

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, JEEVAN PRAKASH, MANANCHIRA,KOZHICODE 673001 (Kerala)
Telephone Nos. (0495 2728742) Email :edms.kozhikode@licindia.com

Notice inviting Tender for pulling of dockets and incremental flat files from racks, segregation of documents from docket envelope and incremental file, verifying the policy number printed on documents with destruction list ,shredding the papers and putting in sacks and re-arranging the balance dockets and racks for creating additional space in RMF located at Kunnamangalam and Feroke Centres –LIC of India, Kozhikode Division (2025-2026)

Annexure A - TENDER SCHEDULE

1	Tender no- and Issuing Date	D079/ OS/39 - 16/12/2025
2	Name of the Work	Pulling of dockets and incremental flat files from racks, segregation of documents from docket envelope and incremental file, verifying the policy number printed on documents with destruction list ,shredding the papers and putting in sacks and re-arranging the balance dockets and racks for creating additional space in RMF located at Kunnamangalam and Feroke centres – LIC of India, Kozhikode Division (2025-2026)
3	EMD	25000/- (Rs.Twenty five Thousand only) (Refundable)
4	Tender Fee	118/- (Rs. One Hundred Eighteen only) (non-refundable)
5	Security Deposit	5 % of CONTRACT VALUE(REFUNDABLE)
6	Address for submission of bid (To be dropped in Tender box @ E&OS Department Divisional Office,Kozhikode)	MANAGER(OS) Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, P.B. No: 177, Mananchira, LIC Road, Kozhikode - 673001 (Kerala)
7	Pre- Bid Meeting Date ,time & venue	29/12/2025 at 11 AM TO 1.30 P.M Manager(EDMS) LIC of India, Divisional office ,Kozhikode
8	Last Date & Time of receiving / submission of tender document	On 05/01/2026 at 3.00 pm ..
9	Date & Time of opening of Bids	As on the last date of submission of tender i.e. on 05/01/2026 at 3.30 PM Venue address - LIC of India, Divisional office, Kozhikode
10	Contact Details	Manager(EDMS) - 9400521459 Telephone No.0495 - 2728742 Email id– edms.kozhikode@licindia.com
11	Official websites of tender upload /any correction etc.	www.licindia.com/Tender
12	Validity of tender	03 month from the opening date of the Bid.

Sr. Divisional Manager

Seal & signature of the vendor

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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 **KOZHIKODE**. 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 EMD will not carry any interest.
3. 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.
4. Security Deposit (5% 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.
5. 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
6. The work should be completed within 120 days from the date of 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)
7. 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.
8. 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 height about 12 feet .
9. 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.
10. 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 .
11. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
12. 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 .
13. 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.
14. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Kozhikode and be subject to adjudication of Competent Court in Kozhikode (Kerala) only.
15. Tender will be awarded on the basis of Lowest quoted rate as per serial no. 4 of Financial bid.
16. All the work is to be carried out under the supervision of Manager EDMS.
17. Vendor have to seal & sign in attached paper of implementation of integrity pact.
18. 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.

Sr. Divisional Manager

Seal & signature of the vendor

Annexure C- Scope of the Work

- 1- Pulling out of policy dockets / incremental flat file from racks placed at our RMF Centres (1.Door No.6/532/A1 to A9/M to Z, Feroke bazaar, Opposite Railway Station, Feroke,Kozhikode 673104 2. Door No.1/774 CDGH, PM Complex, Kunnamangalam, Kozhikode) as per the list that will be provided by us.
- 2- Pulling of Incremental flat file from racks and handing over to LIC Officials for verification
- 3 Segregation of documents from Verified dockets and incremental flat file are to be shredded and put in sacks and be placed in proper place as per our requirements within aforementioned premise.
- 4 Re-arranging the balance dockets and racks for creating additional space in RMF located at Kunnamangalam and Feroke Centres
- 5 Reusable empty dockets shall be handed over to LIC of India, Divisional Office ,Jeevan Prakash, LIC Road, Mananchira, Kozhikode 673001 in 500 per bundle in bag. .Cost of carrying such useable empty dockets and flat files from both premises (Kunnamangalam & Feroke) to Divisional office, Kozhikode will be borne by the vendor.

I/WE AGREE WITH ALL TERMS AND CONDITIONS

Seal & signature of vendor

SR.DIVISIONAL MANAGER

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Annexure D –Financial Bid

Sl.No	Particulars	To be filled by the Vendor
1	Name of the Agency / Firm	
2	Name of the contact person	
	Details of Tender Fee	Amount : Rs Draft No./MR No. : Date : Issuing Bank:
3	Details of EMD	Amount : Rs Draft No. /MR No.: Date : Issuing Bank:
4	<u>Rate Quoted for the job</u> "As mentioned in Annexure 'C' (from point 1 TO 6)	(1)- COST PER DOCKET ----- (EXCLUSIVE GST) (Rs _____)In Figures (Rs._____)In Words (2)-COST PER INCREMENATAL FILE ----- (EXCLUSIVE GST) Rs _____)In Figures (Rs._____)In Words

. NOTE-

1. GST WILL APPLICABLE AS PER GOVT.RULE
2. Any correction/overwriting/cutting in quoted amount will be rejected
3. Please quote the rate according to total volume of dockets i.e approx 11,96,933(Eleven Lakhs Ninety Six thousand Nine Hundred thirty three dockets) and 67250 (Sixty seven thousand two hundred fifty) incremental flat file.

Place:

Signature of the Authorised Person

Date:

SR.DIVISIONAL MANAGER