



LIC

भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
THANE DIVISION OFFICE

Notes & Decision

Dt: 18.02.2026

Re: Tender For Destruction of old Records of RMF Centre Poorna

We received approval for Destruction of old records of EDMS for Thane & Mumbai five Divisions at RMF Centre Poorna .Hence, it is proposed to float fresh Tender For Destruction of old Records of RMF Centre Poorna.

We may float the Tender on GeM portal.

Total cost of the tender is approx Rs. 90 lakhs.

Put up for approval.

AO/OS

Put up for approval before the Store Committee-
Manager (OS)/DM

Draft Tender documents for destruction of old records
of RMF Centre, Poorna, found in order. Pl. approve.

Store Committee Sign

Alam
M (EDMS)

Minakshi
Member

Pralokh
Member

Rachana
chairperson

Approve as proposed
S.D.M.

18.02.2026
Sr Divisional Manager

[Signature]
Manager (OS)/DM

[Signature]
Recommended



LIFE INSURANCE CORPORATION OF INDIA
Thane Divisional Office, "Jeevan Chintamani",
E. Exp. Highway, Thane – 400 604
Phone No. 022-2582 5899.

NOTICE INVITING TENDER FOR DESTRUCTION OF OLD RECORDS.

LIC of India, Thane Divisional Office, invites tender through GeM from vendors located at Thane, Navi Mumbai and Mumbai jurisdiction only for the following work to be carried out at RMF, Centre Poorna, Bhiwandi, Dist :- Thane.

Tenders are invited in two parts –

1st Part – Destruction of docket – (per docket rates to be quoted).

- A) Picking the docket from policy racks according to the list provided by office
- B) Removing the files from the policy docket (picked from policy racks) and separating brown paper, docket cover and other papers.
- C) Rearrangement of docket in the Policy racks
- D) Bundling the Policy docket cover in packs of 100.
- E) To shred the aforesaid papers (other than brown paper & docket cover)
- 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)

Destruction of Incremental Files – (per incremental file rates to be quoted)

- A) Removing the File from the rack,
- B) Removing the papers from the File,
- C) Shredding of the above papers and the File.
- D) Keeping the aforesaid shredded papers in gunny bags (tenderer has to bring the gunny bags at his cost).

2nd Part - Disposal of the waste paper generated in the 1st Part – (per kg. rates to be quoted)

- A) Weighing the shredded papers in gunny bags in the presence of LIC official
- B) Transportation of the shredded papers in gunny bags to the Paper Mill for disposal (to be arranged by the tenderer)
- C) Submit Pulpation Certificate from the Paper Mill.

The tenderer has to compulsorily quote for both the parts mentioned above The successful Vendor will be selected as per L1 Vendor for 1st Part (i.e. the Vendor who has quoted the lowest for 1st Part) and H1 vendor for 2nd Part (i.e. the Vendor who has quoted the higher for 2nd Part).

The last date for submission of sealed quotations to Divisional Manager(OS) will be 5th March, 2026. Tender format containing the terms and conditions may be obtained from our office at above address. It is also available in our Web site www.licindia.in/tenders from 20/02/2026. Corrigendum if any, will be available in the same site only.

TIME SCHEDULE

Sl. No.	Particulars	Remarks
1	Issuance of Tender	From 20/02/2026 to 5/3/2026 on all working days from 10.00 hrs to 16.00 hrs at Divisional Office, Thane.
2	Last date for Submission of Tender	On or before 16.00 hrs on 5/3/2026
3	Pred bid meeting	11.00 hrs. on 26/2/2026 at Divisional Training Centre, 5 th floor, Thane
4	Opening of Tender	11.00 hrs on 6/3/2026
5	Cost of Tender document (Non-refundable)	Rs.590/- inclusive of GST(Rupees Five Hundred and Ninety only) To be deposited at the Divisional office, Thane. MSME are exempted for tender fees.
6	Earnest Money Deposit by Demand Draft	EMD will be 3% of the total Tender Cost. DD drawn in favour of LIC of India payable at Thane, to be deposited at Divisional Office, Thane
7	Submission of Tender	The sealed tender cover should be superscribed as "Tender for destruction of records at RMF centre/EDMS" and addressed to "Manager (OS)LIC OF INDIA 3 rd floor Thane Divisional Office, Thane- 400604

Signature of Vendor
With seal & Date.

