



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, B 12/120 GAURIGANJ, BHELUPUR, VARANASI.

Mob no 8299743576.

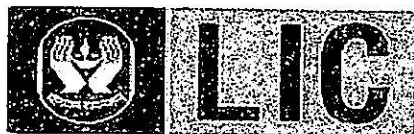
Email:-[edms.varanasi@licindia.com](mailto:edms.varanasi@licindia.com)

**TENDER NOTICE FOR "DESTRUCTION OF RECORDS AT EDMS DIVISIONAL RMFCENTRE, LAHARTARA VARANASI RECORD FOR 2025-2026"**

Sealed tenders from Local Vendors of VARANASI only under two bid system are invited for Destruction of approximately 11.62 LAC old records(policy docket) and 3216 incremental batches ( 1 batch contain 10 files and contains 8000-9000 pages in a batch) as per list Supplied & lifting the shredded waste papers. The bidders are therefore requested to quote rates for picking up, checking & Segregation of papers from the dockets, shredding by using machine, lifting the waste papers Packing& transportation of empty docket (envelops) to LIC Divisional office.

Sl.No	Activity	Details
1	Tender Date	EDMS/DO28/DATE-10/12/2025
2	EMD	52500/- (Fifty two Thousand five hundred only) (refundable)
3	Tender Fee	Fee 118/- (One Hundred Eighteen only) (nonrefundable) including GST
4	Address for submission of bid	CHAIRMAN STORES COMMITTEE, LIFE INSURANCE CORPORATION OF INDIA DIVISIONAL OFFICE, B 12/120 GAURIGANJ BHELUPURA VARANASI -221001
5	Submission of Bids Date And Time	Local VARANASI Bidders fulfilling the complete requirement of the tender ,should submit details in One Major sealed Envelope super scribed as Envelope "Tender for Destruction of records at EDMS Divisional RMF Centre, LAHARATARA , VARANASI 2025-2026" on or before 22.12.2025 by 05.30 PM. This major envelope should contain 02 sealed envelopes naming. (I) Technical Bid Envelope (II) Financial Bid Envelope. Technical Bid Envelope should contain Filled Tender Form Technical Bid part, details of EMD, tender fees and necessary documents .Financial Bid Envelope should contain quoted rates in Annexure- A , Annexure-B .and Annexure-C . Each and every page of Tender Form should have signature and seal of the Bidder,
6	Opening Date/ Venue	23.12.2025 at 11.00 AM . One authorized representative of Bidder with proper authority letter, Identity card can be present at Divisional Office Varanasi for opening of Technical bid only.
7	Contact Details	MANAGER EDMS Telephone No 8299743576..... E mail id- <a href="mailto:edms.varanasi@licindia.com">edms.varanasi@licindia.com</a>

Tender documents will be issued at our office on all working days (excluding holidays, Saturdays & Sundays) on payment of Rs.118/- in cash during cash hours or DD favoring Life Insurance Corporation of India payable at VARANASI. The tender documents can also be down loaded under tenders on our web site [www.licindia.in](http://www.licindia.in)



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EDMS/Tender Form

08/12/2025

Technical Bid: Page 1

**TENDER FOR "DESTRUCTION OF RECORDS AT EDMS DIVISIONAL RMF CENTRE, LAHARATARA VARANASI RECORD FOR 2025-2026"**

**Sealed Quotations are invited for following jobs at EDMS RMF Centre LAHARATARA VARANASI as detailed below:**

**PART-1: PICKING OUT APPROXIMATELY 11.62 Lakh (ELEVEN LAC SIXTY TWO THOUSAND) (POLICY DOCKETS), FOR WHICH LIC WILL PAY THE COST TO VENDOR.**

**Jobs for quoting rates as per ANNEXURE -A**

- Taking out the policy records from racks as per the list given by us. Excel format list will be provided both in soft - file & hard copy which contains details of policy no, branch no, batch no. of old policy records.
- Rearranging of balance dockets as per our requirement in racks & revised numbering of the shelves and racks. Creation of vacant racks and their rearrangement as per our instructions.
- Segregation of docket covers & the papers inside dockets after thorough verification by L.I.C. official. Sticking of brown paper/painting with light colour etc on that part where policy no. is endorsed on docket, so that later renumbering can be done with Black Marker Pen by LIC for further use. Such empty docket envelopes should be handed over to LIC-DO(OS, VARANASI) in 1000 per bundle in bag by Vendor.

