

LIFE INSURANCE CORPORATION OF INDIA DIVISIONAL OFFICE – GORAKHPUR  
PO BOX NO. 21, BUDDHA VIHAR VYAVASAYIK YOJANA, TARAMANDAL ROAD,  
GORAKHPUR -273017, TELL : 0551-2230314, 2230323

**NOTICE INVITING TENDER**

**Tender NO-01/2022-23 (Tender for Disposal of obsolete items.**

**Re: Disposal Of Obsolete Items At all Branches/SO and divisional Office Premises under Gorakhpur division.**

Sealed tenders under single bid system means all the tender related document should be kept in single envelope super scribed as Tender no-01/2022-2023 (**Tender for Disposal of obsolete items.**) are invited for picking out of old and obsolete records from all our branches/SO and divisional office premises under the super vision of high powered monitoring committee and vendor has to collect the paper and segregate it as per the tender terms and conditions and vendors have to lift the said waste material from his own /rented carriage and directly disposed at pulp making paper plant .

After shredding the waste should be lifted periodically and should be sent to the paper mill for making pulp used for paper manufacturing .

1. Name Of Tender – **Tender for Disposal of obsolete items.**
2. **Total estimated work value of tender Rs.1000000/**
3. Tender NO - 01-2022-23
4. Date of Tender Publication - 17/11/2022
5. Tender Form Issue Date - 17/11/2022 (10.00 AM)
6. Last Date of Tender Receipt- 25/11/2022 (3.00PM)
7. Date & Time of Tender opening – 25/11/2022 (3.30 PM)
8. Tender Fee – ( Rs- 100 + GST -18) Non refundable (pay in the form of DD or by cash at cash counter between 10AM to 03PM)
9. Earnest Money Deposit RS. 20000/
10. The Estimated quantity of items to be disposed off is almost 2 medium size transport carriage .Amount of security deposit will be decided on that estimation

**TERMS AND CONDITION**

1. Tender document may be obtained either from site [www.licindia.in/tender](http://www.licindia.in/tender) or directly from Manager (OS)2<sup>nd</sup> floor LICbuilding Taramandal road Gorakhpur.
2. The engagement of labour for various works is to be done by the bidder only.
3. Labour charges for picking, shredding, loading , unloading , transportation of waste papers will be borne by the bidder

The work has to be completed within 30 days from date of award of the contract. Penalty at the rate of 1% per week subject to maximum 10% of total

order value will be deducted for delay. However, competent authority may relax above penalty / impose additional penalty as he feels suitable at his discretion.

4. Successful bidder has to arrange to pack, weigh and transport these shredded waste/papers at his own cost and risk.
5. The EMD shall be deposited @2% of total estimated value of tenders. The EMD shall not carry any interest, EMD will be refunded to unsuccessful bidder after finalization of tender. EMD of successful bidder will be adjusted toward performance security deposit that shall be 10 percent of awarded contract. Vendor shall have to deposit the said amount prior to get the work started. The refund of the security deposit amount will be done after one year of successful completion of work. If work is not completed by bidder as per terms and condition, his security deposit may be forfeited.
6. Successful bidder has to submit the details of vehicle and driver if it is demanded by official of our committee.
7. The shredded waste papers should not be used for any purpose other than making pulp and used for manufacturing paper. A certificate to this effect should be provided by vendor.
8. Successful bidder may be asked to submit the name and ID proof of the workers engaged by him for these services. None other person will be allowed to enter in our stores. We may issue entry pass to the workers engaged by vendor for these works.
9. The successful bidder has to engage the workers who have attained 18 years of age, adequately literate and physically fit enough to the works assigned to them.
10. The successful bidder has to provide at his cost all the required materials as shredding machines, scissors, ladders, gloves, masks, cleaning material, emergency light, packing materials, weighing machine, transportation etc whatever is required by his worker to do the entire work. Any injury during the work to their engaged person will be sole responsibility of the vendor.
11. All work has to be executed only during office hours and in the presence of LIC OFFICIAL.
12. Minimum three years experience certificates of vendor in similar kind of job in any PSU/GOVT. office is desirable.

