

Short Notice Tender for Pulling of Policy dockets & other related jobs at EDMS Centre, Shakti Nagar, Jammu under LIC of India Srinagar Division

Ref: OS/Dockets Pulling

Date: 24.12.2025

SHORT NOTICE TENDER DOCUMENT
FOR
PULLING OF POLICY DOCKETS FROM RACKS & OTHER RELATED JOBS
AT EDMS CENTRE, JAMMU
Under LIFE INSURANCE CORPORATION OF INDIA
SRINAGAR DIVISION

Last Date of Submission: 02.01.2026 up to 1500 Hours

TENDER NOTICE

Life Insurance Corporation of India, Divisional Office Srinagar intends to invite sealed tenders in a closed envelope under TWO BID SYSTEM for Pulling of Policy Dockets from Racks & other related jobs, at EDMS centre Jammu, under Life Insurance Corporation of India, Srinagar Division, from the Individual(s)/Firms. Tender document containing terms and conditions is available at our website www.licindia.in/Bottom-Links/Tenders. The last date of submission of Tenders is **02.01.2026 up to 1500 Hours**. For further details please log on to www.licindia.in/Bottom-Links/Tenders.

Senior Divisional Manager, LIC of India, Divisional Office, Srinagar reserves the right to accept or reject any or all offers/ tenders in full/ part without assigning any reason whatsoever.

SR. DIVISIONAL MANAGER

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The detail of various Annexures to be appended with the Tender is as under:

S. No.	Description	Page from To	No of Pages	Remarks
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8	Technical Bid	14 to 14	2	Annexure-A
9	Financial Bid	15 to 15	1	Annexure-B
10	Affidavit	16 to 16	1	Annexure-C
11	Letter of Authorization	17 to 17	1	Annexure-D
12	NEFT Mandate	18 to 18	1	Annexure-E
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Kindly Note:-

Each Page of the Tender Document from Page 1 to 13 must be Signed & Stamped by the Tenderer before submission.

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Salient Features of the TENDER

S.NO.	TITLE	DESCRIPTION
1	Tender	Pulling of Policy Dockets from Racks & other related jobs at EDMS Centre, Jammu under Life Insurance Corporation of India, Srinagar Division
2	Tender Issuing Date	24.12.2025
3	Type of Tender	Two Bid System
4	Place where job is to be executed	EDMS Centre, LIC of India, Shakti Nagar, Jammu-180001.
5	Name and address to whom the tender is to be submitted	Tender Receiving Officer Life Insurance Corporation of India Divisional Office Cell, Jeevan Jyoti Building 18-A, Rail Head Complex Jammu-180012
6	Tender Fee	Rs 118/-- (Rs 100/- as tender fee + 18% GST) (non- refundable) by way of Demand Draft only , in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu.
7	Last date and time of submission of tender	02.01.2026 1500 Hours. Applicants should ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay.
8	Date of opening of Tender	The sealed tenders will be opened by the Tender Opening Committee on 02.01.2026 at 1600 hours in presence of the bidders or one of their authorized representatives (Authorization letter as per the format provided with ID proof) who wishes to attend at their own cost.
9	Date of opening of Financial Bids	Bidders who qualify on Technical Grounds will only be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date that will be communicated to the bidders.
10	Time Limit for Start of the Services	Within three (03) days after Issuance of Acceptance Letter to the successful bidder.
11	Completion Period	One month (30 Days) from the date of award of work.

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12	Earnest Money Deposit	₹5000-(Rupees sand only-) by way of Demand Draft only in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu.
13	Estimated Tender value and Evaluation Method	5.05 Lakhs with total Tender Value Evaluation
14	Security Deposit	10% of the Tender Value to be deposited after award of contract
11	Notice for termination of contract	The contract is subject to termination at any time if not found satisfactory by LIC or for any other reason whatsoever by serving 03 days' notice in writing by LIC.
12	Official Website	www.licindia.in