**PART-2: PICKING OUT BATCH (ONE BATCH CONTAIN 10 FILES AND EACH BATCH ABOUT 8000-9000 PAPERS WHICH LIC WILL PAY THE COST TO VENDOR**

**Jobs for quoting rates as per ANNEXURE -B**

Pulling the batches (10 files from one batch) from racks Segregation of papers from files in batches

**PART-3 : DISPOSAL OF OLD PAPERS FOR WHICH VENDOR HAS TO PAY TO LIC.**

**Jobs for quoting rates as per ANNEXURE -C**

- Shredding of papers (of Part-1 & Part-2) & weighing and transporting of papers in the presence of LIC official and disposal of old papers. These scrap papers will be taken immediately by Vendor after depositing the amount by way of Demand Draft/Banker's cheque favouring "LIC of India" drawn on any Scheduled Bank payable at VARANASI Deposited in cash at our cash counter in F&A DEPARTMENT, DIVISIONAL OFFICE, VARANASI during cash hours.

This work (scrap disposal) is to be done in various lots, for each lot vendor has to pay LIC before lifting scrap. The old papers are to be used by paper factory for recycling only and a certificate to this effect should be produced from the bidder.

**Bidders are requested to quote the rates taking into account all the tasks involved in this process. Before submitting the quotation, it is preferable that vendor shall visit at our RMF, NEAR LAHARATARA VARANASI so that the entire job involved can be visualized.**

Detailed job description and other terms & conditions are as follows:



**DIVISIONAL OFFICE, B 12/120 GAURIGANJ BHELUPUR, VARANASI Technical Bid: Page 2**

**Job Description for Taking out Dockets from policy racks: As per PART-1**

1. Taking out the lapsed and paid policy records from racks as per the list provided by LIC office.
2. After verification by LIC officials, the docket cover and the papers inside to be segregated & kept separately by vendor.
3. Re arranging of records (dockets) backwards in the space generated in racks
4. Renumbering of shelf & racks, rearrangement of vacant racks as per instructions of LIC..
5. Sticking of brown paper/painting on that part where policy no. is endorsed on docket. Empty Dockets in the batch of 1000 will be sent to Office Servicing Department, Divisional Office VARANASI

**Job Description for destruction of Incremental papers (batches): As per PART-2**

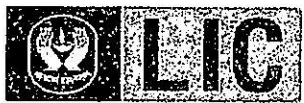
1. Papers segregated from the batches (files) after verification of LIC officials
2. Renumbering of shelf & racks, rearrangement of vacant racks as per instructions of LIC.

**Job Description for destruction of fold papers: As per PART-3**

Papers from policy dockets (Part-1) and papers from batches (Part-2) to be shredded or torn into pieces and shifting and transporting the same after weighing in the presence of LIC official. The old papers are to be used by paper factory for recycling only and a certificate to this effect & should be produced from the bidder. After clearing the old destroyed papers, the work area to be cleaned

**Other Terms and Conditions:**

- A pre bid meeting to be organized with all the interested vendors dated on 19.12.2025 at 10.20AM. EDMS CENTER, LIC OF INDIA, LAHARATARA, VARANASI
- TENDER Fee 18/- (One hundred Eighteen only) including GST (non-refundable) by way of Demand Draft/ Banker's cheque payable at VARANASI, OR BY cash deposited at our F&A CASH COUNTER, DIVISIONAL OFFICE, BHELUPURA VARANASI during cash hours.
- The bidders are requested to submit Earnest Money Rs 52500/- [Fifty two thousand five hundred only] by DD in favour of 'LIC of India', Payable at Varanasi OR Deposited in cash at our cash counter in F&A DEPARTMENT, DIVISIONAL OFFICE, GAURIGANJ, BHELUPURA, VARANASI during cash hours.
- The EMD will not carry any interest and may be forfeited in case the work is not executed by successful bidder within the stipulated time frame to the fullest of satisfaction of LIC. The EMD without interest will be returned to bidders after completion of Tender work.
- Successful bidder may be asked to deposit Security Deposit @ 05 % of Tender amount within 05 days from allotment of work order. Security Deposit will be returned without interest within 60 days after successful completion of Tender work.
- All jobs as specified above in Part-1 Part-2 & Part-3 should be completed by vendor by 15.02.2026 or within 40 days from work order.
- Penalty may be imposed by the competent authority as his own discretion @ of 1% of work order per week (7 days) subject to maximum 10% of total payment value.
- EMD of unsuccessful bidders will be returned immediately.



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- Looking into Service aspect it is mandatory for *Tenderer* to have working office/HQ/workplace situated in Varanasi in Uttar Pradesh State. Otherwise the Tender is liable to be rejected. Name & Contact number of local in charge of work should be provided by Tenderer. It is mandatory requirement for the Tenderer.

