



LIFE INSURANCE CORPORATION OF INDIA,  
Mumbai Divisional Office – II, LIC Digital Building,  
1<sup>st</sup> floor, C-10, G-Block, BKC, Bandra [E],  
Mumbai - 400051  
Phone No. 022-69375107.

Date: 28.01.2026

### **NOTICE INVITING TENDER**

LIC of India invites sealed tender from firms for the following work to be carried out at RMF, Poorna, Bhiwandi, Dist- Thane.

**1. Destruction of old records – Policy Dockets i.e.,**

- A) Picking the dockets from policy racks according to the list provided by office.
- B) Rearrangement of remaining dockets in Policy racks.
- C) Removing papers from policy dockets (picked from policy racks) and separating brown paper, docket cover and other papers.
- D) Bundling empty Policy dockets in packs of 100.
- E) To shred the aforesaid papers (other than brown paper & empty policy dockets)
- F) Keeping the aforesaid shredded papers in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
- G) Keeping the non shredded brown paper in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)

**2. Destruction of old records – Incremental Files i.e.,**

- A) Picking files from racks according to the list provided by office.
- B) Rearrangement of remaining files in the racks.
- C) Removing papers from files (picked from racks) and separating office file and other papers.
- D) Bundling office files in packs of 100.
- E) To shred the aforesaid papers (other than office files)
- F) Keeping the aforesaid shredded papers in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
- G) Keeping the non-shredded files in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)

**3. Purchasing the aforesaid shredded papers, brown paper, empty policy dockets and office files lying in RMF, Poorna, Bhiwandi, Dist- Thane.**

**The tenderer has to quote for all above three works separately as per above point nos. 1, 2 & 3. Tender quoted for single work will not be entertained. The work under point no. 1 and 2 will be awarded to L1 & work under point no. 3 will be awarded to H1 [GST should be separately mentioned].**

The last date for submission of sealed quotations to the Divisional Manager (OS) are as per the details given below. Tender format containing the terms and conditions may be obtained from our office at above address. It is also available on our Web site [www.licindia.in/tenders](http://www.licindia.in/tenders) from 28.01.2026. Corrigendum if any, will be available on the same site only.

**The Sr. Divisional Manager, Mumbai Divisional Office – II, reserves the right to reject at his sole discretion without assigning any reason whatsoever.**

Sl. No.	Particulars	Remarks
1	Issuance of Tender	From 29.01.2026 to 06.02.2026 on all working days from 10.00 hrs to 17.00 hrs at Mumbai Divisional Office -II.
2	Last date for Submission of Tender	On or before 12.30 hrs on 06.02.2026.
3	Opening of Tender	15.00 hrs on 06.02.2026.
4	Cost of Tender document (Non-refundable)	₹.590/- inclusive of GST (Rupees Five Hundred and Ninety only) payable by cash at Mumbai Divisional office -II or by DD drawn in favour of LIC of India payable at Mumbai is compulsory.
5	Earnest Money Deposit by Demand Draft	₹.16,000/- [Rupees Sixteen Thousand only]. DD drawn in favour of LIC of India payable at Mumbai.
6	Submission of Tender	The sealed tender cover should be super scribed as "Tender for destruction of records at RMF centre/EDMS" and addressed to "Manager (OS) Divisional Office, LIC of India, Mumbai –II, Mumbai – 400051

Signature of Vendor  
With seal & Date.

  
Sr. Divisional Manager

## **Tender Proforma**

Life Insurance Corporation of India,  
OS Department,  
Mumbai Divisional Office - II,  
LIC Digital Building, 1<sup>st</sup> floor, C-10, G-Block,  
BKC, Bandra, [E], Mumbai -400051

### **TENDER FOR**

- 1. Destruction of old records – Policy Dockets i.e.,**
  - A) Picking dockets from policy racks according to the list provided by office.
  - B) Rearrangement of remaining dockets in Policy racks.
  - C) Removing papers from policy dockets (picked from policy racks) and separating brown paper, docket cover and other papers.
  - D) Bundling empty policy dockets in packs of 100.
  - E) To shred the aforesaid papers (other than brown paper & empty policy docket)
  - F) Keeping the aforesaid shredded papers in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
  - G) Keeping the non-shredded brown paper in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
- 2. Destruction of old records – Incremental Files i.e.,**
  - A) Picking files from racks according to the list provided by office.
  - B) Rearrangement of remaining files in the racks.
  - C) Removing papers from files (picked from racks) and separating office file and other papers.
  - D) Bundling office files in packs of 100.
  - E) To shred the aforesaid papers (other than office files).
  - F) Keeping the aforesaid shredded papers in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
  - G) Keeping the non-shredded files in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
- 3. Purchasing the aforesaid shredded papers, brown paper, empty policy docket covers and office files lying in RMF, Poorna, Bhiwandi, Dist- Thane.**

