LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, "Jeevan Prakash",
Kennedy Road, Machilipatnam – 521 001
Phone No.08672-222058.

NOTICE INVITING TENDER Date: 04/11/2025

LIC of India invites sealed quotations from interested parties for the following :---

1. Destruction of old records i.e.,

A) Picking the dockets from policy racks

B) Rearrangement of dockets in the Policy racks

C) Removing the files from the policydockets(picked from policy racks) and separating brown paper and other papers.

D) Bundling the Policy dockets in packs of 100.

E) To shred the aforesaid papers (other than brown)

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)

Purchasing the aforesaid shredded papers and brown paper lying in Divisional office, Batchupet, Machilipatnam.

The tenderer may submit his tender for item (1) & (2) or for any one i.e., item(1) or item (2).

Interested parties may contact at above address for having tender forms and the last date for submission of sealed quotations to the Manager(E&OS) 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 in our Web site www.licindia.in/tenders from 05/11/2025 Corrigendum if any, will be available in the site only.

The Sr.Divisional Manager, Divisional office, Machilipatnam reserves the right to reject/issue the tender to any agency at his sole discretion without assigning any reason whatsoever.

Sl. No.	Particulars	Remarks
1	Issuance of Tender	From 05.11.2025 to 11.11.2025 on all working days from 10.00 hrs to 16.00 hrs at Divisional Office, Machilipatnam.
2	Last date for Submission of Tender	On or before 17.30 hrs on 11.11.2025
3	Pre bid meeting	11.00 hrs on 07.11.2025
4	Opening of Tender	11.00 hrs on 12.11.2025
5	Cost of Tender document (Non-refundable)	Rs.100/- +18% GST =118/-(Rupees One Hundred and eighteen only) payable by cash at the Divisional office, Machilipatnam or by DD drawn in favour of LIC of India payable at Machilipatnam.
6	Earnest Money Deposit	For item No.(1) -Rs.4,500/-(Rupees Five Thousand and five hundred only) For item No.(2) – Rs.2,000 (Rupees Two thousand only). DD drawn in favour of LIC of India payable at Machilipatnam.
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 (E&OS) Divisional Office, LIC of India, Machilipatnam-521001

Signature of Vendor
With seal & Date.

Sr.Divisional Manager

Tender Proforma

LIFE INSURANCE CORPORATION OF INDIA
E & OS DEPARTMENT
DIVISIONAL OFFICE,
KENNEDY ROAD,
MACHILIPATNAM – 521 001

TENDER FOR:-

1. Destruction of old records i.e.,
   - A) Picking the dockets from policy racks
   - B) Rearrangement of dockets in the policy racks
   - C) Removing the files from the policydockets (picked from policy racks), and separating brown paper and other papers.
   - D) Bundling the Policydockets in packs of 100.
   - E) To shred the aforesaid papers (other than brown)
   - 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.Purchasing the aforesaid shredded papers and brown paper lying in Divisional office, Batchupet, Machilipatnam.

Note:

1. **No. of Dockets : Around 6 lakhs (Actual number may vary) , 36504 bundles of 4249 batches of incremantals, pl note that each bundle will be taken as 3 dockets which comes to approximately 1 lakh dockets.**
2. **The tenderer may submit his tender for item (1) &(2) or for any one i.e., item(1)or item (2) .**

Issued to:

M/s _____

_____

_____

_____

Last date for submission of Tender : On or before 17.30 hrs on 11.11.2025.

TERMS AND CONDITIONS

1.The Tender should be accompanied by Tender Fee of Rs.118/- (Rs.100+GST18%)(Rupees One Hundred and eighteen only) by cash deposited at cash counter at Divisional Office, Machilipatnam or in the form of Demand Draft or Pay Order drawn in favour of "LIC of India" payable at Machilipatnam, 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) in the form of Demand Draft or Pay Order drawn in favour of "LIC of India" payable at Machilipatnam, without which the tender will not be considered and summarily rejected. This EMD will not carry any interest.