- 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.

- Financial bid will be opened for only those Bidders who successfully qualified in Technical Bid and fulfilling all Requirements. Decision of competent authority of LIC will be final and binding on all.

- All labour charges involved in the above contract job for various activities have to be borne by the bidder only. Successful bidder should comply all statutory labour laws and regulations.

- The bidder should engage such persons who are adequately literate to read 8 or 9 digit policy nos and physically fit so that they can take out records and renumber the racks after rearrangement. Vendor should employ adequate number of persons to complete the job in time

- The bidder has to arrange for necessary materials viz., ladders, gloves, masks, cleaning liquid, painting material, gum bottles, brown paper etc for the work and 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. Vendor should use machines for shredding the waste papers.

- 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 with valid driving license for allowing the vehicle for lifting the waste papers.

- The old destroyed papers after weighing in the presence of LIC officials should be lifted, deposit of cost in per estimated weight of scrap, actual amount will be paid immediately, in cash/DD, in our Office if weight is higher on same day during official cash hours and excess amount will be returned next working after lifting and producing certificate

- All Bidders should submit all necessary documents, licenses, permits etc from time to time during the work as per need of LIC.

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

- 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 three parts viz., Part 1 & Part 2 is for picking of policy records and batches (files) from the racks and segregating the papers inside and Part 3 is for disposal of old papers from batches and policy dockets. For Part 1 & Part 2, the amount payable by LIC is subject to recovery of income tax at appropriate rates.

- The Part 1 and Part 2 of the Tenders will be decided together on lower bidder and part -3 will be decided to highest bidder.

- Final payment will be made on the basis of actual records found for destruction which may be less than estimated records mentioned in the Tender. Vendor has to arrange required Labour /Materials to complete the job. LIC will not supply anything to Vendor.

Vendor has to submit the GST bill if GST is applicable. Secondly Vendor has to submit the GST returns so that LIC may claim Input Tax Credit on GST paid. Vendor should have appropriate GSTIN for claiming GST if applicable. All decisions of competent authority of LIC will be final and binding on all.



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- Vendor compulsorily quote for all the parts of the Tender
- Quantity mentioned in the Tender is maximum quantity of records to be destroyed. Vendor should search vigorously and try to trace maximum number of records for destruction as per list provided by LIC. Payment will be made for actual traced records which are destroyed.
- All the papers of the tender should be signed & affix seal of the bidder.
- The Competent Authority of LIC shall have the right not to utilize the services or terminate the contract without assigning any reason or without giving any notice at any time.
- Any dispute arising out of or relating to this tender shall be deemed to have arisen in Varanasi and be subject to adjudication of competent Court in Varanasi only.

The sealed quotations in major closed envelope should contain two sealed envelopes (i) Sealed envelope super scribed as "Technical Bid Envelope" should contains duly filled and signed Technical Bid part of Tender form i.e all 08 Pages of Technical Bid with all necessary documents EMD, Tender Fees details etc.(ii) Sealed envelope superscribed as "Financial Bid Envelope" should contain duly filled, signed Financial Bid part of Tender form i.e. Financial Bid Part I (Annexure-A), Part-II (Annexure-B) and Part-III (Annexure-C).

This ENVELOPE SHOULD BE ADDRESSED TO – CHAIRMAN STORES COMMITTEE, SUPERSCRIBED AS "DESTRUCTION OF RECORDS AT EDMS DIVISIONAL RMF CENTRE, VARANASI RECORD FOR 2025-2026"

To,  
LIC of India,  
Divisional Office,  
B 12/120 GAURIGANJ,  
BHELUPURA  
VARANASI 221001

On or before 22.12.2025 at 05.30 PM along with EMD and Tender fees.

The bids will be opened on 23.12.2025 at 11.00AM.

Please note: -In case any tender document is not submitted along the tender will be liable to rejection

