

**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office, E&OS.Department, Palam Station Road,**  
**Sellur, Madurai 625002.**

**Instructions to Applicant:**

1. For inspection of above space or any other query please contact

Sri. A.G.Dinakara, Admin.Officer (ESTATES) , Ph. 0452 2525171; Mobile. 93452 03187 (or) e-mail us at [os.madurai@licindia.com](mailto:os.madurai@licindia.com)

2. Selected applicants will be called for discussion with Fair Rent Committee for negotiation and for finalization of Terms and Conditions.

3. Lease deed has to be executed on LIC's standard format for a period of 3/9 or 5/10 years with appropriate rent escalation clause.

4. Preference will be given to Banks/PSUs/financial institutions of outstanding repute.

5. LIC of India reserves the right to reject / accept any applications at its sole discretion without assigning any reasons.

6. Applicants for premises must submit copies of Income Tax Returns and /or Audited Profit & Loss A/c, Balance Sheet as applicable for the past 3 years failing which their application will be deemed invalid and will be rejected. Applications without proof of adequate Income/revenue will be rejected.

7. The Application forms can be collected from our LIC of India, Divisional Office, Sellur, Madurai from 26/02/2025 to 18/03/2025 between 10.30 am to 3.30 pm on week days (Excluding Saturday ,Sunday and Holidays). Application forms can also be downloaded from our website [www.licindia.in/tender](http://www.licindia.in/tender) and the attached terms and conditions may be referred for details

8. The last date of submission of application is 19/03/2025 upto 12.00 Noon.

9. Premises can be inspected on prior appointment on working days between 11.00am to 3.30 pm.

10. The offer received after the last date and time mentioned above shall be rejected. In case the last date of issue/receipt/opening of application form is declared/happens to be public holiday, the application will be issued/received and opened on the following/next working day at the same time.
11. Validity of the application is for a period of six months from the date of application.
12. Joint applications by two or more persons/firms will be rejected.
13. Actual chargeable area will be subject to Joint measurement.
14. All the columns should be filled in. Incomplete applications are liable to be rejected.
15. LIC of India reserves the right to reject any application without assigning any reason. The decision of the Authority will be final.
16. Other terms and conditions will be applicable as per prevailing Estates policy of LIC in vogue.
17. Brokers will not be entertained.
18. The filled application in the prescribed format along with the required documents should be submitted in sealed cover super scribed "Application for leasing office space" addressed to: The Manager (E &OS), Life Insurance Corporation of India, Divisional Office, " Jeevan Prakash ", Palam station Road, Sellur, Madurai-2.
19. The Applications will be opened on 19/03/2025 at 3.30pm in the presence of the Applicants or their authorized representatives, if any, who choose to attend.

#### Declaration by the Applicant:-

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

Signature of the Applicant

Date: 26/02/2025

**SENIOR DIVISIONAL MANAGER.**