



LIFE INSURANCE CORPORATION OF INDIA, KHARAGPUR DIVISIONAL OFFICE  
MALANCHA ROAD, PO-NIMPURA, DT- PASCHIM MEDINIPUR-721304  
PH 03222-253081, email-os.kharagpur@licindia.com

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**KHARAGPUR DIVISION**

**LIFE INSURANCE CORPORATION OF INDIA**

**TENDER DOCUMENTS**  
**FOR HIRING OF OFFICE PREMISES FOR**  
**KHIRPAI SATELLITE OFFICE**  
**KHIRPAI, PASCHIM MEDINIPUR MEDINIPUR, WEST BENGAL**

**Tender Form Issued to:**

**Name**  
**Address Line-1**  
**Address Line-2**  
**Address Line-3**

**LAST DATE FOR SUBMISSION OF TENDER IS 25/03/2025 UP TO 15.00 HRS**

**KHARAGPUR DIVISIONAL OFFICE, “JEEVAN PRAKSH”, MALANCHA ROAD PO-**  
**NIMPURA, KHARAGPUR, DT- PASCHIM MEDINIPUR-721304, PH -03222 253081,**  
**EMAIL- os.kharagpur@licindia.com**

**NIT(NOTICE INVITING TENDER)**



**LIFE INSURANCE CORPORATION OF INDIA,KHARAGPUR DIVISIONAL OFFICE  
MALANCHA ROAD,PO-NIMPURA, DT- PASCHIM MEDINIPUR-721304  
PH 03222-253081 , email-os.kharagpur@licindia.com**

**Wanted Office Premises on lease At/In Khirpai ,Paschim Medinipur, WB**

Life Insurance Corporation of India, Kharagpur Divisional Office, intends to hire office premises from the individual/ firms/ Govt. Building on lease basis admeasuring 1500 sq.ft. carpet area (  $\pm$  5% variation in areas is acceptable ) which are in ready to occupy condition/Under Construction preferably in 1<sup>st</sup> Floor or any other floor with or without lift facility and with separate vehicle parking ,and generator space at Ground Floor ( 300 +80 sq.ft.) for Khirpai Satellite Office under Kharagpur Division . The preferred location of the premises shall be within the adjacent areas of Halder Dighi More ,Khirpai-721232, Paschim Medinipur. For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) and go to 'Tenders' and click on the link " Requirement of office premises at /in Khirpai " on Monthly lease basis.

**LIC of India reserves the right to Accept or Reject any OR all offers in full/ part without assigning any reasons whatsoever.**

**Kharagpur  
05/03/2025**

**Sr.Divisional Manager**



**LIFE INSURANCE CORPORATION OF INDIA, KHARAGPUR DIVISIONAL OFFICE**  
**MALANCHA ROAD, PO-NIMPURA, DT- PASCHIM MEDINIPUR-721304**  
**PH 03222-253081, email-os.kharagpur@licindia.com**

**TENDER INVITING NOTICE IN DETAILS**

Life Insurance Corporation of India intends to hire premises for Khirpai Satellite Office which are ready to occupy condition/Under Construction from Individuals/Firms only under Two Bid System as per details given below:

Carpet Area Required(approx)	Location	Description/Remarks
Admeasuring 1500 sq ft carpet area (+/- 5% variation is acceptable) preferably in 1 <sup>st</sup> floor or any other floor with Lift / without lift facility, And with separate vehicle parking ,and generator space at Ground Floor ( 300+80 sq.ft.) for Khirpai Satellite Office under Kharagpur Division . The above Carpet Area should be excluding toilets, stair case, balconies and common areas, etc.	Khirpai- Halderdighi , Khirpai Paschim Medinipur- 721232, West Bengal	The premises offered for lease/rent should be located preferably in the main market area at the prime location of Khirpai, Halder Dighi More having availability of all public amenities like Banks, Post Offices, Railway Station/Bus Stops, etc. The premises offered for lease/rent should be in ready to occupation condition /Under Construction ,and suitable for use as office premises such as complete with tile flooring, finished toilets(ladies and gents separately) with arrangement of running drinking water by means of pump and over head tank, internal and external plastering and painting, fixing with doors and windows with security grill, collapsible gate and MS Rolling Shutter at main entrance and with complete electrical wiring with required power service connection & adequate fire evacuation facilities. There will be available sufficient electrical power load for running the office with AC . The house owner will have to obtain and arrange required electrical power connection for the office. The building sketch plan of the offered space should have necessary approval from the Govt Authority alongwith structural utility certificate . The offered space should have necessary approval for COMMERCIAL use only. There will be adequate covered space for garage/parking of 1 or 2 Nos cars and 30 Nos 2-wheeler, covered space for installation of electric meter, panel, etc and one Generator Room at Ground floor.
Status of Premises	Free Hold / Lease Hold with clear marketable	
Usage of Property	Commercial	