### **Note:**

- 1. No. of Dockets : Around 7,00,000 (Actual number may vary).**
- 2. No. of Incremental Files – around 40,000. (Actual number may vary).**

Issued to:

M/s \_\_\_\_\_

Last date for submission of Tender : On or before 12.30 hrs on 06.02.2026.

## TERMS AND CONDITIONS

1. The Tender should be accompanied by Tender Fee of ₹.590/- (₹.500 + GST 18%)(Rupees Five Hundred and ninety only) by cash deposited at cash counter at Mumbai Divisional Office-II or in the form of Demand Draft drawn in favour of "LIC of India" payable at Mumbai, without which the tender will not be considered and summarily rejected. This tender fee will not be refunded to the bidder.
2. Tender should be accompanied by refundable Earnest Money Deposit (EMD) of ₹. 16,000/- ( Rupees Sixteen Thousand only) in the form of Demand Draft drawn in favour of "LIC of India" payable at Mumbai, without which the tender will not be considered and summarily rejected. This EMD will not carry any interest.
3. **EMD :** Firm with MSME and NSIC certification are exempted as per rules if certificates are attached.
4. It is advised that the tenderer should visit the RMF, Poorna, Bhiwandi office to have an idea of the work.
5. **The sealed tender cover should be superscribed as "Tender for destruction of records / Sale of shredded paper at RMF centre / EDMS" and addressed to "Manager (OS) Divisional Office, LIC of India, Mumbai Divisional Office – II , Mumbai – 400051.**
6. **The successful tenderer will be required to deposit an amount at the rate of 5% of contract value towards Security Deposit within 1 week from the date of receipt of confirmed order from our office.**
7. The EMD of the unsuccessful tenderers shall be refunded after the completion of tender process.
8. The EMD of successful Tenderer will be refunded after accepting the work order & depositing the security deposit amount within the stipulated time. Otherwise it will be forfeited.
9. The Security Deposit of the successful tenderer shall be refunded after the completion of tender jobs satisfactorily and settlement of accounts.
10. The amount in numbers and in words is to be quoted / mentioned in the Annexure-I, II & III (enclosed). The quotation not received in Annexure-I, II & III format will be summarily rejected.
11. No claim whatsoever with respect to the quantities / condition of the material or otherwise will be entertained / payable after submission of bid by intending tenderers.
12. The tenderer shall quote the amount clearly in figures and words and should be prefixed by the word Rupees and avoid over writing. Tenderer should sign all cutting / over writings.
13. The quotation will be valid for 90 days.
14. All disputes will be subject to Mumbai Jurisdiction only.
15. The tenderer will take all precautions at his own cost to safeguard his workers during process of entire work as mentioned in Items (1), (2) & (3).
16. Sr. Divisional Manager reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision in case of doubt / dispute shall be final and binding on both the parties.
17. Tenderer has to sign on all the papers as a token of acceptance of terms and conditions.

**18. The tenderer has to submit all the documents mentioned in the check list.**

**19. If the vendor refuses to accept or execute the work order after acceptance for whatever reason then, any or all of the penalties laid down below will be imposed.**

- a. Forfeiture of EMD and/ or security deposit**
- b. Imposition of penalty as may deem fit by the competent authority**
- c. Termination of the contract for default**
- d. Debar / Blacklisting of the firm**

**20. Application received from Blacklisted vendor [by any office of LIC] will not be entertained.**

I have inspected the site / materials for destruction & purchase and quoted the amount in the tender (Annexure-I), (Annexure-II) & (Annexure-III) and all the terms / conditions mentioned above and for each items (1), (2) & (3) here in below and in the notice inviting tender are acceptable to me.

