

**TENDER NOTICE**  
FOR  
CARRYING OUT THE JOB OF  
POLICY DOCKET & INCREMENTAL RECORD PULLING, SHREDDING & POLICY  
DOCKET RE-ARRANGEMENT AT RMF CENTRE  
Under  
LIFE INSURANCE CORPORATION OF INDIA ,GUWAHATI , DIVISIONAL OFFICE  
“Jeevan Prakash”, S.S. Road, Fancy Bazar,Guwahati : 781001  
**E-mail: [edms.guwahati@licindia.com](mailto:edms.guwahati@licindia.com)**

1) **Applications are invited** from Vendors/Service Providers for carrying out the Job of “Policy Docket pulling, Shredding, Tearing & Policy Docket Re-arrangement” at RMF Centre, Panbazar, Guwahati under Guwahati Divisional Office, Guwahati-1.

2) **Scope of Work/Description of Job:**

- a) As per provided list, the Policy Dockets to be pulled out from the RMF Centre, Panbazar, Guwahati.
- b) Total No of Dockets to be pulled out is **8,25,632**.
- c) Total estimated weight of the paper to be sold is 106000 KG.
- d) Policy Docket cover (those are in good condition) to be separated and to be tied in hundred number and to be kept in side of the room.
- e) After separating, the physical policy papers/documents so pulled out should be torn/shredded in the presence of Manager (EDMS) / Appointed Committee Members
- f) The balance Docket covers and inside papers to be bundled separately in hundred numbers and to be kept at the side of the room.
- g) RMF centre is situated at College Hostel Road, Opposite Don Bosco School, Panbazar, Guwahati-1

3) **Eligibility Criterion:**

- a) Due to special nature of the job, the participating vendor should have experience in performing similar kind of job in a reputed firm.
- b) Vendor/Service provider should possess PAN from IT Authority and should have Bank Account.
- c) Vendor/Service provider should provide GST Registration No (if registered)
- d) In force Trade Licence & Address proof of Local Office
- e) The Corporation reserves the right to cancel/reject the vendor/s at its absolute discretion without assigning any reason

**4. One Pre-Bid Meeting will be held with the prospective bidders on 29.12.2025 at the Chamber of Manager (EDMS) at 3 PM.**

**SR. DIVISIONAL MANAGER  
LIC OF INDIA  
GUWAHATI DIVISIONAL OFFICE**

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### 1) Terms & Conditions:

- a) Cost of Tender Document: Rs.100.00 + GST 18% (Not Refundable). To be paid In Draft (payable in favour of LIC of India) or Cash to be deposited at Cash Counter of Guwahati Divisional Office. Application submitted without tender fee will not be considered.
- b) Vendors empanelled with LIC of India are exempted from Cost of Tender Document/Tender Fee.
- c) Publication of Notice on Notice Board: 22.12.2025
- d) Last date of submission of Tender: 05.01.2026 upto 3.00 pm.
- e) Opening of Tender: 06.01.2026 at 11.00 am.
- f) The application must fulfil eligibility criterion mentioned above.
- g) The decision of the Corporation is final and binding.
- h) The selected Tender for rate quotation shall have a validity till **30.06.2026**.
- i) The competent Authority reserves the right to waive/ add any requirement for consideration of the technical bid.

### 2) Document to be submitted by the vendor:

- 1) Valid Trade License issued by an appropriate authority for conducting business.
- 2) Copy of PAN Card.
- 3) Copy of GSTN Certificate (If Registered)
- 4) Document showing Previous Experience in Similar Job in a reputed firm.
- 5) Tender Fee Payment Document (DD or Copy of Cash Receipt)
- 6) EMD in the form of Demand Draft (If not exempted).

### 3) BID Details:

- a) The Vendor should provide his/her profile as per Annexure – I.
- b) Payment Particulars as per Annexure – II.
- c) The Vendor should submit DD for Rs.100.00 + GST 18% as cost of Tender Document or copy of cash receipt paid over counter along with executed Tender Document.
- d) A Demand Draft for Rs. 13000.00 drawn in favour of LIC of India, payable at Guwahati against EMD must be attached along with technical bid document. The vendor who is a Registered MSME vendor is exempted from payment of the said EMD. Vendor claiming this exemption must submit valid MSME Certificate issued by appropriate authority.
- e) The Vendor should provide in Annexure – III, the price information and the rates be quoted in Indian Rupees only and must contain Rate per Docket to be pulled, kept in lot, shredding, rearrangement etc as mentioned in Description of Job.
- f) *(In case of any difference between the rates in figure and words is found, the rates provided in figure shall be taken as correct.*
- g) *And in case any difference between the rate provided against single Docket and same provided against 1 lac dockets is found, then the rate provided against single docket shall be taken as correct).*
- h) *The successful bidder must deposit 5% of the value of the bid as Performance Security within 15 days of sending the offer letter which will be refunded within 2 months of completion of the job subject to satisfactory completion of the job. (Ref: CO/OS/B/Security Deposit/2023-24 dt.01.02.2024)*
- 4) **Price quoted should be inclusive of all expenses, but excluding GST. The break up for GST should be shown separately. TDS shall be deducted as per IT rules.** Price details must be filled up in all respect. Correction & Alteration, if any should be authenticated.
- 5) Number of Dockets to be pulled out mentioned in Annexure is approximate and for the Comparing purpose. The number of dockets may increase/decrease at the time of actual Work.