The prospective bidders meeting the above requirements may download the enclosed tender documents or may collect the tender documents on payment of tender fee of Rs 590(Five Hundred Ninety) including applicable GST from this office. The tender documents will be available from 05.03.2025 to 25.03.2025 between 10.30 AM to 3.00 PM on all week days except Saturdays, Sundays and Holidays. The last date for submission of filled in offers is 25.03.2025 up to 15.00 hours. The “Technical Bids” will be opened on 26/03/2025 at 15.00 hours in the presence of bidders or their authorised representatives who may wish to be present. In case the tender form is downloaded from the Corporation’s website, the tender fee of Rs 590/ may be remitted in the form of Demand Draft drawn in favour of Life Insurance Corporation of India, payable at Kharagpur. Tender which is received on account of any reason whatsoever including postal delay etc after the expiry of above time and date, shall be termed as “LATE” tender and not to be considered. Such tender shall be returned to the concerned party without opening of the same. For complete details and bid documents, please log on to [www.licindia.in](http://www.licindia.in) and go to tender and click on the link “ Requirement of office premises on lease/rental basis at KHIRPAI .”

LIC of India reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.

Kharagpur

**Sr.Divisional Manager**



**LIFE INSURANCE CORPORATION OF INDIA, KHARAGPUR DIVISIONAL OFFICE**  
**MALANCHHA ROAD, PO-NIMPURA, DT- PASCHIM MEDINIPUR-721304**  
*PH 03222-253081 , email-os.kharagpur@licindia.com*

**TENDER SCHEDULE**

Sl No	DESCRIPTION	
1	Name of Work	Tender for Hiring of Office Premises /space for Khirpai Satellite Office at Khirpai, Paschim Medinipur-721232, West Bengal
2	Cost of Tender Document(Non-Refundable)	Rs 590/-(Five Hundred Ninety) Only
3	Earnest Money Deposit(Refundable)	Rs 10,000/-(Rs Ten Thousand) Only
4	Date of sale of Tender Document	Tender Document will be available from this office on payment of non-refundable fees Rs 590/- by cash/Demand Draft/ Pay order in favour of Life Insurance Corporation of India, payable at Kharagpur from 05/03/2025 to 25/03/2025 between 10.30 AM to 3.00 PM on all working days except Saturdays, Sundays and holidays.
5	Last date of Receiving/Submission of Tender Document	The last date for submission of filled in tender documents is 25/03/2025 up to 15.00 hours.
6	Date and time of opening of Technical Bids	On 26/03/2025 at 15.00 hours
7	Date and Time of opening of opening of Financial Bids.	Shall be intimated later on.
8	Time Limit for handing over of the possession of the premises.	Within 3 Months
9	Lease period/Contract period.	As mentioned in the Terms & Conditions of the contract.
10	Notice period for Termination of Contract.	4(Four) Months on either side after expiry of Lock In Period.
11	Validity of Tender	03(Three) months from the date of opening of Technical Bid.