SR. DIVISIONAL MANAGER

Instructions to Bidders

1. LIC, Divisional Office, Srinagar, invites Tender for Pulling of **333956** Dockets from iron racks, Separating the papers from dockets, Bundling and arranging the dockets at specified place at EDMS centre, Shakti Nagar, Jammu, under Life Insurance Corporation of India, Srinagar Division.
2. For complete details and formats of Tender Document please log on to LIC's website www.licindia.in/Bottom-Links/Tenders. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.
3. **TENDER FEE:** Tender document may be downloaded from the website, should be duly filled in and accompanied by non-refundable Tender Fee in the form of **Demand Draft only** for ₹118/- (₹100+18% GST) favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu.
4. **EARNEST MONEY DEPOSIT:** The tender should be accompanied by a refundable Earnest Money Deposit of ₹5000/- (Rupees Five thousand only-) in the form of **Demand Draft only** favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu. Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of the tender. The Earnest Money Deposit will not carry any interest.
5. **SECURITY DEPOSIT:** Successful bidder(s) are required to deposit security deposit @10% of the tender value within specified time to be communicated separately and work order for start of service will be placed with the vendor only after receipt of the security deposit. In case any L1 bidder fails to deposit security deposit, then no work order will be given to the vendor.
6. **TECHNICAL BID:** The bidders are requested to submit the **Technical Bid (Annexure A)** in a sealed cover super scribed as "**Technical Bid for Pulling of policy Dockets at EDMS Centre Jammu**". The envelope shall contain the name, contact no., E-Mail ID and address of the bidder. The following documents are to be submitted along with the Technical Bid.
 - a) Demand Draft for ₹118-(non-refundable) as Tender Fee.
 - b) Demand Draft for ₹5000- as EMD.
 - c) Technical Bid **Annexure-A**
 - d) Signed copy of tender document (**Page no 01 to 13**) as token of acceptance of tender terms and conditions
 - e) Self-attested copy of **PAN** card

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- f) Self-attested copy of **AADHAR** card.
 - g) Self-attested copy of **GST** registration certificate
 - h) Documentary proof of Local office
 - i) Declaration by the bidder for completion of the work in 30 days
8. **FINANCIAL BID:** The bidders are requested to submit **Financial Bid (Annexure-B)** separately in a sealed cover super scribed as **“Financial Bid for Pulling of policy Dockets at EDMS Centre Jammu”**.
 9. These two Sealed Cover Envelopes (Envelop -1- containing Technical Bid, Tender Fee, EMD and all documents mentioned at S. No 6, and Envelop- 2- containing Financial Bid, are to be placed in a bigger sealed cover super scribed as **“Tender for Pulling of policy Dockets at EDMS Centre Jammu”**.
 10. The sealed cover containing the Tender papers is to be addressed to:

**Tender Receiving Officer,
Life Insurance Corporation of India,
Divisional Office Cell, 18-A, Rail-Head Complex, Jammu -180012.**
 11. The sealed cover containing duly filled in tenders along with all relevant enclosures should be submitted by the Bidder either by Regd. Post / Speed Post or in person at the address given below:

**Tender Receiving Officer,
Life Insurance Corporation of India
Divisional Office Cell, 18-A, Rail Head Complex, Jammu- 180012.**
 12. The rates quoted shall be written in **FIGURES & WORDS** without any correction. The bidders are instructed not to round off the rates. Rates to be quoted should be strictly as per the Performa of Financial Bid enclosed in the Tender document.
 13. Tenderers should note that their tenders should remain open for consideration for a minimum period of three (03) months from the date of opening of Technical Bid.
 14. LIC reserves the right to reject incomplete bids and bids lacking in details and without signatures or without relevant enclosures.
 15. Tenders received late or not in properly sealed cover or received telegraphically & conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.

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16. The last date for submission of tenders is as stipulated in the 'Salient features of the Tender'. If any of the dates mentioned in the 'Salient features of the Tender' happens to be a holiday, then next working day will be considered.
17. The tenders will be opened by the "Tender Opening Committee" on the day as mentioned in the 'Salient features of the Tender' in the presence of bidders or their authorized representatives if they are willing to attend at their own cost.
18. Please note that only Technically Qualified vendors will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be communicated separately.
19. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website www.licindia.in/Bottom-Links/Tenders and will form part of the tender.
20. If two or more Persons/ Firms quote the same rate, the lowest bid after negotiations shall be considered.
21. Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to reject, accept any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for her/his actions and decisions. The Senior Divisional Manager, LIC, Srinagar also reserves the right to accept any bid in part or to split the contract between two or more bidders. The Senior Divisional Manager, LIC of India, Srinagar does not bind himself to accept the lowest tender.
22. The LIC reserves the right for inclusion / exclusion for terms and conditions of the contract as per the requirements.

