



Life Insurance Corporation of India,
Divisional Office, Jeevan Prakash Bld.
Nuapatna, Cuttack.
Phone—0671-2305889.

Tender For Shifting of Policy docketts and Racks.

Sealed tenders are invited from interested Bidders for shifting of 63 lakhs (approx) policy docketts which are kept in around 2300 nos. of steel (open racks) from its old hired premises at Link Road (opposite Traffic tower) to its new premises at CDA (Cuttack Branch Premises). The interested bidders are requested to go through the detail terms & conditions which are available at our website www.licindia.com and send their quotation to Manager (OS), LIC of India, Divisional Office, Cuttack by 30.01.2012 by 15.30 hrs. The job involves shifting of policy docketts (strictly rack wise, shelf wise) and steel racks and rearranging the same as per previous position, within a specified period of 60 days.

The interested bidders are advised to visit both the premises during office hours, i.e 10.30 am to 5.30 pm on working days and 10.30 am to 2.00 pm on Saturdays, to assess the quantum of actual work from 20.01.2012 to 28.01.2012. They should apply on or before 30.01.2012 within 15.30 hours. Bidders are requested to go through the Terms & Conditions positively before quoting the rates. The envelope should be super scribed as “Tender For Shifting of Policy Docketts” & sent to Manager(O.S),L.I.C.of India,Divisional Office Nuapatna,Cuttack-753001,along with non refundable amount of **Rs.100/-in the shape of DD in favour of LIC of India payable at Cuttack.**

The quotation should accompany a Demand Draft of equal to 1 % of the valuation of the tender amount, drawn in favour of LIC of India payable at Cuttack as EMD without which the quotation shall not be taken into consideration. The EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of the tender.

The Corporation reserves the right to accept or reject any/all tender applications without assigning any reason thereof.

Sr.Divisional Manager

DESCRIPTION OF WORK IN DETAILS:

SHIFTING ALL THE DOCKETS AND RACKS FROM EXISTING PREMISES TO THE NEW PREMISES, SYSTEMETICALLY AND SERIALY WHICH IS INCLUSIVE OF ALL CHARGES LIKE TRANSPORTATION , LABOUR CHARGES ETC.

TERMS & CONDITIONS TOWARDS SHIFTING OF POLICY DOCKETS TO NEW RMF CENTRE.

1-The terms and conditions along with the instructions will form part of the tender to be submitted by the Bidder to LIC of India, herein termed as the Corporation.

2- Tender which is received on account of any reason whatsoever including postal delay, after the expiry of time and date i.e 30.01.2012 up to 3.30 pm fixed for submission of tender shall be termed as LATE tender and will not be considered.

3-All Bidders are requested to submit tender documents duly filled to -
Manager OS
LIC of India,
Cuttack Divisional Office
Nuapatna, Cuttack
753001
Latest by 30.01.2012 at 15.30hrs.

4-The quotation should accompany a Demand Draft equal to 1 % of the tender value, drawn in favour of LIC of India payable at Cuttack as EMD and a non-refundable DD of Rs.100.00 towards cost of form without which the quotation shall not be taken into consideration.

5-Successful bidder will have to deposit 10% of the order value as security deposit in shape of DD/Bank Cheque, or Bank Guarantees through Nationalised Banks, in favour of Life Insurance Corporation of India payable at Cuttack just after selection of the tender and the same amount will be refunded without interest after expiry of the tender term.

6-The rates quoted by the Bidder are inclusive of all charges and taxes. Upon satisfactory execution of work, the payment will be made on production of proof of complete execution of job with pre-receipt bill in duplicate clearly mentioning PAN/TAN/SERVICE TAX registration No and amount of tax component included in the bill.

7.That it has been mutually agreed between the Corporation and the contractor that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr Divisional Manager, L I C of India, Divisional Office, Cuttack and his decision shall be

binding on the contractor. The contractor shall not raise any question of competence of the Sr Divisional Manager to act as sole arbitrator.

8-Any dispute arising out of or relating to this tender shall be deemed to have arisen in Cuttack City and shall be under adjudication of the Court in Cuttack City (ODISHA).