TERMS AND CONDITIONS

1. Tenders are invited from Vendors located at Thane, Navi Mumbai and Mumbai jurisdiction, only.
2. The Tenderer has to submit the details as per Annexure I and II of this tender.
3. The Tenderer should compulsorily quote for both the parts as detailed in the Notice above.
4. The Tender should be accompanied by Tender Fee of Rs.590/- (Rs.500 + GST 18%)(Rupees Five Hundred and ninety only) by cash deposited at cash counter at Thane Divisional Office or in the form of Demand Draft drawn in favour of " LIC of India" payable at Thane, without which the tender will not be considered and summarily rejected. This tender fee will not be refunded to the bidder. (MSME will be exempted)
5. Tender should be accompanied by refundable Earnest Money Deposit (EMD) of **3% of Tender cost i.e. Rs. 3,00,000/- (approx..)** in the form of Demand Draft drawn in favour of "LIC of India" payable at Thane, without which the tender will not be considered and summarily rejected. This EMD will not carry any interest.
6. **EMD** : Firm with MSME and NSIC certification are exempted as per rules if certificates are attached.
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.
9. **The successful tenderer will be required to deposit an amount of Rs. 3% of Tender value towards Security Deposit within 1 week from the date of receipt of confirmed order from the our office.**
10. The Security Deposit of the successful tenderer shall be refunded after completion of tender jobs satisfactorily and after settlement of accounts.
11. The rate should be quoted both **in numbers and in words** and should be prefixed by the word Rupees as mentioned in the **Annexure II (enclosed)**. The rate quotation not received in Annexure II format will be summarily rejected.
12. The tenderer should avoid any type of over writing or correction in the rate bid.
13. The quotation will be valid for 180 days. The entire job to be completed within 180 days from the date of placing the order
14. The tenderer will take all precautions at his own cost to safeguard his workers during process of entire work as mentioned in scope of work.
15. Tenderer has to sign on all the papers as a token of acceptance of terms and conditions.
16. **The tenderer has to submit all the documents mentioned in the check list.**
17. **The job will be allotted to L1 Vendor for 1st Part – i.e. the Vendor who has quoted the lowest for 1st Part and H1 vendor for 2nd Part – i.e. the Vendor who has quoted the higher for 2nd Part (both excluding GST)**

18. The quoted price should be inclusive of all types of overheads etc.
19. Income Tax will be deducted as per rules at applicable rate.
20. 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.
- 21. The tenderer has to submit the pulpatation certificate from the paper company to which the shredded papers have been given.**
22. 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.
23. Conditional tenders / tenders not meeting the terms and conditions shall be liable for rejection.
24. 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.
25. All disputes will be subject to Thane Jurisdiction only.
26. It is advised that the tenderer to visit the RMF, Poorna, Bhiwandi office to have an idea of the work.
27. 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.
- 28. If the successful 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
- 29. The tenderer has to submit a confirmation as given below, as token of acceptance of all our terms and conditions as per this tender :-**

"I have inspected the site / materials for destruction & disposal and have quoted the amount as per the tender format (Annexure-I & Annexure-II) and I accept all the terms / conditions mentioned above and in the notice inviting tender."

Signature & Seal of the Vendor

SCOPE OF WORK

1st part - Destruction of docket i.e.,

- a. The tenderer has to pick up the dockets from policy racks, as per the list provided to him and verify the docket thoroughly whether the file picked is in concurrence with the number appeared in the list. No other items except the records as per the list provided are to be removed.
- b. After picking up the dockets, the tenderer has to rearrange the remaining dockets in the racks in the order as per directions of the Manager (EDMS) to generate empty racks.
- c. The tenderer has to get approval from the Manager (EDMS) for shredding the files so picked as per the list provided to him.
- d. After getting approval from Manager (EDMS), the tenderer has to
 - Remove the files from the policy dockets (picked from policy racks), and separate brown paper, docket cover and other papers.
 - Bundle the Policy dockets in packs of 100.
 - Shred the aforesaid papers (other than brown paper & docket cover)
 - Keep the aforesaid shredded papers in gunny bags. (tenderer has to bring the gunny bags at his cost)
 - Keep the non shredded brown paper in gunny bags.(tenderer has to bring the gunny bags at his cost)

1st part – Destruction of Incremental files i.e.

- a. Remove the file from the rack,
- b. Remove the papers from the File.
- c. Shred the aforesaid papers and the File
- d. Keep the aforesaid shredded papers in gunny bags (tenderer has to bring the gunny bags at his cost).

2nd Part - Disposal of the waste paper generated in the 1st Part

1. Our EDMS Department will inform about the disposal work as and when the shredded material is ready for disposal.
2. The tenderer has to arrange for weighing 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 the Annexure II
4. The job will be handed over to H1 + GST 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. The bidder has to obtain all the necessary permissions for lifting of shredded papers, at his cost.
7. Any Statutory or other charges, if applicable, shall be borne 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 submit the demand draft favouring LIC of India, payable at Thane, for the sale amount of shredded papers, as quoted in Annexure II, before lifting the shredded material.
10. Only after depositing the sale amount by DD the tenderer will be allowed to pick up the papers for sale.

SCOPE OF WORK

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. 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.
13. 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 within the time frame, EMD will be forfeited.
14. **The tenderer has to submit the pulpation certificate from the paper company to which the shredded papers have been given.**
15. Removal of shredded papers shall be done in the presence of Department officials.

The approximate number of records to be destroyed will be around 45 lakhs dockets and 2,58,000 files as detailed below. Pl. note that the actual number may vary.

Division	Dockets	Incremental Files
Thane	10,52,106	80,960
Mumbai I	7,69,741	49,000
Mumbai II	6,76,587	38,131
Mumbai III	9,32,032	51,960
Mumbai IV	7,38,211	38,025
Mumbai SSS	3,64,097	0
TOTAL	45,32,774	2,58,076

Signature & Seal of the Vendor

TECHNICAL BID FORMAT

Sr. No.	Particulars	Details to be provided
1.	Name of the Bidder	
2.	Address	
3.	Contact No.	
4.	PAN NO.	
5.	EMD Details / Tender Fees details M.R. NO. Date Amount	
6.	<u>Bank Account Details</u> Name of the bank Name of the Account holder Type of Account Account No. IFSC Code Branch Address (Enclosed Cheque leaf)	
7.	Experience of similar jobs, if any.	
8.	Whether quoted for both the parts	
8	Whether confirmation given as per Point No. 29 of our terms and conditions.	

Signature & Seal of the Vendor

FINANCIAL BID FORMAT

Bid for destruction of docket and files (rates to be quoted for per docket / per file)

Sr. No.	Particulars	Rate quoted in figures	Rate quoted in words
1.	Destruction of docket	Rs.	Rupees
2.	Destruction of Incremental Files	Rs.	
	GST (%)		

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.

Bid for disposal of shredded papers (rates to be quoted per Kg. of ordinary paper / brown paper)

S.No.	Type of paper	Rate per kg In figures	Rate per KG in words
1	Shredded Ordinary Paper	Rs.	Rupees
2	Brown Paper	Rs.	Rupees
	GST (%)		

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.

**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 Rs. 590/-	Details of remittance of tender fee- Receipt to be uploaded
2	EMD details	D.D. Amount and details and receipt to be uploaded
3	Tender document	Notice inviting tender, Terms & Conditions, Scope of Work, Technical Bid Format, Financial Bid Format.
4	PAN No.	Copy of self-attested PAN to be uploaded
5	Bank Account Details	Copy of cancelled Cheque or Pass Book page showing the details of the Bank Account to be uploaded.
6	Offer Bid form	Technical Bid (Annexure I) and Financial Bid (Annexure II) duly filled without any corrections should be submitted.
7	GST	Self attested copy of GST Certificate
8	MSME / NSIC Certificates	Proof for exemption of Tender Fee and EMD