**Signature & Seal of the Vendor**

## **OTHER TERMS AND CONDITIONS**

### **For item (1): Destruction of old records – Policy Dockets /Incremental Files i.e.,**

- 1.** The firm has to pick up dockets / files from policy racks, as per the list provided to him and verify docket thoroughly whether file picked is in concurrence with number appeared in the list. No other items except records as per the list provided are to be removed.
- 2.** After picking up dockets/ files, the tenderer has to rearrange remaining dockets/ files in the racks in order as per directions of Manager (EDMS) to generate empty racks. Dockets not available on racks are to be mentioned as "Not Received" & the lists are to be handed over to MDO-II, EDMS department for making the payment.
- 3.** The tenderer has to get approval from Manager (EDMS) for shredding files so picked as per the list provided to him.
- 4.** After getting approval from Manager (EDMS), the tenderer has to
  - A)** Pick dockets from policy racks.
  - B)** Rearrange remaining dockets in policy racks.
  - C)** Remove papers from policy dockets (picked from policy racks), and separate brown paper, docket cover and other papers.
  - D)** Bundle empty policy dockets in packs of 100.
  - E)** To shred the aforesaid papers (other than brown paper & empty policy docket)
  - F)** Keep the aforesaid shredded papers in gunny bags. (Tenderer has to bring the gunny bags at his cost.)
  - G)** Keep the non shredded brown paper in gunny bags. (Tenderer has to bring the gunny bags at his cost.)
- 5.** Destruction of old records – Incremental Files i.e.,
  - A)** Picking files from racks according to the list provided by office.
  - B)** Rearrangement of remaining files in racks.
  - C)** Removing papers from files (picked from racks) and separating office file and other papers.
  - D)** Bundling office files in packs of 100.
  - E)** To shred the aforesaid papers (other than office files)
  - F)** Keeping the aforesaid shredded papers in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
  - G)** Keeping the non-shredded files in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
- 6.** The tenderer has to quote rate per docket for aforesaid activities of 4[A] to 4[G] and per Incremental office file for aforesaid activities of 5[A] to 5[G].
- 7.** All the aforesaid activities have to be done in the presence of Officials and during office hours.
- 8.** The approximate number of records to be destroyed may be around 7,00,000 (Actual number may vary) and around 40,000 Incremental Files (Actual number may vary).
- 9.** The work will be handed over to L1 [GST should be separately mentioned] i.e., who quoted the lowest.
- 10.** GST remitted by the vendor must be duly reported and reflected in the GST return.
- 11.** The quoted price should be inclusive of all types of overheads etc.
- 12.** Income Tax will be deducted as per rules at applicable rate.

13. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc. for transportation if required to be arranged by the successful tenderer.
14. The tenderer has to submit the pulpation certificate from the paper company to which the shredded papers have been given.
15. The tenderer shall take full responsibility in case of any damage, loss or injury to any person / building or part thereof and shall repair / and make good the loss at his own cost.
16. Conditional tenders / not meeting the terms and conditions shall be liable for rejection.
17. The work should be completed within **60 days** from the date of receipt of confirmation letter from this office.
18. Penalty Clause : If the work is not completed within **60 days**, the 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.
19. The successful bidder should produce names and ID proofs of persons who will be engaged for services for issuance of a temporary pass which should be produced on demand.
20. The successful bidder should engage such persons who are adequately literate and physically fit enough to pick out dockets from racks having height of 10 to 15 feet.
21. **The vendor shall not appoint any sub vendor to carry out any obligations under the contract.**
22. The contractor should provide necessary materials i.e., shredding machine, ladders, gloves, masks and cleaning materials to their workers.
23. NO ADVANCE / PART payment will be made. Payment only through NEFT/RTGS (after deduction of Income tax if any) will be made within 15 days after successful completion of job on submission of appropriate invoices with the certificate from the RMF, Poorna official certifying that the work has been completed to the satisfaction.
24. The RMF Centre, Poorna Bhiwandi falls under the jurisdiction of LIC's Thane Division Office and all the control is done by them. As such, Thane based vendor for pulling as well as for scrap disposal would be in a better position to complete the job smoothly. The vendor should be able to employ labourers from the nearby area of Poorna village.
25. The location of the RMF Centre is far off from Mumbai and hence daily travelling of labourers from other area to RMF is very difficult and expensive.
26. The vendor should give the wages to labourers on daily basis. All issues related to payment of wages to labourers should be dealt with by vendor and in accordance with prevailing Labour Laws.
27. The vendor should continuously monitor the work till the completion, report the progress of the work and payment to labourers to division at the end of every week.
28. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason whatsoever.