13. It is sole responsibility of the successful bidder to comply with all the rules, regulations, laws and convention of the Government / Municipality etc while carrying out the job in its entirety.
14. Payment as per contractual obligation has to be made by the vendor by depositing the amount at cash counter by cash or by DD and obtain a receipt against that. After making payment vendor may take the material to the Pulp making paper factory.
15. The contractor shall be solely responsible for all the deeds / acts of his workers in the premises of LIC of India. LIC of India shall not in any manner be liable for any damage caused on any untoward incidents or bear any compensation for damage or injury caused to the employees of the contractor while discharging their duties. There shall be no relationship of Employer & Employees under any circumstances whatsoever staff/ workers / persons at work deployed by the vender on other side.
16. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice. tender cover should contain Tender Notice with Annexure A B C & D be super scribed as “ TENDER FOR Disposal of Obsolete Items” AND ADDRESSED TO THE CHAIRMAN (STORE COMMITTEE), LIC OF INDIA, DIVISIONAL OFFICE, TARAMANDAL ROAD, GORAKHPUR , PIN – 273017 and should reach us on or before 25.11.2022 at 03.00 pm along with Tender fee, EMD and completed tender document. The bids will be opened on the same day 25.11.2022 at 03.30pm.

### **Specific Terms & Conditions**

- 1-sealed rate quotations are invited from all the vendors for Disposal of obsolete items lying in the stationery store as well as around other vacant places in the office premises branches/SO and divisional office.
- 2.VENDERS have to be registered under GST ACT and have to provide GST NO.
- 3-Vendor has to execute the work under the supervision of A high powered committee as well as Manager (OS).
- 4-Vendor has to sort the paper as told by the committee in to different category of items according to the pre decided paper category.
- 5-Vendors have to lift all the waste paper from the store and other places from the office premises and make arrangement for loading these waste paper and other obsolete items in to motor carriage .
- 6- Vendor has to make arrangement for weighing the loaded material and get a certificate of total weight of items from the certified weighing agency.
- 7- You will have to make Payment to LIC OF INDIA through DD To be deposited at our cash counter.

8-You have to give a notarized affidavit executed on NON Judicial stamp worth Rs-250-/ that all the paper waste material will be carried to any nearby Paper factory that makes pulp for paper manufacturing.

- 1- You are requested to obtain a certificate from that particular paper plant that all the paper waste materials have been used for making pulp for manufacturing of paper and submit this certificate to us within 10 days.
- 2- The rate will be quoted as Rs- 00.00/ kg of weight of waste material in your rate quotation
- 3- Carriage & Freight Charges , loading & unloading charges will be borne by vendor.
- 4- All the paper waste material is classified under various categories as under.
  - A- Waste paper in the pieces
  - B- Old Papers
  - C- Fresh Paper
  - D- Paper with interleaved carbon
  - E- Unused carton
  - F- Old & shredded Envelops
  - G- Old register
  - H- Obsolete items of iron and tin
  - I- Obsolete items of wooden materials

Note-Tender will be evaluated and awarded on the basis of sum of the entire item quoted rate per kg multiplied by total weight of all the material. The Vendor having higher Total payable amount of all the items will be entitled for getting the award.