SR. DIVISIONAL MANAGER

Eligibility criteria for TECHNICAL BID

1. Only those person(s)/ firms who offer to complete the work within the specified period of **30 days** can participate in the tendering process. Declaration by the vendor for completing the entire work within the stipulated time is to be enclosed with Technical Bid.
2. Only those person(s)/ firms who offer to execute the work at specified place at LIC of India, EDMS centre, Shakti Nagar, Jammu can participate in the tendering process.
3. Vendors having operating office in Jammu city only can participate in the tendering process. Documentary Proof of operating office in Jammu city is to be enclosed with Technical Bid.
4. The bidder must possess a valid PAN Card issued by Income Tax Department.
5. The bidder must possess valid GST IN registration certificate issued by the concerned authorities.
6. Agencies/ Firms which are Black listed/removed by any Govt. office/PSU or any office of the Corporation are not eligible to apply for participation. If applied their applications will not be considered for technical evaluation.
7. Applicants registered as MSME/NSIC (MICRO and SMALL only) as on date of floating of tender, are exempted from depositing Tender fee and EMD provided they attach self-attested copy of the relevant certificate from the concerned Department of Govt. of India to this effect with technical bid.
8. The qualified vendor shall not claim any payment for supervisory staff for monitoring the job at EDMS Centre.

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SCOPE OF WORK RELATED TO PULLING OF DOCKETS & OTHER RELATED
JOBS AT EDMS CENTRE, LIC OF INDIA, DO CELL, JAMMU

The Scope of the work related to Pulling of Policy Dockets from Racks & other related jobs at EDMS Centre Jammu by the Successful Bidder, is as under:

1. Pulling of numbered Policy Dockets from racks as per the list that will be provided to the vendor.
2. Handing over the pulled Dockets in bundle of 100 to LIC official for verification.
3. Separating the papers kept inside the Policy Dockets and preparation of bundles of 100 dockets each, to be kept at specified place.
4. Tying and arranging the separated papers in stacks for further processing.
5. Reporting detail regarding Pulled, Separated and arranged dockets to LIC authorized official on daily basis.
6. Deploying workers (unskilled category) with at least 10th Standard qualification.
7. To supervise and monitor daily output of the workers to complete the job within the prescribed time.
8. No additional charges except the Quoted Rates as per Financial Bid shall be paid nor shall be claimed by the Successful Bidder.

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**GENERAL TERMS & CONDITIONS RELATED TO PULLING OF POLICY DOCKETS & OTHER
RELATED JOBS AT EDMS ENTRE**

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, Srinagar Division.
2. Tender which is received late on account of any reason whatsoever including postal delay etc. after expiry of time and date i.e. fixed for submission of tenders shall be termed as "LATE" tender and not to be considered. Such tenders shall be returned to the concerned party without opening the same.
3. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents (**Page no 01 to 13**) are to be signed by the authorized signatory of the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted/ furnished is found incorrect.
4. Overwriting/corrections in the tender document are not allowed.
5. Incomplete, conditional tenders and fax / e-mail/ telegraphic tenders will not be considered and will be rejected.
6. The offer will remain valid at least for a period of three (3) months to be reckoned from the date of opening of "Technical Bid".
7. Participating bidders have to quote rates total value wise for execution of the work.
8. Valuation of the tender shall be done on the basis Total value of Quoted Rates for deciding L1 vendor.
9. There should not be any deviation in terms and conditions that have been stipulated in the tender documents. Tenders with imposed conditions which lead to a deviation with respect to the terms and conditions mentioned in the tender document will not be considered and will be rejected.
10. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be rejected.
11. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will result in the rejection of the bid.
12. Tenders from intermediaries or brokers will not be entertained.