Signature & Seal of the Vendor

## OTHER TERMS AND CONDITIONS

### **For item no. (3) - Purchasing the shredded papers, other brown papers, empty policy dockets and office files kept in gunny bags**

1. Our officials at RMF, Poorna, Bhiwandi, Dist- Thane will inform you about the disposal work as and when the shredded material is ready for disposal.
2. The tenderer has to arrange for the weighing of the papers at his own cost in presence of LIC official.
3. The tenderer has to quote the rate per kg for shredded and other papers as per Annexure III.
4. The work will be handed over to **H1 [GST should be separately mentioned]** i.e., **who quoted highest rate.**
5. The quoted price should be inclusive of all i.e., picking of shredded material, lifting, weighing, transportation, municipal charges if any etc.
6. Also the bidder has to get all the required permissions at his own cost.
7. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc. for transportation if required to be arranged by the successful tenderer.
8. The shredded material and other papers should be weighed at local weighing centre at tenderer's cost.
9. The tenderer has to deposit the sale amount by demand draft favouring LIC of India, payable at Mumbai as per the above quoted rate on actual weight in respect of shredded material and other papers after getting the weight certified by our officials but before lifting the shredded material so weighed.
10. Only after depositing the sale amount by DD, the firm will be allowed to pick up the papers for sale.
11. The tenderer shall take full responsibility in case of any damage, loss or injury to any person / building or part thereof and shall repair / and make good the loss at his own cost.
12. Conditional tenders / not meeting the terms and conditions shall be liable for rejection.
13. It is the sole responsibility of the successful bidder to ensure the safety of the materials at the time of removing, stacking, lifting, carting and disposing the materials etc.
14. The work should be completed within **7 days** from the date of intimation about the last lot to be disposed off from the office. In case of failure to remove the material, EMD will be forfeited.
15. **The tenderer has to submit the pulpation certificate from the paper company to which the shredded papers have been given.**
16. Removal of material shall be done in the presence of Department officials.

Signature & Seal of the Vendor

### **Other Details of the Tender**

**Name of the Bidder:**

**Address:**

**Contact No.:**

**Pan No.:**

**EMD Pay Order / Demand Draft No. / MR no.**      **Date :**      **Amount - ₹**

**Bank Account Details:**

**Name of the account holder -**

**Name of Bank -**

**Type of Account -**

**Account Number -**

**IFSC code -**

**Branch address -**

**Enclose Cancelled Cheque.**

**Signature & Seal of the Vendor**

**ANNEXURE-I****OFFER / BID FORM**

**Ref: Financial Bid for picking, destruction & rearrangement  
of remaining Policy dockets lying at RMF Poorna, Bhiwandi Centre.**

Dear Sir,

I / We have inspected the material lying at RMF, Poorna, Bhiwandi and confirm our acceptance for the same. We are pleased to submit our offer which includes -

- a. Picking dockets from policy racks.
- b. Rearrangement of remaining dockets in policy racks.
- c. Removing files from policy dockets(picked from policy racks), and separating brown paper, docket cover, empty policy docket covers and other papers.
- d. Bundling Policy dockets in packs of 100 in sequence.
- e. To shred the aforesaid papers (other than brown papers and empty policy docket covers).
- f. Keeping the aforesaid shredded papers in gunny bags.  
(tenderer has to bring the gunny bags at his cost.)
- g. Keeping the non shredded brown paper in gunny bags.  
(tenderer has to bring the gunny bags at his cost.)

**The rate quoted for aforesaid work is as per the following table:-**

No. of dockets	Rate per docket [in amount and words]	Applicable GST %
Upto 7,00,000		
7,00,000 to 15,00,000		
More than 15,00,000		

**The payment will be calculated on the basis of number of dockets actually destroyed.**

The rates quoted by the bidders will be all overheads inclusive i.e., picking, rearranging, removing the files from policy dockets, separating brown paper, docket cover and other papers from the aforesaid removed files, bundling the Policy dockets in packs of 100 in sequence, shredding the aforesaid papers (other than brown), Keeping the aforesaid shredded papers in gunny bags, Keeping the non shredded brown paper in gunny bags & docket covers separately. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc for transportation if required to be arranged by the successful tenderer.