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**Tender for Hiring of Office Premises on Lease/Rental basis**

**Instructions to Bidder**

1. The tender forms will be available from 05/03/2025 to 25/03/2025 between 10.30 am. to and 3.00 pm. on week days (excluding Holidays, Sundays, Saturdays).
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is 25/03/2025 & up to 15.00 hours. The offers received after the last date and time mentioned above will be treated as "LATE" Tender and late tender will not be considered for opening and will be returned to the bidder.
3. The filled in tenders should be submitted to the address given below:

**The Manager (OS),  
Life Insurance Corporation Of India,  
Kharagpur Divisional Office,  
Malancha Road ,PO-Nimpura, 1st Floor, OS Dept.  
Kharagpur, Dist-Paschim Medinipur-721304**

4. The technical bid will be opened on 26/03/2025 at 15.00 hours in the presence of bidders or their authorized representatives who may like to be present. The "Financial Bids" of the offers to be kept with us in sealed condition. After preliminary scrutiny of the Technical Bids, verification of property documents and other papers, physical inspections of premises and assessment of the offers, the short listing will be done according to choice of preference and technically suitable only. The Financial Bids, those offers are found to be suitable to the corporation , will be opened only at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found technically suitable and selected by LIC.

5. The tender form consists of the following documents. i.e.,
- a. Instructions to bidders and Terms and Conditions.
  - b. Technical part.
  - c. Financial part.

The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the property/ies, location, area of the plot, copy of sanctioned plan with completion/ occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of

premises (other than the price). The Technical Bid shall be submitted in sealed cover (Marked Envelope–1) super-scribing as '**Technical Bid**' for Hiring of Office Premises in/ at KHIRPAI . The envelope shall contain the addressee's details and details of the bidder also.

6. The Financial Bid shall contain only financial details i.e., rate/ rent per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope-2 and superscribed with addressee and bidders details. All the three envelopes (envelope-3 containing Earnest Money

Deposit amount and Cost of tender fee/Tender fee deposit receipt) will be placed in a fourth envelope (Envelope–4) and sealed and submitted to the Manager(OS) at the address given above. The envelope must be super-scribed with 'Bids for Hiring of Office Premises in/ at KHIRPAI and the last date for submission is 25/03/2025 up to 15.00 hours and Technical Bid shall be opened on 26/03/2025 at 15.00 hours.

7. **Earnest Money Deposit of Rs. 10000.00 (ten thousand only)** in the form of Demand Draft/ Pay Order in favour of 'Life Insurance Corporation Of India' payable at Kharagpur and the cost of tender fee (Non refundable) of Rs.590/- (Five Hundred Ninety Only including GST), the Miscellaneous Receipt of the tender fee deposited or Demand Draft or Pay Order shall be submitted in sealed cover (Marked Envelope–3) super-scribing as 'Earnest Money Deposit for Hiring of Office Premises in/ at KHIRPAI alongwith the Technical Bid and Financial Bid. EMD Rs 10000(Ten Thousand) is refundable. Please note that no interest is payable on the Earnest Money Deposits.

8. In case the tender form is downloaded from the Corporation's web site, the non refundable tender fee of Rs.590/- (Five Hundred Ninety Only including GST) may be remitted in the form of Demand draft/ Pay order drawn in favour of 'Life Insurance Corporation of India' payable at Kharagpur'

9. Refund of Earnest Money Deposit :-

EMD shall be refunded through NEFT to the Bank Account as under:

a) Earnest Money Deposit of all unsuccessful Vendors/ bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by Divisional Space Hiring Committee to the Sr.Divisional Manager.

b) Earnest Money Deposit of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.

c) Earnest Money Deposit of lowest bidder shall be refunded separately or adjusted along with the payment towards rent of the premises.

d) In case the lowest vendor/ bidder refused to offer premises after issue of allotment letter, a notice shall be served to them by giving 30 (thirty) days time failing which their Earnest Money Deposit amount lying/ retained with us shall be forfeited without any further correspondence.

Sr Divisional Manager is the competent authority to refund/forfeit EMD amount

10. The following documents should be enclosed with the offers:

a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the properties.

b) A copy of the title investigation and search report along with copies of title deed documents, latest Municipal/Panchayat tax/ BL&LRO tax receipts for the premises

c) Documents related to conversation of Non–agricultural land from the Competent Authority.