**Dated: 14.11.2022**

**I accept the terms and conditions as above from page 1 to 4**

**Signature of Bidder with his official seal on each page**

ANNEXURE –A

**FORMAT FOR BIDDER’S ORGANIZATIONAL DETAIL**

SL.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED
1.	Name of the Firm	
2.	Registered Office address with Telephone No & email ID	
3.	Correspondence addresses and phone no.	
4.	Name of Representative with Designation who would be calling on us and attending to our job and phone number	
5.	Is the Firm registered under the Factory Act, 1948 ? If so, state a)Licence number: b)Date of last renewal of licence(copy of licence to be enclosed) c) ESIS NO.If any(enclose copy) d)EPF Registration No..... If any (enclose copy)	
6.	Whether holding certificate under GST, If yes is it in regular or composition (copy should be enclose)	
7.	NEFT Detail of the firm- Bank Account No. Bank Account Type IFSC CODE PAN No. Please enclose a cancelled cheque& copy of PAN	
8.	Is firm is MSME/ registered under	

	NSIC, if so, enclose copy	
9.	Is the firm is owned by SC/ST entrepreneurs ? if so enclose copy	
10	GST reg NO enclose copy if registered	

NOTE: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on separate sheet giving appropriate question number

Signature of Vender with his official seal

and attach it to the form. All the pages of application form and documents must be signed with seal.

I/We ..... Request LIFE INSURANCE CORPORATION OF INDIA, Divisional Office Gorakhpur to consider my tender and agree to give full satisfaction to the corporation in event of their doing so.

Dated At ..... this day .....of .....2022.

**Signature of Vender with his official Seal**

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**ANNEXURE – B**

**To be filled by the Tenderer**

**TENDER – RATES**

SL.NO	PARTICULARS	RATE Rs Per Kg	RATE Rs Per Kg in Words	
1.	Waste paper in pieces			
2	Old Papers			
3	Fresh Papers			
4	Paper with interleaved carbon			
5	Unusable carton			
6	Old &shredded Envelops			
7	Old register			
8	Obsolete items of iron and tin			
9	Obsolete items of wooden materials			
	Total Rs.			

INSTRUCTION : 1. Kindly quote your rate in above prescribe columns excluding all taxes and expenses excluding GST,mean to say that all expenses taxes and GST will be borne by vendor.

2. Tender will be decided on the basis of total amount payable by the vendor. Vendor is liable to vacate the area after making it neat and clean.

**DECLARATION**

1. I/We understand that if any false information is revealed at a later date, any contract made between you and the Corporation or the basis of the information given by me/us can be treated as invalid at sole discretion of the Corporation and I/We will be solely responsible for the consequences.
1. I/We certify that the particulars furnished in the forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractor and any contract that I/We may be holding at the time may be rescinded.
2. I/We agree that I/We have no objection if inspection of my/our premises/ workshop shop etc. is done by the officials of the Corporation of any Government Body.
3. I am agree to carry out the works as defined in tender document from page 1 to 7 and accept all the terms and condition mentioned there in .

Date

Signature & seal vendor

**Undertaking at Stamp Paper of Rs. 250/-**

We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt/ Quasi Govt. Departments in India, as on date of submission of bid in response to the above Tender.

We here by confirm that all the paper waste material will be carried to any near by Paper factory that makes pulp for paper manufacturing and we will produce certificate thereof within 7 days.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022\_\_.

Authorized Signatory

**Signature**

**Name:**

**Designation:**

**Name & Address of the company:**

**Seal of the Company**

**(This Undertaking duly notarized has to be executed on a Stamp Paper of Rs.250/- )**



Details of Existing Clients: --

Annexure-D

**(Separate page must be submitted for each client)**

Name of Company	Address of the Company	Name of the contact person & Designation	Landline No. Mobile No.
Details of Items/services provided in last 3 years to the above mentioned company (Ref. no., date of work order etc.with photocopies of the same)			
<b>Sign .....</b>			

**Sign .....**

Place .....

Date .....

**The sealed tender envelope should reach us on or before 25.11.2022 by 15.00 hrs. Addressed to**

**Chairman, (Store Committee)**

**Life Insurance Corporation of India,**

**Divisional Office, O.S.Deptt, "Jeevan Prakash", PB NO.21, Buddh Vihar Vyavsayik Yojna, Taramandal Road, Gorakhpur -273017**

**The tender received after the stipulated time and date will not be entertained.**

