



**DIVISIONAL OFFICE MUZAFFARPUR.**

"JEEVAN PRAKASH" BUILDING, U.S.P.D. MARG, CLUB ROAD MUZAFFARPUR- 842002.  
PHONE NO. 0621-2245316, E mail- [edms.muzaffarpur@licindia.com](mailto:edms.muzaffarpur@licindia.com)

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**LIC of India intends to float a tender for carrying out the job of policy docket & incremental record pulling & policy docket re-arrangement at RMF CENTRE Under LIFE INSURANCE CORPORATION OF INDIA, MUZAFFARPUR, DIVISIONAL OFFICE**

Please log on to [www.licindia.in](http://www.licindia.in) and go to "Tender" and click on the link

**"Tender for policy docket & incremental record pulling & policy docket re-arrangement at RMF CENTRE Under**

**LIFE INSURANCE CORPORATION OF INDIA, MUZAFFARPUR, DIVISIONAL OFFICE**

**Tender forms available for download on our website from 06/01/2026.**

**Last date of submission of tender forms-21.01.2026 till 03:00PM.**

**LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.**

**Sr. Divisional Manager**

**Date:05.01.2026**

# TENDER NOTICE

FOR

CARRYING OUT THE JOB OF  
POLICY DOCKET & INCREMENTAL RECORD PULLING & POLICY  
DOCKET RE-ARRANGEMENT AT RMF CENTRE

Under

LIFE INSURANCE CORPORATION OF INDIA, MUZAFFARPUR, DIVISIONAL OFFICE

"Jeevan Prakash", U.S. PRASAD MARG, RAMNA, MUZAFFARPUR: 842002

E-mail: [edms.muzaffarpur@licindia.com](mailto:edms.muzaffarpur@licindia.com)

1. **Applications are invited** from Vendors/Service Providers for carrying out the Job of "Policy Docket pulling, pulling of incremental records from the bundles & Policy Docket Re-arrangement" at RMF Centre, Kalambagh Road, near Mahindra workshop, Muzaffarpur, under Muzaffarpur Divisional Office, Muzaffarpur.

## 2. Scope of Work/ Description of Job:

- As per provided list, the Policy Dockets to be pulled out from the racks at RMF Centre, Muzaffarpur.
- Total No of Dockets to be pulled out is **8,85,194**.
- Total No of Incremental records to be pulled out from bundles is **3752 Batches**(per batches=1000 document, comprise of one or more pages).
- Counting of Policy dockets.
- Counting of Incremental batch records.
- Storing of Pulled Policy Docket cover (those are in good condition) which is to be separated and to be tied in Five hundred number (500) and to be kept in side of the room.
- 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 authorized LIC official after verification and a remark to be taken in the list provided.

## 3. Eligibility Criterion:

- Due to special nature of the job, the participating vendor should have experience in performing similar kind of job in a reputed firm.
- Vendor/Service provider should possess PAN from IT Authority and should have Bank Account.
- Vendor/Service provider should provide GST Registration No (if registered)
- In force Trade Licence & Address proof of Local Office.
- The Corporation reserves the right to cancel/reject the vendors/ at its sole discretion without assigning any reason what so ever.

## 4. Penalty Clause:

The work should be completed within 45 (Forty Five) working days from the date of award of the contract. Penalty may be imposed by the competent authority at his discretion @1% per week subject to maximum of 5% of the total payment value, if work is not completed in schedule time.

  
**SR. DIVISIONAL MANAGER**  
**LIC OF INDIA**  
**MUZAFFARPUR DIVISIONAL OFFICE**

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### 1) Terms & Conditions:

- a) Cost of Tender Document: Rs.250.00 + GST 18% (Not Refundable). To be paid In Draft (payable in favour of LIC of India) or Cash to be deposited at Cash Counter of Muzaffarpur Divisional Office. Application submitted without tender fee will not be considered.
- b) Vendors empanelled with LIC of India are exempted from Cost of Tender Document/Tender Fee.
- c) Publication of Notice on Notice Board : 06.01.2026
- d) Last date of submission of Tender : 21.01.2026 up to 3.00pm.
- e) Opening of Tender : 21.01.2026 at 03:30 pm.
- f) The application must fulfill eligibility criteria as mentioned above.
- g) The decision of the Corporation is final and binding.
- h) The selected Tender for rate quotation shall have a validity till **30.06.2026**.
- i) The competent Authority reserves the right to waive/ add any requirement for consideration of the technical bid.

### 2) Document to be submitted by the vendor:

- 1) Valid Trade License issued by an appropriate authority for conducting business.
- 2) Copy of PAN Card/Aadhar Card/Bank details.
- 3) Copy of GSTN Certificate (If Registered)
- 4) Document showing Previous Experience in Similar Job in a reputed firm.
- 5) Tender Fee Payment Document (DD or Copy of Cash Receipt)
- 6) EMD in the form of Demand Draft (If not exempted).

### 3) BID Details:

- a. The Vendor should provide his/her profile as per Annexure-I.
- b. Payment Particulars as per Annexure-II.
- c. The Vendor should submit DD for Rs.250.00 + GST 18% as cost of Tender Document or copy of cash receipt paid over counter along with executed Tender Document.
- d. A Demand Draft for Rs. 13000.00 drawn in favour of LIC of India, payable at Muzaffarpur against EMD must be attached along with technical bid document. The vendor who is a Registered MSME vendor is exempted from payment of the said EMD. Vendor claiming this exemption must submit valid MSME Certificate issued by appropriate authority.
- e. The Vendor should provide in Annexure-III, the price in formation and the rates be quoted in Indian Rupees only and must contain Rate per Docket to be pulled, kept in lot, rearrangement etc as mentioned in Description of Job.
- f. *(In case of any difference between the rates in figure and words is found, the rates provided in figure shall be taken as correct).*
- g. *And in case any difference between the rate provided against single Docket and same provided against 1 lac dockets is found, then the rate provided against single docket shall be taken as correct).*
- h. *The successful bidder must deposit 5% of the value of the bid as Performance Security within 15 days of sending the offer letter which will be refunded within 2 months of completion of the job subject to satisfactory completion of the job.(Ref: CO/OS/B/Security Deposit/2023-24 dt.01.02.2024)*

**4) Price quoted should be inclusive of all expenses, but excluding GST. The break up for GST should be shown separately. TDS shall be deducted as per IT rules.** Price details must be filled up in all respect. Correction & Alteration, if any should be authenticated.

5) Number of Dockets to be pulled out mentioned in Annexure is approximate and for the Comparing purpose. The number of dockets may increase/decrease at the time of actual Work.

**The payment will be on the basis of actual number of dockets, incremental records as per Batch (for incremental) pulled out** and rate per docket will be reckoned for the determination of amount to be paid. The payment will be made through NEFT after completion of ordered job.

**6) The Corporation reserves the right to accept or reject any/all tenders at its sole discretion without assigning any reason what-so-ever.**

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## **JOB DESCRIPTION**

1. To pick out the policy dockets from the racks as per the list supplied.
2. Pulling of incremental records from the bundles stored at RMF Centre.
3. Arranging the dockets separately in serial order as per the list and handing over the dockets to LIC officials for checking. Any wrong docket detected during checking are to be placed in Original place immediately.
4. Total No of Dockets to be pulled out is **8,85,194 &** Total No of Incremental batches to be pulled out is **3752**.
5. Storing of Pulled Policy Docket cover (those are in good condition) which to be separated and empty docket to be tied in Five hundred number (500) and to be kept in side of the room.
6. The balance Docket covers and inside papers to be bundled separately then rearranged in five hundred numbers and to be kept at the side of the room.
7. Counting of Policy dockets & Counting of Incremental Batch records.

## **OTHER TERMS AND CONDITIOS:**

1. The appointment of labour for various works is to be done by the successful bidder only.
2. The successful bidder should engage such persons who are adequately literate and physically fit enough to pick out dockets from a 10 feet high steel rack.
3. Labour below the age of 18 years, should not be involved for the work.
4. The successful bidder/Vendor should produce the name and ID proofs of the persons who will be engaged for these services for issue of a temporary entry pass which should be produced on demand.
5. All works should be executed during office hours and in the presence of LIC officials only.
6. Previous experience in similar kind of jobs in LIC/Govt. PSU offices is desirable.
7. The work should be completed within 45 days from the date of award of the contract.
8. The Competent Authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.
9. The Vendor/ bidder has to put his signature in each and every page of the tender document and supporting documents quoting the price.
10. Quoted rate should be excluding GST and all taxes.
11. Payment if any will be made subject to deduction of Income Tax & GST etc.
12. LIC reserves the right to accept or reject any tender at its discretion without giving any reason for the same.
13. The Tender Notice & Tender Papers will be uploaded in official website of LIC of India and Notice Board of Muzaffarpur Divisional Office and RMF Center, Muzaffarpur.
14. The interested bidder can also collect the tender documents from EDMS Department, Divisional Office Muzaffarpur, Jeevan Prakash, 1st Floor, U S Prasad Marg, Ramna Muzaffarpur-842002 on depositing non- refundable Tender Fee Rs.250/- at Cash Counter (GST extra).
15. Tender papers duly filled in should be submitted in two separate closed envelopes: -


**Envelope No.(1)** Should be superscripted as "Technical Bid for Pulling of Policy Dockets & Incremental Records at EDMS-RMF". Technical Bid consists of signed copy of job description. Terms & Conditions, Profile of the Firm/company (Annexure-I enclosed), Tender Fee (Annexure-II) and EMD Money.

