



DO-37/ EDMS/01- 2025-26

LIFE INSURANCE CORPORATION OF INDIA

JEEVAN PRAKASH, NAGPUR ROAD, MADAN MAHAL, DIVISIONAL OFFICE, JABALPUR – 482001 (MP)
Telephone Nos. (0761)2423545 Email :edms.jabalpur@licindia.com

Notice inviting Tender for Pulling of Dockets and incremental flat files from racks, Segregation of documents from Docket Envelope and incremental file & Sticking of Brown/White paper on reusable Dockets and incremental flat file –LICI Jabalpur Division (2025-2026)

Annexure A - TENDER SCHEDULE

1	Tender no- and Issuing Date	DO-37/ EDMS/01-24/11/2025
2	Name of the Work	Pulling of Dockets and incremental flat file from racks, Segregation of documents from Docket and incremental file & Sticking of Brown /White paper on reusable Dockets/flat files – LICI Jabalpur Division (2025-2026).
3	EMD	25000/- (Rs. Twenty five Thousand only) (Refundable)
4	Tender Fee	118/- (Rs. One Hundred Eighteen) (non-refundable)
5	Security Deposit	10% of CONTRACT VALUE(REFUNDABLE)
6	Address for submission of bid (To be dropped in Tender box @ E&OS Department Divisional office, Jabalpur)	CHAIRMAN STORES COMMITTEE Life Insurance Corporation of India, JEEVAN PRAKASH, NAGPUR ROAD, MADAN MAHAL DIVISIONAL OFFICE, JABALPUR -482001 (MP)
7	Pre- Bid Meeting Date ,time & venue	01/12/2025 at 11AM TO 1.30P.M MANAGER EDMS Lic of india Divisional office ,Jabalpur
8	Last Date & Time of receiving / submission of tender document	On 04/12/2025 AT 3.00 PM
9	Date & Time of opening of Bids	As on the last date of submission of tender i.e. on 04/12/2025 at 3.30 PM Venue address - Lic of india Divisional office ,Jabalpur
10	Contact Details	MANAGER EDMS-7987005894 Telephone No.0761-2423545 Email id–edms.jabalpur@licindia.com
11	Official websites of tender upload /any correction etc.	www.licindia.com/Tender
12	Validity of tender	03 month from the opening date of the Bid.


Sr. Divisional Manager.

Seal & signature of the vendor