**The payment will be on the basis of actual number of dockets pulled out** and rate per docket will be reckoned for the determination of amount to be paid. The payment will be made through NEFT after completion of ordered job.

**6) The Corporation reserves the right to accept or reject any/all tenders at its sole discretion without assigning any reason what-so-ever.**

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### **JOB DESCRIPTION;**

1. To pick out the policy dockets from the racks as per the list supplied.
2. Arranging the dockets separately in serial order as per the list and handing over the dockets to LIC officials for checking. Any wrong docket detected during checking are to be placed in Original place immediately.
3. Segregation of the papers from the docket covers after verification and approved by LIC Officials and processing for disposal.
4. Shredding/tearing of papers from the dockets in presence of LIC officials.
5. After shredding/tearing the destroyed papers are to be weighted in the presence of LIC Officials and to be lifted periodically.
6. The destroyed papers should be sent directly to a Paper Mill for recycling and a certificate of recycle from the paper mill is to be submitted to LIC confirming that the papers are used for making pulp and recycle only.
7. After lifting the shredded papers, the work area should be left in neat and tidy condition.
8. The interested bidder can collect the tender documents from EDMS Department, Divisional Office, Jeevan Prakash, 4<sup>th</sup> Floor, Fancy Bazar, Guwahati-781001 on depositing non- refundable Tender Fee Rs.100/- at Cash Counter(GST extra)

### **OTHER TERMS AND CONDITIOS:**

1. The appointment of labour for various works is to be done by the successful bidder only.
2. The successful bidder should engage such persons who are adequately literate and physically fit enough to pick out dockets from a 10 feet high steel rack.
3. Labour below the age of 18 years, should not be involved for the work.
4. The successful Bidder/Vendor to arrange for pack,, weigh and transport the shredded waste papers at his own cost and arrangement.
5. Labour charges for picking up, shredding. Loading and unloading of waste papers etc. will be borne by the bidder.
6. The bidder should provide necessary materials viz. Shredding machine, ladders, gloves, masks, cleaning liquid, sanitizer etc. for their workers.
7. The successful bidder/Vendor should produce the name and ID proofs of the persons who will be engaged for these services for issue of a temporary entry pass which should be produced on demand.
8. Successful bidder/Vendor should submit the details of vehicle and name of the driver for allowing the vehicle to enter into RMF Centre for lifting the waste papers.
9. The shredded waste papers should not be used for any purpose other than making pulp and recycling.
10. The successful bidder is required to submit Recycling Certificate from the Paper Mill after disposal.
11. All works should be executed during office hours and in the presence of LIC officials only.
12. Previous experience in similar kind of jobs in LIC/Govt. PSU offices is desirable.

13. It is the sole responsibility of the Government, Municipality and the Local Bodies while carrying out the job in its entity.
14. The work should be completed within 40 days from the date of award of the contract.
15. The Competent Authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason.
16. The bidder may inspect the record room at the EDMS-RMF Centre on any working day between 2 PM to 4 PM for assessing the quantum of job and the waste paper before quoting the price. For any query they may contact Mr Kallol Das, Manager (CRM/EDMS) or any Official present in the department/RMF Centre..
17. The Vendor/ bidder has to put his signature in each and every page of the tender document and supporting documents quoting the price.
18. Quoted rate should be excluding GST and all taxes.
19. Payment if any will be made subject to deduction of Income Tax & GST etc.
20. LIC reserves the right to accept or reject any tender at its discretion without giving any reason for the same.
21. The Tender Notice & Tender Papers will be uploaded in official website of LIC of India and Notice Board of Guwahati Divisional Office and RMF Center, Guwahati.
22. Tender papers duly filled in should be submitted in two separate closed envelopes : -  
Envelope No.(1) Should be superscripted as "Technical Bid for destruction of Old records at EDMS-RMF". Technical Bid consists of signed copy of job description. Terms & Conditions, Profile of the Firm/company (Annexure-1 enclosed), Tender Fee (Annexure-II) and EMD Money.