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13. It may be noted that no negotiations will be carried out, except with the lowest bidder(s) and therefore most competitive rates should be offered.
14. Income Tax, from the payment to the successful bidder, will be deducted at prevailing rate.
15. GST, at the prevailing rates as per GST Rules will be reimbursed to the owner.
16. The payment shall be made after execution of the job after obtaining satisfactory certificate from the Authorized LIC official.
17. No advance will be made to the qualifying bidder for starting the contract.
18. LIC shall have the right to amend or modify any of the terms and conditions during the period of the Contract.
19. If L1 vendor fails to execute the contract at any stage, the Security deposited by the vendor shall be forfeited.
20. The Competent Authority reserves the right to change the relevant dates to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.
21. The Technical Bids of those bidders, where LIC after its scrutiny / inspection / investigation / verification is satisfied with regard to the compliance of technical criteria as laid down in the tender document, will be declared as found eligible for financial bid opening.
22. LIC will communicate to the successful bidder by letter sent through Registered Post or through E-mail that the bid has been accepted.
23. **PERIOD OF COMPLETION OF WORK :**

Successful bidder shall have to complete the designated work within 30 days from the date of start of work

PAYMENT PROCEDURE:

The payment to the contractor shall be made through NEFT for which he/she has to submit an enclosed NEFT mandate form along with cancelled Cheque of his/her Bank Account and a self-attested photocopy of AADHAR Card. The demand /GST bill will be submitted by the contractor to

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Manager (OS) for release of payment.

24. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and the authorized representatives of the contractor. Any dispute arising out of the Contract/Agreement shall come under the jurisdiction of the Honorable Courts in Jammu city only.
25. The contractor will indemnify and keep indemnified LIC from claim, loss or damage that may be caused to LIC on account of failure of the contractor under various laws towards LIC due to acts of omissions of the contractor. The successful bidder has to furnish an Affidavit to LIC on a Stamp Paper of appropriate value.
26. The Bidder should affix authorized person's signature on all the pages of the tender from Page 1 to 13 as a token of acceptance of the terms and conditions.
27. In case of any dispute arising with any State/ Central Agency, owing to happening of any incidence within any office, Contractor shall be solely responsible for it and LIC will not have any liability in this regard whatsoever.

PENALTY CLAUSE:

If the successful Bidder fails to execute the job within 30 days, penalty @ "Quoted Rates/Docket remaining to be pulled ", shall be imposed upon the vendor and shall be deducted from the payment that is payable to the vendor.

28. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BID OR ALL BIDS:

Every Bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the services do not conform to the required Specifications indicated therein.

The Sr. Divisional Manager, LIC of India, Srinagar Division, reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions. The Sr. Divisional Manager, LIC of India, Srinagar Division also reserves the right to accept any bid in part or split the contract between two or more bidders.

SENIOR DIVISIONAL MANAGER

ANNEXURE - 'A'

Short Notice Tender for Pulling of Policy dockets & other related jobs at EDMS Centre, Shakti Nagar, Jammu under LIC of India Srinagar Division

TECHNICAL BID

S. No	Information Sought	Information Provided
1	Name of the Owner/Owners/Partners/Firm (in Block Letters)	
2	Full Residential Address(s):-	
4	Contact Details: 1. Land Line No 2. Mobile 3. E-Mail ID	
6	Name(s) of Representative(s) who would be calling on us and attending to the job (With Mobile No and E-Mail ID).	
10	Has the Owner/Owners/Partners/Firm ever been involved in any criminal act as decided by any Hon'ble Court of Law anywhere in India (If yes, please give details).	
11	Whether Black listed by any Govt. deptt. /Public sector company/any office of the Corporation.(Attach Self- declaration)	
12	PAN No (attach attested copy)	
13	GST No (attach attested Copy)	
14	Details of Tender Fees	Amount Demand Draft No: Date:
15	Details of EMD	Amount Demand Draft No: Date:

I/We declare that the above information is correct and complete to the best of my knowledge and belief.

Signature(s) of the Owner/Owners/Partners,

(Name)_____ Mobile _____ E-mail Id _____



Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E- mail- os.srinagar@licindia.com

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FINANCIAL BID

Annexure-B

Financial bid for Pulling of Policy dockets from Racks & other related jobs at EDMS centre, Shakti Nagar, Jammu

Name of the Owner/Owners/Firm:

Tender Reference:

S. No	Name & Address of the Participating vendor	Rate Quoted / Policy Docket for Pulling of dockets from racks, Separating the papers from verified dockets, Bundling and arranging the dockets at specified place. (Excluding GST) (In Words and Figures)
		₹ _____ Per Policy Docket. (Rupees _____) _____)

Before quoting the rates kindly Note:

Before Quoting rates please go through the terms & conditions given in the Tender.

