



Pune Divisional Office-II, S.No, 688 A+B2, 4<sup>th</sup> Floor, Mahaveer Park Bldg. Pune-Satara Road, Bibwewadi, Pune -37.

OS /EDMS/PDO-II

Date:08.01.2026

Re:Tender for pulling , segregation ,tearing & sale of scrap of policy records at our RMF Center, Nimbut-LIC PUNE DO II

We propose to carry out the job of pulling , segregation ,tearing & sale of scrap of approximately 15,09,271 policy dockets and 5902 incremental batches from LIC Pune divisions I & II ,stored at our RMF Centre, Chapri Nimbut, Tal. Baramati- Pune 413102. It is about 90 Km from Pune City.

Each policy file hereinafter referred as “ docket” is kept in thick brown envelope which is coated with tar from inside. It contains old papers in brown paper folder. One incremental batch refers to multiple flat / office files, each batch has approximately 08 files on an average, each file contains about 200 old papers.

It is prerequisite condition that before submitting the quotation the vendor visits all the 5 godowns at Nimbut and understands the work to be done in detail from the LIC officials working there. The visiting vendor should carry photo id card and its photo copy and enter his details as name ,address, contact number & id card number in the register at RMF center and signs a declaration as per format attached.

Sealed quotation is invited for picking out, segregation, tearing, disposal and sale of all types of papers from old policy records either stored in envelopes/files. The vendors are requested to quote rates for picking up, checking the number and segregation of papers from the dockets, shredding using machine/ by hand ,rearrangement of files/dockets and all allied works ( for this LIC will pay) also rate of scrap per kg ( this vendor will pay) as detailed below:

VENDOR HAS TO CARRY OUT THE FOLLOWING ALLIED JOBS AND QUOTE RATES ACCORDINGLY.

- 1) Verify the policy dockets and the papers inside the dockets as per the given list and after verification only, the remark should be taken in the supplied list. In case of mismatch the files should be handed over to us separately.  
The policy files are kept in different racks & may not be in serial number order. Hence only the files/dockets for the numbers from the given lists are to be picked up and other policy files/dockets are not to be disturbed.
- 2) Segregation of all the papers into 5 lots as docket covers/ flat files , docket folders, metal clips / fastener, & all remaining papers and keeping in designated place in the same godown after approval by the LIC Officials, tearing into at least 4 pieces

- of all Papers in the dockets.(especially Policy document, review slip, age proof copies, KYC Documents )
- 3)The segregated papers of all sorts should be put in separate gunny bags in the same godown at the designated place. Remaining items as metal clips, blank files etc are also to be piled & stored in gunny bags. All the scrap should be picked up & sold by the vendor periodically.
- Policy docket envelopes should be destroyed as per Government norms & certificate should be provided to us.
- 4) After completing the above job the work area should be left in neat and tidy condition not affecting the surrounding environment.

**TERMS & CONDITIONS:**

- 1) Validity of Bids submitted shall be for 90 days from tender opening date.
- 2) Please quote your Rates as per the attached format on your Company letter head only.
- 3) Please pay Tender Fee Rs.295 (Rs.Two Hundred Ninety Five only) either by Cash OR DD/Banker's cheque favoring LIC of India payable at Pune along with quotation.( Tender fee not applicable to MSME certificate holders and our empanelled vendors)

Payment timings are Monday to Friday excluding all public holidays 10.15 am to 4.15 pm, lunch time 1.30 to 2.00 pm:

- 4) Bidder has to sign enclosed "Bid Security Declaration" as per Annexure "A" accepting that if they withdraw or modify their bids during period of validity (which is 60 days in this case) etc. Bidder will be suspended for a period of 2 Years.
- 5) Since total approximate cost of the Tender is about Rs.25,00,000/-, EMD Rs.50000/- is required @ 2% of the estimated cost.(MSME EXCLUDED ON SUBMISSION OF CERTIFICATE)
- 6) Please pay EMD Rs. 50000/- (Rs.Fifty thousand only) either by Cash OR by Demand Draft/Bankers' Cheque favouring LIC Of India payable at Pune.

Payment timings are Monday to Friday excluding all public holidays 10.15 am to 4.15 pm, lunch time 1.30 to 2.00 pm

- 7) EMD of unsuccessful Vendors/Bidders will be refunded within 20 days from the date of finalization of Tender. EMD shall not carry any interest. Tender without EMD & Tender Fees, wherever applicable, will be subject rejection.
- 8) To ensure due performance of the contract, successful bidder will have to keep Security Deposit/ Performance security for an amount of 10% of the value of the contract, where total contract value exceeds Rs.1,00,000 (One Lac only) same will be payable by cheque/DD in favor of LIC OF INDIA payable at Pune only
- 9) Integrity Pact-The successful bidder has to sign Integrity pact on Rs 500/ stamp paper.

- 10) The appointment of labour for various works is to be done by the vendor only. Labour charges for picking up, marking policy number in the given list ,shredding , re-arranging of the dockets in racks, etc.will be borne by the vendor.
- 11) The successful vendor should produce the name & 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. Only those labors will be allowed to enter into LIC premises at Nimbudt.
- 13) The successful vendor should engage such persons who are adequately literate and physically fit enough to pick out dockets from a 10 feet high steel rack.
- 14) The contractor should provide necessary materials viz. Shredding machine, power supply for shedding machines, ladders, gloves and masks, cleaning liquids etc. for his persons.
- 15) All work should be done only during Office hours in the presence of LIC Officials only.
- 16) It will be the sole responsibility of the successful vendor to comply with all the rules, regulations, laws and the conventions of the Government, Municipality and the Local bodies while carrying out the job in its entirety.
- 17) Payment for the work will be made within 10 days after submission of bills, after successful completion of job, only through NEFT /RTGS.  
Tender document mentions approximate weight and numbers ,however payment will be made on the actual quantity basis duly certified by our authorized officials for each item as per the agreed quotation rates.
18. The Competent Authority shall have the right not to utilize the services or terminate the contract without giving any notice or assigning any reason whatsoever.
- 19) Vendors are advised to check applicable GST on their own before quoting. We will not take any responsibility in this regard. GST should be as per HSN Code of particular item.GST payment will be made only if the vendor is GST registered.
- 20) NSIC registered firms who are exempted from payment of Tender fees, should attach a copy of the latest NSIC Registration certificate for claiming the exemption with tender documents. If the Tenderer is registered under DGS&D/NSIC they have to clearly mention and submit a copy of supporting valid documents. In absence of any such document, Tenderer shall be considered as not registered under DGS&D/NSIC and tender fee should be deposited by the firm.
- 21) Penalty Clause: Entire Work has to be completed within 90 working days from the date of receipt of work order letter from us. For delay beyond a stipulated time limit of 90 working days, penalty @Rs.200 per day on total value of the Order will be charged. Further, if at any point of time, it is noticed that the stipulated work is not as per our specifications mentioned in the work order, we reserve our right to cancel the Order and the vendor will have to make good the loss to the Corporation. The Competent Authority will decide penalty in such Cases at his discretion on the merit of the Case, which may include blacklisting from our panel.
- 22) The rates approved will be valid for a period of ONE YEAR from the date of approval of Tender /Quotation by the Competent Authority, if mutually agreed.

23) Any dispute arising out of OR relating to Tender shall be deemed to have arisen in Pune and shall be under the jurisdiction in a Court in Pune.

24) That it has been mutually agreed between the Corporation and the Vendor that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr.Divisional Manager, LIC Of India, Pune Division-II who shall act as "Arbitrator" and his decision shall be final and binding to all.

25) Sr. Divisional Manager reserves the right to accept/reject the Tender in full/Part, Cancel the entire Tendering Process OR Postpone/defer the last date for submission of Tenders without assigning any reason whatsoever.

26) While carrying out work, Vendor has to take all safety precautions / measures related to work place at Nimbut.& safety of the personnel will be sole responsibility of the vendor.

27) The vendor (Contractor) shall not appoint any sub vendor to carry out any obligations under the contract.

28) Bidder has to dispose/ sell off scrap immediately after destruction of 2 lakh documents/ 1000 files of Incremental cases. The scrap should be weighed in presence of our officials and the weight of scrap so lifted & sold should be noted with our officials at nimbut.

29) Proportionate payment will be made after completion of job of any one division, duly certified by our officials.

30) The paper scrap of all types collected from Nimbut should go for paper pulping and no other purpose.

31) L1 under quotation will be decided as indicated in quotation form and work order will be issued accordingly.

To accept / reject the quotation of L1 is sole discretion of the competent authority and no complaints will be entertained or reason of rejection will be assigned in this regard.

32) In case of more than one bidders quoting same rate, L1 will be decided on the basis of last 3 financial years' average turnover.

33) As our documents contain important information about our customers, the bidder should ensure that the same is not misused by anyone.

For any clarification on above you may contact **Shri Sanjay Sawant Manager (EDMS)**  
**LIC PUNE DO II Office No. 020-24509015** or any Officer present in the department.

The quotation should be in sealed cover superscribed as "**Tender for Destruction of policy records at Nimbut ,LIC PUNE DO II**" and addressed to

**THE MANAGER (OS)**  
**LIC OF INDIA, PUNE DIVISIONAL OFFICE -II,**  
**"MAHAVIR PARK BLDG. 4TH FLOOR ,**  
**OPP. WALVEKAR LAWNS, PUNE- SATARA RD.**  
**PUNE-411037**

Pre bid meeting -16.01.2026 FRI at 3.00pm at Our Pune DO II office as per address on letterhead.

Last date for submission -27.01.2026 TUE 4.15 pm

Date of opening tenders 28.01.2026 WED 3.00 pm

  
Sr. Divisional Manager

मधुसूदनन वी. आर.  
Madhusudanan V. R.  
प्रबंधक (का. से. वि.)  
Manager (O. S.)  
पुणे विभाग - II / Pune DO - II

**CHECKLIST for documents to be attached**

1 QUOTATION/BID IN COMPANY LETTER HEAD

2. PROFILE OF COMPANY

3 DECLARATION

4. DD for TENDER FEE or our receipt

5. DD for EMD or our receipt

6. msme/nisc exemption copy

7. PAN, GST copies

8 turn over proof

9 original cheque leaf, cancelled

**FORMAT OF QUOTATION/BID (TO BE SUBMITTED ON FIRM/ COMPANY LETTER HEAD)**

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Scope of work (1)	Item (2)	Numbers approx (3)	Rate (4)	Total amount (5)= (3)*(4)	
1. Pulling , segregation , tearing , keeping in gunny bags separately , disposal as per Govt norms ,removal from site , sale proceeds and rearrangement of dockets	Policy docket	15,00,000 ( fifteen lakhs)	Per docket Rs .....	.....	(A)
2. Pulling , segregation , tearing , keeping in gunny bags separately , disposal as per Govt norms ,removal from site , sale proceeds and rearrangement of files	Incremental batches( one batch is having approx 8 files containing papers)	5902	Per batch Rs .....	.....	(B)
(C) - Rate per kg payable to LIC for disposal of all type of waste papers /docket covers/files/fastener/metal or plastic clips (C)			Rs .....	.....	

\*Approx weight of 15,00,000 policy dockets - 60000 kg ( average 40 gm per policy docket) and Approx weight of 5902 batches( ie 47216 files approx) - 47216 kg ( average 1 kg per file)  
Total weight - approx 107216 kg

L1 will be decided on the basis of amount as per rates quoted in (A) ,(B) and (C) ie figures in columns (4) and (5) which is  $(3)*(4)$  reduced by the figure  $(C) *107216$ . ie  $A+B-(C*107216)$

Bidder has to fill Rates in columns (4), (5) and column against (C)

I have read full Tender Document, General Conditions and Scope of work and I hereby accept all the Terms and Conditions without any exception .I have visited the godowns at Nimbut, and checked the papers, files etc stored there and understood the work to be done there.Further we agree to sign enclosed "Bid Security Declaration" accepting that if we withdraw or modify our bids during period of validity etc. we are liable to be suspended for the time specified in the tender document.

PLACE :-

DATE :-

SIGNATURE AND SEAL OF THE VENDOR

**PROFILE OF THE FIRM/ COMPANY-to be filled by vendor**

<b>Sr.</b>	<b>Particulars</b>	
1	Name of the Agency/firm/company, and address	
2	Whether the firm is proprietary? Name of the proprietor Office address and name of Contact person with phone and Mobile NO .	
3	Whether Agency/Firm belongs to MSME? Give details	
4	PAN No. (Attested Photo copy may be enclosed)	
5	GST NO.(Attested Photo copy may be enclosed if any )	
6	Bank Account Details (Copy of Cheque & pass book/bank statement should be enclosed  Name of the Bank Branch IFSC Code Account Type Account No.	
7	TURNOVER IN FIN YEARS 2022-23,2023-24, 2024-25 (attach relevant copies)	

**Place :**

**Signature of Authorized vendor/official with Stamp**

**Date :**

## निविदा भरणार्या व्यक्तीचे घोषणापत्र

मी

आज निम्बुत येथे एल आय सी गोदामाला भेत दिली. तेथील सम्बन्धित कर्मचार्यांकडून कामाचे स्वरूप समजावून घेतले. आवश्यक कागदपत्रे बघितली. सर्व वजने मापे घेतली. माझी निविदा त्यावर आधरित आहे.

स्वाक्षरी  
नाव  
पत्ता

भ्रमणधनी क्र

### DECLARATION BY THE BIDDER

I (name of bidder) have personally visited (name of the place) today at (mention time) on (date). I have seen the workplace, spoken to (name of LIC personnel present there). I have understood the work to be done fully. I have taken necessary details, measurements and my quotation will be based on these.

Signature  
Name

Address

Mobile number