For Item No.1 – Rs.4,500=00 (Rupees Five thousand and six hundred only)

For Item No.2 – Rs.2,000=00 (Rupees Two thousand only)

For item Nos 1&2 – Rs.7,600=00 (Rupees Seven thousand and six hundred only)

3. It is advised that the tenderer may visit the office to have an idea of the work.
4. **The sealed tender cover should be superscribed as "Tender for destruction of records at RMF centre/EDMS" and addressed to "Manager (E&OS) Divisional Office, LIC of India, Machilipatnam-521001**
5. Any complaint about the quantity / quality or condition of the material will not be entertained after opening of the Tenders. LIC will not be responsible for the usefulness or quality of the material.
6. **For item No.1 (Destruction of old records):The successful tenderer will be required to deposit an amount of Rs. 30,000/-(Rupees Thirty Thousand only) towards Security Deposit (including EMD) within 1 week from the date of receipt of confirmation letter from the office.**

For item No.2 (Purchase of shredded paper and other paper):The successful tenderer will be required to deposit an amount of Rs.10,000/-(Rupees Ten Thousand only) towards Security Deposit (including EMD) within 1 week from the date of receipt of confirmation letter from the office.

7. The EMD of successful Tenderer will be forfeited if he fails to deposit the amount within the stipulated time.

8. The EMD of the unsuccessful tenderers shall be refunded after the successful tenderer deposits the required security deposit. The Security Deposit of the successful tenderer shall be refunded after the completion of tender jobs and settlement of accounts.

9. The amount in **Rupees and in words** is to be quoted / mentioned in the Annexure-I & II (enclosed). The quotation not received in Annexure-I & II will be summarily rejected.
10. No claim whatsoever with respect to the quantities / quality / condition of the material or otherwise will be entertained / payable after submission of bid by intending tenderers.
11. 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.
12. The quoted amount will be firm and final till the entire process is over as mentioned in Items (1) & (2).
13. All disputes will be subject to Machilipatnam Jurisdiction only.
14. 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)
15. Senior Divisional Manager reserves the right to accept or reject any or all the tender without assigning any reason whatsoever and his decision in case of doubt / dispute shall be final and binding on both the parties.
16. Tenderer has to sign on all the papers as a token of acceptance of terms and conditions.
17. **EMD** : Firm with MSME and NSIC certification are exempted as per rules if certificates are attached.

18. The tenderer may submit the tender for item (1) &(2) or for any one i.e., item(1) or item (2) .

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

I have inspected the site / materials for destruction & purchase and quoted the amount in the tender (Annexure-I) & (Annexure-II) and all the terms / conditions mentioned above and for each items (1) & (2) 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 i.e.,

1. 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.
2. After picking 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.
3. The tenderer has to get approval from the Manager(EDMS) for shredding the files so picked as per the list provided to him.
4. After getting approval from Manager (EDMS), the tenderer has to
   A)pick the dockets from policy racks
   B) rearrange the dockets in the policy racks
   C) remove the files from the policydockets(picked from policy racks),
   and separate brown paper and other papers.
   D)Bundle the Policydockets in packs of 100.
   E) To shred the aforesaid papers (other than brown)
   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)

The tenderer has to quote **one rate for one docket** for aforesaid activites of A to G

5. All the aforesaid activities have to be done in the presence of the Officials and during the office hours.
6. The approximate number of records to be destroyed may be around 2.1 lakh to 2.2 lakhs (Actual number may vary)
7. **The work will be handed over to L1 i.e., who quoted the least**
8. The quoted price should be inclusive of all i.e., all types of overheads, taxes etc.
9. Income Tax will be deducted as per rules at applicable rate
10. 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.
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. The work should be completed within **90 days** from the date of receipt of confirmation letter from this office.
14. While executing the aforesaid tender all SOPs regarding Covid-19 to be followed scrupulously.

15. Penalty Clause : If the work is not completed within 90 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.

16. The successful bidder should produce the names and ID proofs of the persons who will be engaged for the services for issuance of a temporary pass which should be produced on demand.

17. The successful bidder should engage such persons who are adequately literate and physical fit enough to pick out dockets from a 10 to 15 feet racks.

18. The vendors shall not appoint any sub vendor to carry out any obligations under the contract.

19. The contractor should provide necessary materials i.e., shredding machine, ladders, gloves , masks and cleaning materials for their persons.

20. Payment will be made within 15 days after submission of bills, after successful completion of job only through NEFT/RTGS, after deduction of Income tax if any.