**Envelope No.(2)** Should be superscripted as "Financial Bid for Pulling of Policy Dockets & Incremental Records at EDMS-RMF". Financial Bid consists of Tender Rate (Annexure-III enclosed).

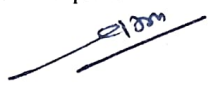
Both the sealed Envelopes No.(1) & (2) should be put in a bigger size Envelope and Should be superscripted as-

"TENDER FOR PULLING OF POLICY DOCKETS & INCREMENTAL RECORDS AT EDMS-RMF"

and addressed to THE MANAGER (OS).LIC of INDIA, Muzaffarpur Division or also the same may be dropped in the tender box available at the 2<sup>nd</sup> floor, OS Department at Muzaffarpur Division and should reach us on or before 15.00 hours on **21.01.2026** .



Sr.Divisional Manager  
LIC of India  
Muzaffarpur Divisional Office.



## Annexure-I

### **NAME OF THE WORK: "PULLING OF POLICY DOCKETS & INCREMENTAL RECORDS & Policy Dockets Re- arrangement" at EDMS-RMF PROFILE OF VENDOR**

Name of the FIRM/SERVICE PROVIDER (in block letters)	
Office Address, Phone No & e-Mail Address(if any)	
Status of the firm: (Pvt. Ltd. Co./Public Ltd. Co./Partnership Firm/ Proprietorship firm)	
Name of the Proprietor/Director/CEO (as the case may be):	
Name of the Banker with Address: Telephone No: A/C no: IFSCode:	
PANNo:	
GST Registration No (if registered) (Xerox of the document to be attached)	
Whether empaneled with LIC of India (If yes, please provide supporting document) (Experience if any)	

I/We do state that the information provided above are true to the best of my/our knowledge and belief.

**Date:**

**Authorised Signatories of Vendor  
(Name & Designation with seal of the firm)**

**Note:**

- 1) Above form should be filled legibly and duly signed and sealed.
- 2) Incomplete forms and without required documents are liable to be rejected.
- 3) The Corporation reserves the right to cancel/reject the vendor/s at its absolute discretion without assigning any reason.

Annexurell

NAME OF THE WORK: "Policy Docket Pulling, Incremental Pulling & Policy Dockets Re-arrangement" at EDMS-RMF

PAYMENT PARTICULARS OF TENDER FEE & EMD

NAME OF THE BIDDER :.....

1. Tender fee of Rs.250.00(+GST) (If the payment made through Demand Draft)

Particulars	Draft No	Date	Drawn on	Payable at	Amount
Tender Fee/ Cost of Tender Document					

2. Tender fee of Rs.295.00(If the payment made over LIC Counter)

Particulars	Tr No	Date	Amount
Tender Fee/Cost of Tender Document			

2. EMD Particulars

Particulars	Draft No	Date	Drawn on	Payable at	Amount
Earnest Money Deposit(EMD)					

Signature of the Vendor / Authorised Person  
Name :

Designation:  
Seal

**AnnexureIII  
Tender Rate  
Financial Bid Proforma**

**For Old Record Destruction at EDMS-RMF**

Sl. No. (A)	Particulars (B)	Quantity (C)	Cost per Unit Without GST Rs. (D)	Total Quantity (Approx.)	Total Cost Without GST Rs.
1.	Cost of Pulling dockets from Racks as per list provided	Per Docket		885194( Approx)	
2.	Cost of pulling Incremental records from Racks as per list provided	Per Batches( 1000 Document )		3752( Approx)	
3	Counting of Policy dockets & incremental records & packaging of empty dockets in multiple of 500.	Per Bundle		888946/500 = 1778 (Approx.)	
5	Total (1+2+3)				

1. Rate should be exclusive of GST & all other Taxes. Tender Cost excluding GST will be considered for selection of L1 Vendor.
2. If there is a discrepancy between rate per Docket and total value mentioned in last Column, then rate per Docket will be considered.
3. There should not be any over writing and without any hedging condition.
4. Total Nos of Dockets mentioned above is approximate which may decrease or increase at the time of Work, However the Payment will be released on the basis of RATE PER DOCKET / File mentioned in "C".
6. GST will be paid at applicable rate on the Value of Work.

Signature of the Vendor / Authorised Person  
Name :  
Designation:  
Seal