

**LIFE INSURANCE CORPORATION OF INDIA**  
**DIVISIONAL OFFICE, JEEVAN PRAKASH, NAGAMPADAM, KOTTAYAM- 686001 (Kerala)**  
**Telephone Nos .04812567609      Email :os.kottayam@licindia.com**

**Notice inviting tender for pulling of dockets and incremental flat files from racks for destruction of EDMS files in RMF Centres- LIC of India, Kottayam Division ( 2025-2026)**

**Annexure A - TENDER SCHDULE**

1	Tender no- and Issuing Date	DO-39/ EDMS/01-18/12/2025
2	Name of the Work	Pulling of dockets and incremental flat files from racks, verify the policy number printed on documents with destruction list, segregation of documents from docket envelope and incremental file, shredding of papers and putting in sacks, sticking brown/white paper on reusable dockets and flat files and re-arranging the balance dockets and racks for creating additional space in RMFs –LIC of India, Kottayam Division (2025-2026)
3	EMD	25000/- (Rs. Twenty five Thousand only) (Refundable)
4	Tender Fee	118/- (Rs. One Hundred Eighteen) (non-refundable)
5	Address for submission of bid (To be dropped in Tender box @ E&OS Department Divisional Office,Kottayam)	Manager (E&OS) Life Insurance Corporation of India, Divisional Office, Jeevan Prakash,P B No 609 Nagampadam, Kottayam-686001
6	Pre- Bid Meeting Date ,time & venue	24/12/2025 at 11 AM RMF Center , Kelachandra Building Chingavanam , Kottayam - 686531
7	Last Date & Time of receiving / submission of tender document	30/12/2025 at 3.00 PM
8	Date & Time of opening of Bids	30/12/2025 at 3.30 PM <b>Venue address - LIC of India, Divisional office, Kottayam</b>
9	Contact Details	Manager(E&OS) – 9446553024 Telephone No.0481-2567609, 0481-2560339 Email id–os.kottayam@licindia.com
10	Official websites of tender upload /any correction etc.	www.licindia.com/Tender
11	Validity of tender	On or before 10.03.2026

Sr. Divisional Manager

Name & signature of the vendor

**Notice inviting tender for pulling of docket and incremental flat files in RMFs –LIC of India, Kottayam Division (2025-2026)**

**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 KOTTAYAM. 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 of Rs. 25,000 /- 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. 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](http://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
5. The work should be completed on or before 10.03.2026 . 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 and such penalty will be deducted from the amount payable.
6. 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.
7. 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 .
8. 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.
9. 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 .
10. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
11. 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 .
12. The Competent Authority shall have the right not to utilize the services of the Vendor or terminate the contract without giving any notice at any time.
13. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Kottayam and be subject to adjudication of Competent Court in Kottayam (Kerala) only.
14. Tender will be awarded on the basis of Lowest quoted rate as per serial no. 4 of Financial bid.
15. All the works is to be carried out under the supervision of Manager EDMS.
16. Vendor has to put sign and seal in the attached format of integrity pact and the successful bidder will have to execute the Integrity Pact on stamp paper worth Rs.500/-
17. 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

Name & 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 Centers (1.Kelachandra Building, Chingavanam 686531 and RMF center, Nr Village Office, Nattakam 686013 ) as per the list that will be provided by us.
- 2- After pulling out of policy dockets, they are to be handed over to LIC officials in 60-60 dockets per bundle for verification.
- 3- Pulling of Incremental flat file from racks and handing over to LIC officials for verification .
- 4- Verified dockets 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 dockets and incremental flat file.
- 6- Shredding of papers and putting in sacks.
- 7- Sticking of brown/white paper slip on reusable empty dockets and handed over to LIC of India, Divisional office, Nagampadam, Kottayam, in 500 per bundle. Cost of paper slip sticking gum and bags will be borne by the Vendor. Cost of carrying such empty dockets from the premises (RMF Centre at Chingavanam and Nattakom) to LIC of India, Divisional office, Nagampadam Kottayam will be borne by the Vendor.

**I / WE AGREE WITH ALL TERMS AND CONDITIONS AND THE SCOPE OF THE WORKS.**

**Sr. DIVISIONAL MANAGER**

**Name &signature of Vendor**

**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 : R. 118.00 Draft No./MR No. : Date : Issuing Bank:
3	Details of EMD	Amount : Rs.25000.00 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 - (excluding GST ) (Rs _____) IN WORDS:  (2)COST PER INCREMENATAL BATCH -- (excluding GST) (Rs- _____ ) IN WORDS:

**. NOTE-**

1. GST WILL APPLICABLE AS PER GOVT.RULE
2. Any correction/overwriting/cutting in the quoted amount shall be authenticated by the Vendor.
3. Please quote the rates considering the total volume of dockets approximately 8,04,447 (Eight Lakhs Four Thousand Four Hundred Forty Seven ) and 4842 (Four thousand Eight Hundred Forty Two) incremental batches.

Place:

Name & Signature of the authorized person

Date:



Applicant's details :

Name of the Agency/Firm/Vendor	
Whether Agency /firm belongs to MSME Give details:	
Contact Address	
E-mail address	
Name of the Contact Person	
Mobile Number	
Aadhaar number	
PAN Number	
GST number of the Agency/Firm	
Bank Account details	Account No: Type of Account: Name of Bank: IFSC Code:

I hereby declare that the details give above are correct to the best of my knowledge.

(Please attach copies of Aadhar, PAN, GST and Bank passbook/cheque leaf)

Name, Signature and seal :