21. The competent authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.

Signature & Seal of the Vendor

OTHER TERMS AND CONDITIONS

For item no. (2): Purchasing the shredded papers and other brown papers kept in gunny bags

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 quote the rate per kg for shredded and other papers as per the Annexxure II
3. The work will be handed over to H1 i.e., who quoted highest rate .
4. The quoted price should be inclusive of all i.e., picking of shredded material, lifting, transportation, municipal charges if any etc.
5. Also the bidder has to get all the required permissions at his cost.
6. 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.
7. The shredded material and other papers should be weighed in LIC weighing machine.
8. The tenderer has to deposit the amount 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.
9. 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.
10. Conditional tenders / not meeting the terms and conditions shall be liable for rejection.
11. 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.
12. 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.
13. Removal of material shall be done in the presence of Department officials
14. Deciding of H1: Example :

If Rate quoted for ordinary paper per kg: Rs.12/-

If Rate quoted for Brown paper per Kg : Rs.3/-

Formula to be applied:

S.No.	Type of paper	Rate quoted	Weightage	Total Weightage
1	Ordinary Shredded paper	Rs.12/-	12	144
2	Brown paper	Rs.3/-	1	3
				147

H1 will be decided whose total weighatage per kg is highest.

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

Name of the Bidder:
Address of the Bidder:

Phone No: Landline
Mobile
Fax no.

PAN No.:
(attach copy of PAN card)
Contact Person:

Ref: Tender for picking, destruction of old records & rearrangement of remaining records lying at their Divisional Office, Batchupet, Machilipatnam.

Dear Sir,
I / We have inspected the material lying at Divisional Office, LIC of India, Batchupet, Machilipatnam and confirm our acceptance of the same. We are pleased to submit our offer which includes

A)picking the dockets from policy racks
B) rearrangement of dockets in the policy racks
C) removing the files from the policydockets(picked from policy racks),
and separating brown paper and other papers.
D)Bundling the Policydockets in packs of 100.
E) To shred the aforesaid papers (other than brown)
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 should be quoted for one Docket
PRICE BID(to be quoted per docket meant for destruction) : Rs.
(Rupees…….....only(in words)
The payment will be calculated on the basis of number of actually destroyed dockets.
The rates quoted by the bidders will be all overheads inclusive i.e., picking, rearranging, removing the files from policydockets, separating brown paper and other papers from the aforesaid removed files,Bundling the Policydockets in packs of 100, shredding the aforesaid papers (other than brown), Keeping the aforesaid shredded papers in gunny bags,Keeping the non shredded brown paper in gunny bags. 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

ANNEXURE-II
OFFER / BID FORM

Name of the Bidder:

Address of the Bidder:

Phone No: Landline
Mobile
Fax no.

PAN No.:
(attach copy of PAN card)
Contact Person:

Ref: Tender for purchase of destroyed records lying lin LIC Divisional Office, Batchupet, Machilipatnam.

Dear Sir,

I / We have inspected the material lying at Divisional Office, LIC of India, Batchupet, Machilipatnam and confirm our acceptance of the same. We are pleased to submit our offer for purchase which includes all the overheads viz., picking, lifting, carting etc. for the shredded papers and other other papers meant for destruction at the below mentioned price:

PRICE BID to be quoted per KG papers meant for disposal (including GST) :

Tender price for Picking, Lifting, Carting etc. of papers meant for destruction / Kg -Rs.

S.No.	Type of paper	Rate per kg	Rate per KG in words
1	Shredded Ordinary paper		
2	Brown paper		

The H1 will be decided on the basis of formula mentioned in Item (2) terms and conditions.

The rates quoted by the bidders will be all overheads inclusive i.e., picking, lifting & 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 H1 bidder has to pay the amount basing on the actual number of kgs and the rate quoted above.

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

Check list

S.No.	Description	Remarks
1	Tender Fee Rs. 100+18/-	Details of of remittance of tender fee- If remitted in LIC D.O. Xerox copy of the receipt. If DD submitted details of DD
2	EMD details	D.D. Amount and details
3	Entire tender form consisting of 9 pages (excluding check list)	Should be enclosed with signature
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	If quoting for both tenders -Both Annexures with the quotation without any corrections should be submitted. If quoting for any one of the tender- The respective Annexure should be submitted with the quotation without any corrections.
7	GST	Self attested copy of GST Certificate