



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

Ref: SDO/OS/EDMS/TENDER-1

Date: 17.12.2025

To:

Dear Sir,

Re: - Tender NO 1.- Destruction of Old Records/ Dockets

We invite tender for pulling out 604876 Old dockets/records and 15800 Incremental records (Approximately) lying at our EDMS department ,ItkholaSilchar -788002, shredding & packing for disposal

Tenders are invited in sealed cover for picking out of old records as per list supplied by LIC of India. The bidders are therefore requested to quotes their rates in one **lump sum** (Total Amount) inclusive of GST for the job as described below

JOB DESCRIPTION:

1. To Pull out the policy dockets from the racks as per the list provided by LIC of India, EDMS Department, Silchar Divisional Office.
2. Remove the policy covers & segregate the other papers,
3. Keep the policy cover separate in the bunch & then shredding/Torn of all other papers,
4. Policy Covers in good condition to be separated for reuse by office.
5. To verify the correctness of policy number written on the cover as well as inside papers. Further the connected papers are to be thoroughly verified as that of the same policy number. In case of mismatch nos, the files should be handed over separately to the authorised LIC official after verification and a remark to be taken in the list provided.
6. After approval by authorised LIC officials, Segregation of the files from the docket covers and process for disposal.
7. Keep the good policy cover separate in the bunch, Shredding/Torning of all dockets papers.
8. After completion of job, the work area should be Clean.
9. Periodically push the torn papers aside as per instruction of the official sitting there
10. Shredded papers will be packed by the vendor& kept ready for disposal.
10. After shredding& packing, waste papers will be disposed of by LIC of India.

Summary of Tender

| Sr No | Details | Remark |
|-------|---|---|
| 1 | Date of Tender | 17-12-2025 |
| 2 | Collection of tender form | From OS Department- SilcharDO ,Meherpur – Silchar -788015during office hours Forms can be downloaded from our Website also |
| 3 | Last date and time of submission of tender | 31.12.2025 up to 3 pm |
| 4 | Tender Fee | Rs.118 (with GST) Tender fee not required if downloaded from our website |
| 5 | EMD | Rs .2680 |
| 6 | Date of Opening of Bid | 01-01-2026 11 am |

OTHER TERMS & CONDITIONS:

1. Tender fee of Rs.118.00 with GST (100 +18) OR should accompany with tender application in the form of DD favouring LIC of India, payable at Silchar drawn upon any Nationalized bank OR in cash to be deposited at the above address – at cash counter during cash hours – on working days.(except Saturday/Sunday and holidays). Tender fee will not be refunded under any circumstances. (Tender fee is exempted for MSME vendors). Tender fee will not be required if forms are downloaded from our website.

2. The bidders are required to submit a DD for Rs2680/-Rupees Two thousand Six hundred Eighty only) as the Earnest Money Deposit in favour of “LIFE INSURANCE CORPORATION OF INDIA” payable at Silchar along with tender application

The EMD shall not carry any interest and will be forfeited if the vendor awarded the contract is not undertaking the job within 7 days from the receipt of work order OR is not able to complete the job to the satisfaction of LIC as per tender condition.

3. Supply of labour for works at work place is to be done by the bidder only. All charges including Labour charges, shredding, loading and unloading of waste papers, etc. will be borne by the bidder.

4. **Penalty Clause:** The Work should be completed within **35 (Thirty five)** working days from the date of award of the contract. Penalty may be imposed by the competent authority at his own discretion @1% per week subject to maximum of 5% of the total payment value, if work is not completed in schedule time.

5. The successful bidder should produce the names & ID proofs of the persons who will be engaged for these services.
6. The successful bidder should engage such persons who are adequately literate and physically fit enough to pick out dockets from a 10 to 15 feet high rack.
7. The vendor shall not appoint any sub vendor to carry out any obligations under the contract.
8. The contractor should provide necessary materials viz., Shredding machine, Ladders, Gloves, and Masks, cleaning liquids etc for their persons.
9. 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.
10. Payment will be made within 10 days after submission of bills, after successful completion of job only through NEFT/RTGS. Payment will be made on confirmation and certification of Manager EDMS subject to Income tax deduction as per rule.
11. The Competent Authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.
12. The bidder with prior appointment/intimation may inspect the record place at the EDMS/RMF Centre, Itkhola Silchar-788002 on any working day for assessing the nature of job and quantum of job before quoting the price.
13. All this work is to be carried out under the supervision of Manager EDMS Shri Santanu Das, Silchar DO, or Any Authorised LIC officials authorised by Manager EDMS.
14. It is proposed that tender for this job is invited for picking up stage to shredding only and thereafter the waste paper will be disposed of by LIC of India.

Tender forms may also be downloaded from our website www.licindia.in by clicking on Tender for **Destruction of Old Records/ Dockets of EDMS under SilcharDO.**

The Sealed Tender cover containing Annexure I & Price Bid, Tender Fee& EMD receipt/DD should be super scribed as "TENDER FOR DESTRUCTION OF RECORDS AT RMF CENTER/ EDMS" and addressed to THE MANAGER (OS), LIC OF INDIA, Silchar DIVISIONAL OFFICE, "JEEVAN PRAKASH BUILDING, Meherpur,Silchar-788015 and should be dropped in the tender box in the OS department before 3.00 PM on or before 31.12.2025.



MANAGER (OS)

