



**Instructions to Bidder/Applicant.**

1. The Tender/Application forms will be available between 10/02/2025 to 13/02/2025 between 11.00 am to 5.00 pm on week days (Excluding Saturday, Sundays, and Holidays ).The Tender forms can be downloaded from our website [www.licindia.in](http://www.licindia.in) / tender.
2. The last date of receipt of application is 14/02/2025 up to 3.00 p.m.
3. Premises can be inspected from 10.02.2025 To 13.02.2025 between 11.00 a.m. to 4.00 p.m. The intended/interested bidder/applicant may contact following official for inspection of premises purpose.  
**Manager (Estates)**  
Life Insurance Corporation of India,  
Divisional Office, Estate Department,  
1<sup>st</sup> floor,National Ins.Bldg.,  
S.V.Patel Marg,  
Nagpur 440001. **Mob.No.9949188285 / 8758302572**
4. The offer received after the last date and time mentioned above shall be rejected. In case the last date of issue/receipt/opening of tender form is declared/happens to be public holiday, the tender will be issued/received and opened on the following/next working day at the same time.
5. The application should be sent in sealed cover super scribed  
**"Application for leasing office space"** addressed to:  
The Manager (Estates)  
Life Insurance Corporation of India,  
Divisional Office, Estate Department,  
1<sup>st</sup> floor,National Ins.Bldg.,  
S.V.Patel Marg,  
Nagpur 440001.
6. The Bids will be opened on 20.02.2025 at 11.30 a.m. in the presence of the bidders or their authorized representatives, if any, who choose to attend.
7. The Applicant should state the nature of intended usage of premises, giving full Name, Address, Tel. No. of the person for contact.
8. The Rent per month should be quoted per sq.ft. area exclusive of Taxes separately for the interested premises.
9. **Brokers will not be entertained.**

The Sr.Divisional Manager, Nagpur reserves the right to accept any Bid Tender/Application or to reject any or all Bid/Tender/Application at his sole discretion without assigning reasons thereof.

Place: Nagpur  
Date: 09.02.2025  
Declaration by the bidder:-

  
Sr.Divisional Manager

I have gone through all the above instructions and agree to abide by them.

Signature of bidder with seal

**LIFE INSURANCE CORPORATION OF INDIA, Divisional Office, Estate Dept., 1<sup>st</sup> floor , National Insu.Bldg.,,S.V.Patel Marg, Nagpur – 440 001. E-mail : [estate.nagpur@licindia.com](mailto:estate.nagpur@licindia.com)**