Envelope No. (2) Should be superscripted as "Financial Bid for destruction of old records at EDMS-RMF". Financial Bid consists of Tender Rate (Annexure-III enclosed).

Both the sealed Envelopes No.(1) & (2) should be put in a bigger size Envelope and Should be superscripted as-

**"TENDER FOR DESTRUCTION OF RECORDS AT EDMS-RMF"**

and addressed to THE MANAGER (OS).LIC of INDIA, Guwahati Division and should reach us on or before 15.00 hours on **05.01.2026**.

Sr. Divisional Manager  
LIC of India  
Guwahati Divisional Office.

## **Annexure – I**

### **NAME OF THE WORK: “Policy Docket Pulling, Shredding & Policy Dockets Re-arrangement” at EDMS-RMF PROFILE OF VENDOR**

Name of the FIRM/SERVICE PROVIDER (in block letters)	
Office Address, Phone No & e-Mail Address(if any)	
Status of the firm: (Pvt. Ltd. Co./Public Ltd. Co./Partnership Firm/ Proprietorship firm)	
Name of the Proprietor/Director/CEO (as the case may be):	
Name of the Banker with Address: Telephone No: A/C no: IFS Code:	
PAN No:	
GST Registration No (if registered) (Xerox of the document to be attached)	
Whether empanelled with LIC of India (If yes, please provide supporting document) (Experience if any)	

I/We do state that the information provided above are true to the best of my/our knowledge and belief.

**Date:**

**Authorised Signatories of Vendor  
(Name & Designation with seal of the firm)**

**Note:**

- 1) Above form should be filled legibly and duly signed and sealed.
- 2) Incomplete forms and without required documents are liable to be rejected.
- 3) The Corporation reserves the right to cancel/reject the vendor/s at its absolute discretion without assigning any reason.

**Annexure II**

**NAME OF THE WORK: “Policy Docket Pulling, Shredding & Policy Dockets Re-arrangement” at EDMS-RMF**

**PAYMENT PARTICULARS OF TENDER FEE & EMD**

**NAME OF THE BIDDER:.....**

**1.a Tender fee of Rs.118.00 (If the payment made through Demad Draft)**

Particulars	Draft No	Date	Drawn on	Payable at	Amount
Tender Fee/ Cost of Tender Document					

**1.b Tender fee of Rs.118.00 (If the payment made over LIC Counter)**

Particulars	Tr No	Date	Amount
Tender Fee/ Cost of Tender Document			

**2. EMD Particulars**

Particulars	Draft No	Date	Drawn on	Payable at	Amount
Earnest Money Deposit (EMD)					

**Signature of the Vendor / Authorised Person  
Name :**

Designation :  
Seal

**Annexure III  
Tender Rate  
Financial Bid Proforma**

**For Old Record Destruction at EDMS-RMF**

<b>Sl. No. (A)</b>	<b>Particulars (B)</b>	<b>Quantity (C)</b>	<b>Cost per Unit Rs. (D)</b>	<b>Total Quantity (Approx.)</b>	<b>Total Cost Rs.</b>
1.	Value of Shredded Waste Paper( For Sale)	Per Kg		40000 Kg. (Approx)	
2.	Cost of Picking dockets from Racks as per list provided	Per Docket		825632 ( Approx)	
3	Cost of tearing/Shredding of papers & packing	Per Docket		825632 ( Approx)	
4	Cost of Picking files and tearing / Shredding Incremental Documents as per list provided	Per File		14400 (1440x10) (Approx)	
5	Rearrangement of Dockets on Racks and Marking the batch No., 1st & last Number of eacg self in register Branch/Row wise.	Per Rack		1457 Racks (Approx.)	
5	Total (2+3+4+5)				
6	Tender Cost (5-1)				

1. Rate should be exclusive of GST & all other Taxes .Tender Cost excluding GST will be considered for selection of L1 Vendor.
2. If there is a discrepancy between rate per Docket and total value mentioned in last Column, then rate per Docket will be considered.
3. There should not be any overwriting and without any hedging condition..

4. Total Nos of Dockets mentioned above is approximate which may decrease or increase at the time of Work, However the Payment will be released on the basis of RATE PER DOCKET / File mentioned in "C".
6. GST will be paid at applicable rate on the Value of Work.

Signature of the Vendor / Authorised Person

Name :

Designation :

Seal