



SILCHAR DIVISIONAL OFFICE P.B.NO.54, MEHERPUR, SILCHAR-788 015, CACHAR(ASSAM)

Annexure-1

Ref:.....

Date:- 17-12-2025

**The Sr.Divisional Manager,
LIC of India
Silchar Divisional Office,
Meherpur, Silchar-788015.**

Tender no. SDO/OS/EDMS/TENDER-1 Date 17.12.2025

Last date & time of Tender submission : 31.12.2025 up to 3.00

pm

Re:- Tender for Picking out 604876 Old Policy dockets/records and 15800 Incremental records (approximately), as per the list provided by LIC of India for Records lying at EDMS department, Itkhola, Silchar

Sir,

In response to your letter no.....dated.....

We quote hereunder our rates for the desired work, **inclusive of GST**, delivery charges etc, which will hold good for a period of one year from the date of consideration at your end.

	No. of Policy Dockets (Approx)	Total Amount in lump sum
Work as per the Job Description in the Tender conditions Old Historical	604876	
Work as per the Job Description in the Tender conditions Incremental	15800	

TENDER FEE of Rs.118.00 is to be deposited by Cheque/DD favouring Life Insurance Corporation of India payable at Silchar at the time of submission of tender. This tender fee is non-refundable. Tender fee is not required if forms are downloaded from our website.

EMD of Rs:- 2680/- to be paid by DD favouring Life Insurance Corporation of India payable at Silchar along with the tender, which is refundable without interest.

The terms & conditions of this tender intimated to us vide your letter no.....dated..... are acceptable to us for carrying out the job. In case of any failure on our part to complete the job as per terms & conditions or violation of any terms & conditions we shall be liable for black listing and/or other penal actions from LIC of India.

Yours faithfully,

Signature.....

Date.....