Rates Quoted shall be excluding the applicable rates of GST.

Vendors have to quote rates entirely for completion of the work.

Total value wise amount shall be considered for financial evaluation

Quoted Rates are submitted by our Firm for your Consideration

Authorized Signatory and Stamp of the Firm
(With complete Postal address, Phone No & e-mail address)



ANNEXURE -'C'

AFFIDAVIT

(TO BE SUBMITTED BY L1 BIDDER only)

I / We _____,
 being _____ Indian _____ Citizens _____ residing _____ at _____ -
 _____ do hereby solemnly affirm
 and state as under:-

Whereas Life Insurance Corporation of India has floated tender for Pulling of Numbered Policy dockets & other related jobs at EDMS Centre, Shakti Nagar, Jammu under Life Insurance Corporation of India Srinagar Division and in respect of the same, I/we being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in the Terms & Conditions of the Tender.

I/We further state that I/ we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon Life Insurance Corporation of India and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due to or to become due to us.

I/We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me / us in this affidavit. I / We further state that non-compliance of any provisions shall be sufficient reason for Life Insurance Corporation of India to terminate the contract, besides taking recourse to other legal remedies available in the Contract.

Solemnly affirmed at _____ this _____ Day of _____ 2026 before me.

Notary with Seal and Stamp



Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E- mail- os.srinagar@licindia.com

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ANNEXURE -'D'

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

**The Manager (OS)
Life Insurance Corporation of India
Divisional Office-Srinagar**

Sub: Authorization for attending bid opening on.....at.....Hrs

Following person is hereby authorized to attend the bid opening of Tender floated by Life Insurance Corporation of India, Srinagar Division, for Pulling of Numbered Policy dockets from racks & other related jobs, at EDMS Centre, Shakti Nagar, Jammu under LIC of India under Srinagar Division, on behalf of:

..... (Bidder detail)

Name of the Person	Specimen Signature

**Authorized Signatory
(Name
Mobile/Email Id:
Date:**

Note: Only one representative for any Bidder shall be authorized and permitted to attend the BID OPENING. Such person shall carry this authorization letter & I Card along with him to participate in the bid opening.





Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E- mail- os.srinagar@licindia.com

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ANNEXURE - 'E'

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :

.....

Phone / Mobile No. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :
(Full Digit 11-16)

Type of A/c : Saving A/c ☐ Current A/c ☐ OD A/c ☐ A/c ☐
(Tick)

Bank IFSC Code No. :
(11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Authorized Signatory
(Name / Designation and Seal of the Firm / Company)

Mobile/Email Id:

Date:

Kindly enclose cancelled cheque leaf for verification of NEFT details.



Self- Declaration

I/We _____
do hereby declare that I/We have not, at any time during the period of last three years, immediately preceding the date of this declaration, been Black listed by any central or state Govt. deptt. / Public Sector company /any office of the LIC nor have been convicted by any court of law. I further state that I do not have any criminal antecedents and no criminal cases are pending against me.

Authorized Signatory
Bidder Detail with Seal and Stamp

Date: _____

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ENCLOSURE CHECK LIST

S. No	PARTICULARS	YES	NO
01	Demand Draft for Tender Fee & EMD enclosed with Technical Bid.		
02	All Annexures i.e. A, B, C, D, E duly signed and stamped are enclosed.		
03	Financial Bid is duly signed and enclosed in a separate envelope		
04	All Rates in the financial bid are covered with cello tape		
05	All documents are duly signed & stamped		
06	Self-Attested copy of PAN Card enclosed		
07	Self-attested copy of GST Registration certificate Enclosed		
08	Self-declaration		
09	NEFT Details along with cancelled cheque enclosed		
10	Signed Copy of tender document from page-01 to 13.		

Bidders are requested to ensure that the self-attested documents, as required under Tender conditions are enclosed while submitting the Tender to Life Insurance Corporation of India, Divisional Office Srinagar.

Non-submission of the required documents may result in dis-qualification of the bidders on technical grounds without any correspondence with them.