**DECLARATION:** I / We have read and acquainted myself / ourselves with the terms and conditions of sale. I / We unconditionally agree to the terms and conditions and have submitted this offer accordingly.

**Signature of the Vendor  
With Seal and Date**

Name of the Bidder: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

PAN No.: \_\_\_\_\_

(attach copy of PAN card)

Contact Person: \_\_\_\_\_

**ANNEXURE-II****OFFER / BID FORM****Ref: Financial Bid for picking, destruction & rearrangement  
of remaining Incremental Files lying at RMF Poorna, Bhiwandi Centre.**

Dear Sir,

I / We have inspected the material lying at RMF, Poorna, Bhiwandi and confirm our acceptance for the same. We are pleased to submit our offer which includes -

- A) Picking files from racks according to the list provided by office.
- B) Rearrangement of remaining files in racks.
- C) Removing papers from files (picked from racks) and separating office file and other papers.
- D) Bundling office files in packs of 100.
- E) To shred the aforesaid papers (other than office files)
- F) Keeping the aforesaid shredded papers in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)
- G) Keeping the non-shredded files in gunny bags.  
(Tenderer has to bring the gunny bags at his cost.)

The rate quoted for aforesaid work is as per the following table:-

No. of office files	Rate per office file [in amount and in words]	Applicable GST %
Upto 40,000		
40,000 to 50,000		
More than 50,000		

The payment will be calculated on the basis of number of files actually destroyed.

The rates quoted by the bidders will be all overheads inclusive i.e., picking, rearranging, removing the papers from office files, bundling the office files in packs of 100 in sequence, shredding the aforesaid papers, keeping the aforesaid shredded papers and files in gunny bags separately. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities/ Police etc. for transportation if required to be arranged by the successful tenderer.

DECLARATION: I / We have read and acquainted myself / ourselves with the terms and conditions of sale. I / We unconditionally agree to the terms and conditions and have submitted this offer accordingly.

Signature of the Vendor  
With Seal and Date

Name of the Bidder: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

Phone No: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

PAN No.: \_\_\_\_\_

(attach copy of PAN card)

Contact Person: \_\_\_\_\_

**ANNEXURE-III****OFFER / BID FORM**

**Ref: Financial Bid for purchase of destroyed [SHREDDED] records / papers /office files lying at RMF, Poorna, Bhiwandi, Dist- Thane**

Dear Sir,

I / We have inspected the material lying at RMF, Poorna, Bhiwandi and confirm our acceptance for the same. We are pleased to submit our offer for purchase which includes all the overheads viz., picking, lifting, weighing, carting etc. for the shredded papers and other papers meant for destruction at the below mentioned price:

**PRICE BID to be quoted per KG papers meant for disposal :**

Tender price for picking, lifting, weighing, carting etc. of papers meant for destruction / Kg -₹.

Sr. No.	Type of paper	Rate per kg in ₹.	Applicable GST rate	Rate per KG in words
1	Shredded Ordinary paper			
2	Brown paper			
3	Office Files			

The rates quoted by the bidders will be all overheads inclusive i.e., picking, lifting, weighing & carting etc. shredded and other material meant for destruction. Any Statutory or other charges, if applicable, shall be borne / paid by the bidder. Permission from local authorities / Police etc. for transportation if required to be arranged by the successful tenderer. The tenderer has to submit the pulp certificate from the paper company to which the shredded papers have been given.

**DECLARATION:** I/ We have read and acquainted myself / ourselves with the terms and conditions of sale. I / We unconditionally agree to the terms and conditions and have submitted this offer accordingly.

Signature of the Vendor  
With Seal and Date

Name of the Bidder: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

Phone No: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

PAN No.: \_\_\_\_\_

(attach copy of PAN card)

Contact Person: \_\_\_\_\_

**Check list**

S.No.	Description	Remarks
1	Tender Fee ₹. 590/-	Details of remittance of tender fee- If remitted in LIC, Mumbai DO - II. [Xerox copy of the receipt]. If DD submitted details of DD.
2	EMD details	D.D. Amount and details
3	Entire tender form (excluding check list)	Should be enclosed with signature & seal
4	PAN No.	Xerox copy with self-attestation should be enclosed.
5	Bank Account Details	Xerox copy of the Bank account first page and cancelled cheque should be enclosed.
6	Offer Bid form	All Annexures duly filled without any corrections should be submitted.
7	GST	Self attested copy of GST Certificate