9-The Corporation reserves the right to accept or reject any/all tender applications without assigning any reason thereof.

10. EMD of unsuccessful Bidder shall be refunded by A/C payee cheque only within one month of the finalization of tender.

11. All the pages of the tender papers are to be signed by the Bidder. Any overwriting or use of white ink is to be duly initialed by the Bidder. The corporation reserves the right to reject the incomplete tenders.

12. The tenders will be opened on 30.01.2012 at 4.30 pm at LIC Divisional Nuapatna,Cuttack . All the Bidders are advised to be present on that date at the specified time.

13. No advance payment will be made. The payment will be made in full after successful completion of work by A/C payee cheque only.

14. To transport all the racks & dockets systematically and arrange those serially at the new place is the assurance of the tender. Hence breach of the above may warrants heavy penalty as decided by the Authority.

15. In case of failure of the completion of specified jobs by the contractor on or before the date specified, the Corporation will be at liberty to change or cancel the order and the job may be awarded to another lowest bidder. At default, shall make good any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damaged may be recovered from security deposit or security deposit may be forfeited.

16. NO ALTERATIONS IN QUALITY of jobs as specified or in the period of execution and no enhancement in the rate shall be accepted unless previously ratified by the Corporation in writing.

17. If the contractor fails to comply with the provisions of clause regarding completion of specified jobs on or before the date mentioned or within such extended time as may be granted by the Corporation or in case it fails to comply with the provisions of OTHER CLAUSES, they shall pay to the Corporation a sum of money equivalent to 1% of amount of order for each day's delay/loss which shall not in any case exceed 1/10th of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of stipulations contained in the said Clauses and not as penalty, and the Corporation shall be at liberty to deduct such sums from any moneys due to the contractor under these presents or may otherwise recover the same separately.

18. Imposition of any other condition if so raised during the process of the work shall be binding on the Bidder.
19. The successful bidder will have to submit workmen compensation insurance before commencement of the job.
20. The work must be carried out during office hours and must be completed within stipulated time frame.
21. The Bidder must engage a furniture repairing person for tightening the loose / tottering racks at the new place so that the racks can be kept on the floor firmly.
22. While shifting the Bidder must not spoil our office premises / rented premises and if so happens it must be repaired immediately by the Bidder at his own cost.
23. Besides racks and docket some office furniture like tables, chairs, tube lights are to be shifted to the new place.
24. The bidder is solely responsible for any mishap during execution of the above shifting work.
25. The rate quoted by the bidder must be inclusive of all like transportation, labor charges, cost of material required for shifting, Income Tax and service Tax etc.
26. The Bidder must comply with all rules and regulations framed by the Govt. for transportation and labor Act.

Sr. Divisional Manager

Date.....

Form No 30A

CDO/OS/STORES/Tender No.

Re: Tender for Shifting of Policy docketts from the old to the New RMF centre.

In compliance with your advertisement dated -----, We quote hereunder our rates for the desired Shifting of Policy Docketts inclusive of all charges which will hold good for one year from the date of consideration at your end. We hope, our rates will be found acceptable to you. We agree to abide by your usual terms and conditions.

- 1. Name of applicant (with copy of identity proof)**
- 2. Correspondence Address**
- 3. Occupation**
- 4. Previous experience in such kind of job**
- 5. EMD details**

A) Amount	B) DDNO	C) Date
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- 6. Quoted amount Rs.
(In words)**

I hereby undertake that I have visited both the premises and inspected the volume of job to be undertaken in shifting policy docketts along with racks and rearranging them as per their previous order, from old RMF centre at Link road to LIC ,Cuttack Branch's premises at CDA,in Cuttack .on

I hereby declare that I shall fully abide by the above terms and conditions, I also declare that I shall not deviate the rules and regulations framed by the Govt. for transportation and labor Act while shifting / Transporting and also further declare that I shall abide by any the instructions if it is required by the corporation i,e LIC of India during course off shifting.

Signature of the bidder

Office seal

Date:-