the particulars furnished in the forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractor and any contract that I/We may be holding at the time may be rescinded.
4. I/We agree that I/We have no objection if inspection of my/our premises/workshop shop etc. is done by the officials of the Corporation of any Government Body.
5. I am agree to carry out the works as defined in tender document from page 1 to 7 and accept all the terms and condition mentioned therein .

DATE

SIGNATURE OF VENDOR




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मण्डल रोड, मोरखपुर  
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Signature of Bidder with his official seal on each page

ANNEXURE –A

**FORMAT FOR BIDDER'S ORGANIZATIONAL DETAIL**

SL.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED
1.	Name of the Firm	
2.	Registered Office address with Telephone No & email ID	
3.	Correspondence addresses and phone no.	
4.	Name of Representative with Designation who would be calling on us and attending to our job and phone number	
5.	Is the Firm registered under the Factory Act, 1948 ? If so, state a)Licence number: b)Date of last renewal of licence(copy of licence to be enclosed) c) ESIS NO.If any(enclose copy) d)EPF Registration No..... If any (enclose copy)	
6.	Whether holding certificate under GST, If yes is it in regular or composition (copy should be enclose)	
7.	NEFT Detail of the firm- Bank Account No. Bank Account Type IFSC CODE PAN No. Please enclose a cancelled cheque & copy of PAN	
8.	Is firm is MSME/ registered under NSIC, if so, enclose copy	
9.	Is the firm is owned by SC/ST entrepreneurs ? if so enclose copy	
10	GST reg NO enclose copy if registered	

  
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ANNEXURE – B

To be filled by the Tenderer

TENDER – RATES

SL.NO	PARTICULARS	QUANTITY( UNIT)	COST PER UNIT Rs. Figure including all taxes and expenses, but excluding GST	Cost per unit in Word including all taxes and expenses but excluding GST
1.	Pulling/ picking out 868950 (approx) Policy records as per list to be given to vender, segregation of docket cover and papers inside the dockets, shredding of waste paper and unusable dockets cover for pulping and to take all waste paper without any payment to LIC. However average cost of the waste paper to be reduced in quoting the rate.	Per Docket		
2.	Handing over to us usable docket cover after pasting a brown paper sheet on the written part of docket cover.	Per Docket		
3.	RATE OF WASTED PAPERS	PER KG.		
4	TOTAL COST PER DOCKET	(1+2)-3		

INSTRUCTION : 1. Kindly quote your rate in above prescribe columns including and expenses excluding GST.

2. Tender will be decided on the basis of total cost as per docket stated by the vendors in row 4(Total cost = (1+2)-3, COST HAS TO BE PAID BY VENDER TO LIC FOR WASTE PAPER RECEIVED BY VENDER OUT OF SEGREGATION OF WASTE PAPER INSIDE THE DOCKET AND UNUSABLE PULLED DOCKET. HOWEVER, USABLE DOCKET COVERS ARE TO BE HANDED OVER AFTER CLEANED WITH CLOTH AND PASTING BROWN PAPER sheet OVER WRITTEN SPACE.

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भारतीय जीवन बीमा निगम

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**NOTE: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on separate sheet giving appropriate question number**


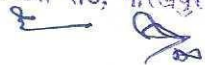
**Signature of Vender with his official seal**

**and attach it to the form. All the pages of application form and documents must be signed with seal.**

**I/We ..... Request LIFE INSURANCE CORPORATION OF INDIA, Divisional Office Gorakhpur to consider my tender and agree to give full satisfaction to the corporation in event of their doing so.**

**Dated At ..... this day ..... of .....**

**Signature of Vender with his official Seal .....**

  
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**Undertaking at Stamp Paper of Rs. 250/-**

We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Gov/ Quasi Govt. Departments in India, as on date of submission of bid in response to the above Tender.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

Authorized Signatory

Signature

Name:

Designation:

Name & Address of the company:

Seal of the Company

(This Undertaking duly notarized has to be executed on a Stamp Paper of Rs.250/- )

*Quali*

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मण्डल रोड, गोरखपुर

*[Signature]*

Details of Existing Clients: —

Annexure-D

(Separate page must be submitted for each client)

Name of Company	Address of the Company	Name of the contact person & Designation	Landline No. Mobile No.

Details of items/services provided in last 3 years to the above mentioned company (Ref. no., date of work order etc. with photocopies of the same)

Sign .....

Sign .....

Place .....


Date .....

The sealed tender envelope should reach us on or before 15.12.25 by 03:30 hrs. Addressed to  
Chairman, (Store Committee)

Life Insurance Corporation of India,

Divisional Office, O.S. Deptt, "Jeevan Prakash", PB NO.21, Buddh Vihar Vyavsayik  
Yojna, Taramandal Road, Gorakhpur -273017

The tender received after the stipulated time and date will not be entertained.

  
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