- d) Proof of commercial use of the offered space/ *floor*/premises from the Govt Authority
- e) Proof of completion certificate or occupation certificate of the offered space/floors/premises from the Govt Authority.

11. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 3 (Three) months from the date of opening of 'Technical Bids'.

13. **Separate tender forms are to be submitted in case more than one property is offered.**

14. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender

Date  
Place

**Signature of Vendor with Seal.**



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**Tender for hiring of Offices Premises at/in KHIRPAI , Paschim Medinipur**

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit should be sealed in envelopes. The use of envelopes will be as under:

- a) **Envelope marked as 1** - The duly completed **Technical Bid** be put in this envelope and sealed.
- b) **Envelope marked as 2** - The duly completed **Financial Bid** be put in this envelope and sealed.
- c) **Envelope marked as 3** - The Demand Draft or Bankers cheque for 'Earnest Money Deposit' and 'Cost of tender document' of the required value or the 'Miscellaneous Receipt' of the required value be put in this envelope and sealed.
- d) Envelope marked as 4 - All the three envelopes shall be placed in envelope marked – 4 and sealed (i.e. Envelopes marked as 4, will contain three envelopes marked as 1, 2 and 3) and submitted to:

The Manager (OS),  
Life Insurance Corporation Of India,  
Kharagpur Divisional Office,  
Malancha Road, PO-Nimpura, 1<sup>th</sup> Floor, OS Dept.  
Kharagpur, Dt- Paschim Medinipur-721304

in sealed condition super-scribing as 'Tender for Hiring of office premises for Khirpai Satellite Office to be opened on 26/03/2025 at 15.00 hrs.

Place  
Date

Signature of Vendor with Seal





LIFE INSURANCE CORPORATION OF INDIA, KHARAGPUR DIVISIONAL OFFICE  
MALANCHA ROAD, PO-NIMPURA, DT- PASCHIM MEDINIPUR-721304  
PH 03222-253081, email-os.kharagpur@licindia.com

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**Tender for hiring of Offices Premises at/in Khirpai , Paschim Medinipur**  
**TERMS AND CONDITIONS**

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e 25/03/2025 up to 15.00 hours fixed for submission of tenders shall be termed as “LATE” tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. All vendors are requested to submit the tender documents (Technical Bid and Financial Bid) duly filled in with the relevant documents/ information at the following address:  
The Manager (OS),  
  
The Manager (OS),  
Life Insurance Corporation Of India,  
Kharagpur Divisional Office,  
Malancha Road, PO-Nimpura, 1<sup>th</sup> Floor, OS Dept.  
Kharagpur, Dt- Paschim Medinipur-721304
4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders. Or in case where information submitted/furnished is found incorrect.
5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets under signature.
6. The offer should remain valid at least for a period of 3 (Three) months to be reckoned from the date of opening of ‘Technical Bid’.
7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking ‘list of deviations’.
8. The Technical bids will be opened on 25/03/2025 at 15.00 hrs) in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

