



DO-18/EDMS/01-2026-27

BID for Pulling of policy dockets and incremental flat files from racks & segregation of documents from policy docket envelopes and incremental flat files with tearing of all documents. – LIC OF INDIA AJMER DIVISION

Additional Terms & conditions

1. The vendor /firm should have a valid PAN card no. issued by Income Tax Department and GST Registration No. (If applicable).
2. The vendor/firm should have a valid Bank account.
3. 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.
4. The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy number and pull out the policy dockets & incremental files from the racks having height about 12 feet.
5. Payment will be made within 30 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 and other applicable deduction as per rules.
6. The bidder has to arrange for necessary materials viz. ladders, gloves, masks, cleaning liquid, sanitizer, bags/ bori for packing etc for the persons engaged in the job .
7. The vender shall not appoint any sub-vender to carry out any obligation under the contract.
8. 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.
9. Dockets/Files to be destroyed may increase or decrease by 25%.
10. The competent authority shall have the right not to utilize the services or terminate the contract without assigning any reason or with giving any notice at any time.
11. Any dispute arising out of or relating to this tender shall be deemed to have arisen in AJMER and be subject to adjudication of competent court in AJMER [RAJ] only.
12. The price quoted by the bidder should be inclusive of GST.
13. Successful bidder should deposit 5% of the bid amount as security deposit within 7 days of the award of the contract.
14. All the works is to be carried out under the supervision of Manager EDMS.
15. In the event of failure of bidder to provide the services or part thereof as mentioned in terms and conditions for any reasons whatsoever LIC shall be entitled to procure services

from other sources and the contractor shall be liable to pay forthwith to the LIC the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.

16. No advance shall be paid in any case.
17. Vendor has to seal and sign in paper of implementation of integrity pact.
18. Contractor is to fully indemnify the LIC of India against any type of loss/accident caused due to negligence of the contractor and he should take all precaution for smooth execution of work.
19. 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

I/we agree with all terms and conditions for the scope of work mentioned

Seal & signature of vendor