SR.DIVISIONAL MANAGER

Signature of Bidder

Name of Bidder

Seal of Agency/Firm/Company



**Vendor Details for Tender Participation**

S. No.	Particulars	To be filled by Tenderer
1.	Name of the Agency/firm/company.	
2.	Detailed Office address of the Agency/Firm/Company with Office telephone number/Mobile Number	
3.	Licence issued by UP State under Shop & Establishment Act. (Please attach the attested copy of Licence)	
4.	Date of Incorporation	
5.	PAN No. (Attested Photocopy to be enclosed)	
6.	GSTIN No. (Attested Photocopy to be enclosed)	
7.	Do you have any Previous experience in similar kind of jobs In Government or PSU Offices (Attach the work order)	
8.	Name of the Varanasi Location In charge with his mobile contact number.	
9.	Bank Account Details: Type of Account: Account No.: IFSC: Branch: (Please attach Cancelled Cheque)	
10.	Details of Tender Fees Amount: Rs 118 including GST	Draft No./Date: Issuing Branch : <b>MR details :</b> (If deposited in Cash)
11.	Details of EMD Amount: Rs 52500/-	Draft No./Date: Issuing Branch : <b>MR details :</b> (If deposited in Cash)
12.	Whether filed IT returns of last 03 FY. (Please submit copies) i.e. 21-22, 22-23 & 23-24.	

*Chao*

*MR*

**UNDERTAKING FROM SCRAP VENDOR**

We, \_\_\_\_\_, here by undertake  
That the scrap paper lifted after shredding would be recycled  
by M/S \_\_\_\_\_.

Place:

Date:

Signature of the authorized person/Vendor Address:

Contact No: Landline:

Mobile No:

E-mail ID:

Seal of Vendor

**\*\*This form should be completed in all respects\*\***



**QUOTATION FOR PICKING OUT APPROXIMATELY 11.62 LAKH EDMS POLICY RECORDS AS PER THE LIST GIVEN BY L.I.C AT OUR EDMS CENTER, -Varanasi**

S.No.	Description of jobs to Quote rates	Rate To be filled by Vendor
1.	Labour Charges for picking of records from the racks as per the list given by LIC, segregation of docket cover and records inside and rearranging of dockets in the space generated. . Sticking of brown paper/ Painting in light colour on that part where policy no. is endorsed on docket (so that Docket Envelope may be renumbered by LIC later on with black marker pen) and such dockets should be handed over to LIC-DO(OS, Varanasi) 1000 per bundle in bag. Total record is approximate 11.62lacs	<b>Cost per Record/Docket</b>  <b>Rs—</b>  <b>In Words Rupees---</b>  <b>+GST%--</b>  <b>(If Applicable)</b>

**The Tender is liable to be rejected for any cutting or overwriting in the Tender Document.**

**Place:**

**Date:**

Signature of the authorized person/Vendor

Address:

Seal of Vendor:

Contact No: Landline

Mobile No.

E-Mail ID:



**FINANCIAL BID PAGE :2 PART-2 (ANNEXURE-B)**

**QUOTATION FOR DISPOSAL OF 3216 INCRENTAL BATCHES (1BATCH COINTAIN 10 FILESAND  
TOTAL 8000 TO 9000 PAGES IN A BATCH ) RECORDS AT OUR EDMS  
CENTER, LAHARATARA ,VARANASI )**

S.No.	Description of jobs to Quote rates	Rate To be filled by Vendor
1.	Rate quoted per batch (10 files of old Paper (after taking into account labour charges for taking out batches from racks Vendor should use Machines for shredding the waste papers.	Rate per batch Rs--  In Words Rupees---   +GST(as Applicable)

Approximately 3216 batches records may be destroyed. Each batch may carry 8000 to 9000 papers (pages) which vary from record to record.

The Tender is liable to be rejected for any cutting or overwriting in the Tender Document.

Place:

Date:

Signature of the authorized person/Vendor

Address:

Seal of Vendor

Contact No: Landline:

Mobile No:

E-Mail ID:

**QUOTATION FOR SHREDDING& DISPOSAL OF WASTE PAPER AT OUR EDMS  
CENTER, LAHARATARA ,VARANASI**

S.No.	Description of jobs to Quote rates	Rate To be filled by Vendor
1.	Rate quoted per Kilogram of old Paper (after taking into account labour charges for shredding, weighing, packing, loading, transportation, other miscellaneous expenses ) Vendor should use Machines for shredding the waste papers.	Rate per Kilogram of scrap old paper Rs--  In Words Rupees---   +GST(as Applicable)

Approximately 11.62 Lakh of policy docket records and 3216 Incremental batches may be destroyed. Each policy record may carry 10 to 30 papers which vary from record to record and 8000-9000 papers in each batch. Actual old scrap papers after destruction work will be sold to Vendor in a lot . Vendor has to deposit total amount in LIC Divisional Office Cash Counter in Cash/DD for each lot before taking the scrap papers from LIC RMF Location.

The Tender is liable to be rejected for any cutting or overwriting in the Tender Document.

Place:

Date:

Signature of the authorized person/Vendor

Address:

Seal of Vendor

Contact No: Landline:

Mobile No:

E-Mail ID: