

LIC OF INDIA DIVISIONAL OFFICE
KRISHNA NAGAR KRISHNA COMPLEX SATNA

TENDER FOR DISPOSAL OF OLD LAPSED RECORDS (211349 Aprrox) AT OUR RECORD MAINTENANCE FACILITY, PATERI, PANNA ROAD, SATNA (MP)

Sealed tenders are invited from interested and eligible vendors for the following jobs:

1. After verification by LIC officials, the docket cover and the papers inside to be kept separately.
2. Shredding of papers & weighing of papers in the presence of LIC official and disposal of old papers. Papers segregated from the covers to be shredded or torn into pieces
3. Lifting of pieces of papers and shifting them to the paper factory for recycling)
4. Rearranging the dockets in the racks by moving them forward.
5. After clearing the old destroyed papers, the work area to be cleaned.
6. Sticking of brown paper on that part where policy no. is endorsed on docket
7. Handing over all the blank dockets to Stationery Section LIC Divisional Office Krishna Nagar, Satna 1000 per bundle in bag.

Bidders are requested to quote the rates taking into account all the above tasks involved in this process. Before submitting the tender, it is preferable that vendor shall visit our RMF Centre ,PATERI, Panna Road SATNA so that the entire job involved can be visualized.

DETAILED DESCRIPTION OF TENDOR PERIOD

PERIOD	Tender will be received from 26.7.2017 at 10.30 AM to 28.08.2017 at 4 PM
PRE BID MEETING AT RMF CENTRE PANNA ROAD PATERI SATNA	On 10.08.2017 at 11.30AM
TENDER OPEN DATE	29.08.2017 at 4 PM
EMD (REFUNDABLE WITHOUT INTEREST)	10000/- by DD in favour of LIC of India payable at Satna
APPLICATION/TENDOR FEES(NON REFUNDABLE)	250/- by DD in favour of LIC of India payable at Satna or by paying Cash at our Divisional Office cash counter from 10.30 AM to 3.30 PM
ADDRESS WHERE TENDOR APPLICATION IS TO BE SUBMITTED	CHAIRMAN, Store Committee, LIC of India, Divisional Office, Krishna Complex, Krishna Nagar, Satna 485001
CONTACT PERSON FOR ANY CLARIFICATION	MANAGER(EDMS) 07672 250400 M/NO. 9826321251
NO OF DOCKETS	211349(Approximately)

TERMS AND CONDITIONS

- **The old papers are to be used by paper factory for recycling only and a certificate to this effect should be produced from the factory.**
- Tender application form can be obtained from Manager (CRM), L.I.C. Of India, Divisional Office Krishna Complex, Krishan Nagar Satna or from LIC tender link site- www.licindia.in
- The EMD will not carry any interest and will be forfeited in case the work is not executed within the stipulated time frame. EMD will be refunded to an unsuccessful vendor without any interest.
- The work should be completed within 30 days from the date of tender award of the contract. Penalty may be imposed by the competent authority at his own discretion @ of 1% per week subject to maximum 10% of total payment value.
- The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
- 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.
- All labour charges involved in the above job for various activities has to be borne by the bidder only.
- The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy nos so that they can take out records and enter the rack numbers etc in the list provided by us.
- The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, etc for the persons engaged in the job.
- The bidder has to arrange for shredding, packing, weighing, transporting at his own cost and all arrangements have to be made on his own. The amount payable by LIC is subject to recovery of income tax at appropriate rates.
- The shredded papers should be used only for making pulp or recycling.
- The successful bidder should submit the details of the vehicle and the name of the driver for allowing the vehicle for lifting the waste papers.
- The old destroyed papers after weighing in the presence of LIC officials should be lifted after deposit of cost as quoted in the tender in cash in our Divisional Office Satna on the same day during official cash hours 10.30 AM to 3.30PM (PAN Card + Aadhar Card+ Necessary Document)
- All works to be carried out only during office hours 10.30 AM to 5.15 PM and in the presence of LIC officials.
- Previous experience in similar kind of jobs in LIC / Government / PSU offices is desirable.

- It is the sole responsibility of the successful bidder to comply with all the rules, regulations, laws and conventions of the Government, Municipality and local bodies while carrying out the job in its entirety.
- **The Tender has two parts viz.,** Part 1 is for the docket cover and the papers inside to be kept separately. Papers segregated from the cover to be shredded or torn into pieces and shifting the same after weighing in the presence of LIC Officials. *For Part-1 the amount payable by LIC is subject to recovery of Income Tax at appropriate rates* **and Part-2 is for disposal of old record**(lifting of pieces of papers and shifting them to the paper factory for recycling)
- **The Part 1 and Part 2 of the Tenders will be decided separately ie., the lowest bidder in Part 1 and highest bidder in Part 2. It is compulsory for the vendor to quote rate for Part 1 and Part 2.**
- Successful vendor of Part 2 has to give an undertaking that the old papers are used for recycling only and not for any other purpose. The old papers are to be used by paper factory for recycling only and a certificate to this effects should be produced from the factory.
- EMD will be forfeited if the Vendor awarded the contract is not undertaking the job within 15 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.
- The tender notice is also available at our official website: www.licindia.in
- Any dispute arising out of or relating to this tender shall be deemed to have arisen in SATNA and be subject to adjudication of competent Court in SATNA (MP) only.
- The Competent Authority shall have the right not to utilize the services or terminate the contract without assigning any reason or without giving any notice.

Sr Divisional Manager

I/We agree with all the above Terms & Conditions

**Signature/Seal of the authorized
Person/Vendor**

TENDER APPLICATION FORM

**TENDER FOR DISPOSAL OF OLD LAPSED RECORDS (211349 Aprrox) AT OUR
RECORD MAINTENANCE FACILITY, PATERI, PANNA ROAD, SATNA (MP)**

Sl.No	Particulars	To be filled by the Vendor								
1	Name of the Agency / Firm									
2	Detailed address of the Agency / Firm									
3	Name of the contact person									
4	Contact Phone No.									
5	Contact Mobile No.									
6	PAN no/GST Registration No.(attach Xerox copy)									
7	Details of EMD	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Amount : Rs</td> <td></td> </tr> <tr> <td>Draft No. :</td> <td></td> </tr> <tr> <td>Date :</td> <td></td> </tr> <tr> <td>Issuing Bank:</td> <td></td> </tr> </table>	Amount : Rs		Draft No. :		Date :		Issuing Bank:	
Amount : Rs										
Draft No. :										
Date :										
Issuing Bank:										
8	Rate Quoted :Part-1									
	Labour Charges as per the list given by LIC,- 1. Segregation of docket cover and records inside . 2. Papers segregated to be shredded. 3. Rearranging of dockets in the space generated and work area to be clean. 4. Sticking brown paper on that part of docket cover where policy No is written and should be handed over to Stationery Section LIC Divisional Office Krishan Nagar Satna 1000 per bundle in bag. Total records is approximately-211349 (The labour charge will be decided lowest bidder)	Cost per record/Dockets (Inclusive of all taxes) Rs_____ Rs in words-----								

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9	Rate Quoted : Part-2	
	Rate quoted per KG of old paper (after taking into account labour charges for weighing, packing, loading, transportation, other miscellaneous expenses) Rate quoted will be decided highest bidder .	Rate per KG : _____ Amt in words :----
10	Attach copies of the following (must enclosed)	
	a) Registration details of the firm.	
	b) PAN Card /GST Registration No.	
	c) IT returns for the last 3 years	
	d) Work order received from LIC / other PSUs on similar works(if any)	

Note : 1.Cutting and Overwriting will not be acceptable in any respect.

2. Conditional Tender will be rejected.

Place :

Signature/Seal of the Authorised person/Vendor

Date :

Address

Contact No: Landline:----- Mobile No-----

E-mail ID:

UNDERTAKING FROM SCRAP VENDOR

I, -----, hereby undertake that the scrap lifted after shredding would be recycled by M/s -----.

Place :

Signature of the Authorised person / Vendor

Date :

Address :

Contact No: Landline:

Mobile No:

E-mail ID: