

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

सूरत मंडल कार्यालय
कार्यालयसेवाविभाग
"जीवन प्रकाश" मुगलीसरा, पो.बो.नं -239
सूरत-395003
दूरभाष: 0261-2801228, 2801222
ई-मेल : os.surat@licindia.com

संदर्भ: SDO/OS/EDMS-Destruction/25-26

दिनांक :17-02-2026

To:

Dear Sir,

Re: Tender for Destruction of Old Records (Policy Dockets and Incremental Files)

We invite tender for pulling approximately 967244 (Nine Lakh sixty seven thousand two hundred forty four) policy dockets and 65450 (approx.)(sixty five thousand four hundred fifty) incremental files lying at our RMF Centre, EDMS Department at Plot no. 327/ 1, Road no. 3, Near Paliwal Chokdi, GIDC, Sachin, Pin – 394230.

Tenders are invited in sealed cover for picking out of old records as per list supplied by LIC of India. The bidders are therefore requested to quote their rates per Docket multiplied by Total number of Policy Dockets as denoted by "A "and rate per Incremental File multiplied by Total number of Incremental Files as denoted by "B ". The sum Total of "A "and "B "is also to be quoted for the job as described below. The rates are to be quoted as per Annexure II of the Tender Document.

JOB DESCRIPTION:

1. To Pull out the policy dockets from the racks as per the list provided by LIC of India.
2. To Pull out incremental files from the racks as per the list of incremental batches provided by LIC of India.
3. To verify the correctness of policy number & incremental file written on the cover as well as inside papers. Further the connected papers are to be thoroughly verified as that of the same policy number and incremental file number. In case of mismatch Nos, the dockets & files should be handed over separately to the authorized LIC official after verification and a remark to be taken in the list provided.
4. If any policy docket or incremental file is pulled out erroneously for mismatched number and in case of policy docket of multiple policies wherein some policies are not to be destroyed, then the policy dockets /incremental files should be handed over separately to the authorized LIC official.
5. The policy dockets and incremental files not eligible for destruction are to be filed back in the racks properly and suitable remark is to be taken on the lists provided and on the policy docket cover and incremental file, if any.
6. After approval by authorized LIC officials, Segregation of the papers from the policy docket covers and incremental files and process for disposal to be done.
7. Keep the policy cover and files separately in neat and tidy bunch.

8. After completion of the above job, move the policy docketts and incremental files to specific place as per instructions given by LIC officer.

Summary of Tender

Sr No	Details	Remark
1	Collection of tender form	LIC OF INDIA, EDMS Department, SURAT DIVISIONAL OFFICE, 2 ND FLOOR,"Jeevan prakash "Bulding, Opp -SMC, Mugalisara, SURAT-395003
2	Date of issue of Tender	From 19.02.2026 , 10.00 am to 05.03.2026, 4.30 pm
3	Last date and time of submission of tender	On or before 3.00 pm on 06.03.2026
4	Tender Fee	Rs. 118/- (with GST)
5	EMD	Rs. 10000/-
6	Date of Opening of Bid	4.00 pm on 06.03.2026 (attentively)

OTHER TERMS & CONDITIONS:

1. Tender form can be collected on payment of Tender fee of 118/- including GST (100+18) along with tender application, in the form of DD favoring LIC of India, payable at Surat drawn upon any Nationalized bank OR in cash to be deposited at the above address at cash counter during cash hours on working days (except Saturday Sunday and holidays). Tender fee will not be refunded under any circumstances. (Tender fee is exempted for MSME vendors). Tender fee is not required for Tender forms downloaded from email.

2. The bidders are required to submit a DD for 10000/- (Ten Thousand only) as the Earnest Money Deposit in favors of "LIFE INSURANCE CORPORATION OF INDIA" payable at Surat along with tender application.

The EMD shall not carry any interest and will be forfeited if the vendor awarded the contract is not undertaking the job within 7 days from the receipt of work order OR is not able to complete the job to the satisfaction of LIC of India as per tender condition.

3. The Tender form should be submitted by the Bidder, properly filled in the given format only, along with the Name, Address, Telephone No, Signature and Rubber stamp of the bidder and or any authorized person on behalf of the bidder. Any conditional offer is liable to be rejected by LIC of India.

4. Supply of labor for works is to be done by the bidder only and Minimum 15 labor should be deployed at work place. All charges including labor charges, loading and unloading of waste papers, etc, will be borne by the bidder.

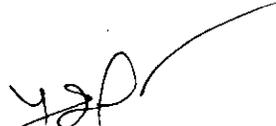
5. **Penalty Clause:** The Work should be completed within 90(Ninety) working days from the date of award of the contract. Penalty may be imposed by the competent authority at his own discretion, @ 1% per week subject to maximum of 5% of the total contract value, if work is not completed in schedule time.

6. The successful bidder should produce the names & ID proofs of the persons who will be engaged for these services.

7. The successful bidder should engage such persons who are adequately literate and physically fit enough to pick out docketts from a 10 to 15 feet high rack.

8. The vendor shall not appoint any sub vendor to carry out any obligations under the contract.
9. The vender should provide necessary materials viz., Ladders, Gloves, and Masks, cleaning liquids etc. for their persons.
10. Looking at the nature of the job[Dust etc..] vendor have to observe all safety guidelines in this regard such as wearing Mask by all and use of sanitizers frequently.
11. It is the sole responsibility of the successful bidder to comply with all statutory obligations, rules, regulations, insurance, laws and conventions of the Government, Municipal Corporation and the Local Bodies while carrying out the job.
12. Payment will be made within 10 days after submission of bills and successful completion of job, only through NEFT/RTGS. Payment will be made on confirmation and certification of manager EDMS subject to Income tax deduction as per rules. If the vendor completes fifty percent work of the allocated Job and if he so desires partial payment for the Job completed may be considered by the competent Authority subject to work quality found satisfactory. The payment proportion will be 50% of the amount payable for the Job completed. (i.e 25% of the approximate Total contract value)
13. The rates are called for quoting the approximate numbers of Policy Dockets and Incremental Files. The numbers of Policy Dockets and Incremental Files may vary. The actual payment for the work completed will depend upon the Exact number of Policy Dockets pulled and Exact number of Incremental Files pulled for destructions at the rates quoted by the bidders as per Annexure II of the Tender Document.
14. The Competent Authority reserves the right to, not to utilize the services or to terminate the contract without giving any notice or assigning any reason.
15. The bidder with prior appointment/intimation may inspect the record place at the EDMS RMF Centre, Sachin, Surat on any working day for assessing the quantum of job before quoting the price.
16. All this work is to be carried out under the supervision of Shri R. C. Rathwa, Manager (PS/SSS/EDMS) LIC SURAT DO and Shri Chandrakant G. Solanki AAO, LIC RMF center Sachin or any other LIC official authorized by Manager (PS/SSS/EDMS).
17. All pages of the tender document has to be duly signed by the vendor affixing stamp and seal.
18. The Sr. DIVISIONAL MANAGER, LIC OF INDIA, SURAT DIVISIONAL OFFICE, SURAT, reserves all the rights to cancel or reject or accept in part thereof any or all the offers, without assigning any reason and also reserves the right to increase or reduce the requirement given in the Tender document.

The Sealed Tender cover containing tender document, Annexure I and II Price Bid, DD for EMD, Tender Fee receipt, MSME certificate should be super scribed as "TENDER FOR DESTRUCTION OF RECORDS AT RMF CENTER EDMS addressed to THE MANAGER (OS), LIC OF INDIA, SURAT DIVISIONAL OFFICE, "Ground floor, "Jeevan Prakash" Building, Opp. SMC, Muglisara, Surat, Pin-395003 and should reach us 3.00 PM on or before 06.03.2026.


SR. DIVISIONAL MANAGER


MANAGER (OS), LIC OF INDIA

TO BE SUBMITTED ON THE LETTERHEAD OF THE BIDDER

**ANNEXURE – I
TENDER-PROFILE OF THE VENDOR / COMPANY
Ref:SDO/OS/EDMS-Destruction/25-26**

Sr. No.	Particulars	To be Filled by the Tenderer
1	Name of the Agency/Firm/Company.	
2	Office address and name of Contact Person with telephone and Mobile No.	
3	Whether Agency/Firm belongs to MSME? Give Details	
4	PAN No.(Attested Photo copy to be enclosed)	
5	GST No.(Attested Photo copy to be enclosed if Any)	
6	Tender Fee Receipt No./ DD No. if Any	
7	Details of EMD: (i) Amount (ii) Demand Draft No. (iii) Date (iv) Issuing Bank	
8	Bank Account Details (Copy of Cheque and Pass book/Bank Statement should be enclosed) Name of the Bank Branch IFSC Code Account Type Account No.	

Place

Signature of Authorised Official
with Stamp

Date;

Name of Signatory

Handwritten notes:
27/12/21
MCS/SES/EDMS
[Signature]

TO BE SUBMITTED ON THE LETTERHEAD OF THE BIDDER

ANNEXURE – II

Price-Bid – Tender Ref:SDO/OS/EDMS-Destruction/25-26

Tender for picking out 9,67,244 Old Policy Dockets/records and 65450 (approx.) incremental files as per the list given / provided by LIC of India, Records lying at Plot No. 327/1, Road No. 3, Near Paliwal Chokdi, GIDC, Sachin, Pin 394230.

Sr. No.	Particulars	To be Filled by Vendor		
1	Name of the Agency/Firm			
2	Address of the Agency/Firm			
3	Contact Person Name and Mobile No.			
Amount of Rates quoted for Tender Work Ref: SDO/OS/EDMS-Destruction/25-26 Excluding GST				
	Amount in Figure → (RATE PER POLICY DOCKET --- A)	Approximate No of Policy Dockets	Rate per Docket	Total Amount
		967244		
	Total Amount in Words → (POLICY DOCKETS)			
	Amount in Figure → (RATE PER Incremental File --- B)	Approximate No of Incremental Files	Rate per Incremental File	Total Amount
		65450		
	Total Amount in Words → (Incremental Files)			
	TOTAL AMOUNT IN FIGURES	TOTAL AMOUNT (A+ B)		
	TOTAL AMOUNT IN WORDS (A + B)			

GST Rate if Applicable →

Any Correction / Over Writing / Cutting /Difference in words and figure in Quoted Amount will be rejected.

I/We agree with all terms and conditions of the tender Ref:SDO/OS/EDMS-Destruction/25-26.

Place

Signature of Authorized Official
with Stamp

Date :-

Name of Signatory

Handwritten signature and text: SDO/OS/EDMS/25-26