



Instructions to Bidder/Applicant.

1. The Tender/Application forms will be available in the department between **27.02.2025 to 12.03.2025** between **11.00 am to 5.00 pm** on week days (Excluding Saturdays, Sundays, and Holidays). The Tender forms can also be downloaded from our website www.licinida.in
Path=>to the bottom right Corner, Click Tenders, our “Tenders” will appear under ‘WZ’ region; Deptt “Estates”
2. The last date of receipt of application duly filled is **12.03.2025 up to 5.00 p.m.**
3. Premises can be inspected from **28.02.2025 to 11.03.2025** between **11.00 am. to 4.30 p.m** (excluding Saturdays, Sundays and Holidays). The intended/interested bidder/applicant may contact following official for the purpose of inspection of premises.
Secretary (Estates)
Life Insurance Corporation of India,
Western Zonal Office, Estate Department,
1st floor, West Wing,
Yogakshema, Jeevan Bima Marg,
Mumbai 400 021.
Tel No. 66598104/66598170/66598108/66598163
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 Regional Manager (Estates)
Life Insurance Corporation of India,
Western Zonal Office, Estate Department,
1st floor, West Wing,
Yogakshema, Jeevan Bima Marg,
Mumbai 400 021.
6. The Bids will be **opened on 13.03.2025 at 11 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.
Please note that Base Rate for each building is listed in the premises list for your reference. **Any Bidder/Applicant Applications quoting a rate below the base rate will be rejected and the application will not be processed further.”**
9. Once the premises is finalized to any highest bidder through ZNC, the procedure of agreement, stamp duty, registration etc has to be completed within a period of 45 days from the date of allotment. In case of non-cooperation and delay over above period, the Offer can be cancelled by the Competent Authority.

The Regional Manager (Estates) 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.

Regional Manager (Estates)

Place: Mumbai

Date: 26.02.2025

Declaration by the bidder: -

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

Signature of Bidder/Appliant with seal

**LIFE INSURANCE CORPORATION OF INDIA, Western Zonal Office, Estate Dept., 1st floor, Yogakshema, Mumbai – 400 021. Tel. No. 66598104.
E-mail : wz_estates@licindia.com**