10. Canvassing in any form will disqualify the tenderer.
11. All the vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises. After physical inspection by LIC of the offered space/premises and after technical and legal scrutiny of the property documents, shortlisting of the tenders will be done according to the age of the building, location of the premises, width of the front road, area of the near by locality, availability/suitability of the required spaces, readiness of the building for immediate occupation, availability of the garage, parking and generator space, quality of construction and its fittings, fixtures and finishes, availability of modern amenities etc.
12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. **All payments to the successful vendor shall be made by NEFT only.**
13. Property should be situated in good commercial/ residential area of the town/ city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools, Railway Station, etc.
14. The title report providing ownership and clear marketability is to be enclosed.
15. The Financial bid will be opened for the short listed, selected and technically and legally qualified offers/tenderers only. The Financial bid will be opened only for if at least two Technical bids are found suitable. In any case, single Financial bid shall not be opened. Single valid tender or offer from State/ Central/ Agencies/ Undertakings may however, be opened by the Zonal Purchase Committee/ Divisional Purchase Committee.
16. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, detailed regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
17. There should not be any water logging inside the premises and surrounding areas.
18. The premises should have good frontage and proper access.
19. The Lesser shall have no objection to the Lessee installing exclusive D.G.Set for the use of the lessee. If so desired by the lessee, the lessor shall provide suitable space for installation of Generator Set.
20. Latest certificate from the Competent Authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to LIC.
21. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
22. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
23. The Lessor shall arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting to doors, windows etc. at an interval of three years or as and when informed by the lessee. If the landlord fails to carry out such repairs including periodical whitewashing and painting, LIC may call upon the landlord in writing to do the same within one month from the date of receipt of such request and if the landlord fails to carry out the same within that time, the lessee shall get it done and adjust the amount spent on such repairs etc, with interest at prevailing bank interest rate from the rent. The expenses incurred by LIC on behalf of the landlord may be recovered fully from the rent payable in the month following the date of payment and subsequent month/s till the recovery of the full amount, if the rent payable is less than the amount spent.
24. **The bid will be evaluated on techno commercial basis** giving weight ages to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, exclusivity, nearby surroundings, proneness to water logging/ flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.
25. Tenders from intermediaries or brokers will not be entertained.
26. The premises offered should be in good and ready to occupy condition such as complete with tile

flooring, two toilet blocks(one gents and one ladies) with arrangements of running drinking water by means of pump and overhead tank, doors and windows and window grills, rolling shutters, or collapsible gates, electrical wiring, internal and external plastering and paintings. The premises shall be suitable for use as office premises. There will be adequate covered space for garage/parking for 1/2 Nos of 4-wheeler and 30 Nos 2-wheeler/by-cycle and one generator room at ground floor. The owners of the premises will have to hand over the possession of premises within 3 months after the acceptance of their offer by the department.

27. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

28. **Rate per sq.ft. on carpet area:** Rate per sq.ft. on carpet area: 'The carpet area rate shall be quoted in two parts i.e.

a) Basic rent of the premises

b) Proportionate amount of the statutory charges/ taxes like Municipal taxes, House tax, Property tax, GST, cess and/ or other levy and proportionate amount of maintenance charges(Society charges, if any) etc, in respect of the premises, due to the State Government, Central Government or other local or civic authorities. Revision in the aforesaid taxes/ charges proportionate to the carpet area let out to LIC will be borne by LIC on submission of documentary evidence thereof. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable on or before 7<sup>th</sup> of every month. Rent will be applicable only for the carpet area of the office space only, excluding toilets, stair case, balconies, verandah, common passage, etc. No rent will be paid for the area of toilet blocks, verandah, balconies, common passage, stair case. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable on or before 7<sup>th</sup> of every month.

29. Lease period: Minimum period of lease will be 15 years with 10 years lock - in period and minimum notice period of 4( four) months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.

30. Addition and alteration works: During the period of tenancy, if the lessee desires to carry out any addition and alterations works at its own cost as per the requirement of the Department, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display of signboards without any extra cost. The lessor will also permit the lessee to install network lease line/dish antenna/tower or any other form of network link that may be useful for running of office in future at its own cost.

31. Lease agreement:-To be executed in the LIC's Standard Lease Deed format (LIC as a tenant), will be with the Owner and Rent will be paid to respective owner.

32. Income Tax: will be deducted at source at prevailing rate.

33. GST: GST (if applicable) will be borne by the Lessee and paid by the Lessor (Landlord).

34. Registration & stamp duty charges will be shared equally between the Lessor and the Lessee on the basis of (50 : 50).

35. Possession of premises: within 90 days from the date of receipt of acceptance of offer/ letter. The premises has to be painted and should be in habitable condition while taking over the possession.

36. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C and Lavatory throughout the lease period at his own cost.

37. Electricity:

a) The building should have sufficient electrical / power load sanctioned and made available to the Corporation.

b) If required, additional electric power will have to be arranged by the Lessor/ Offerer at his/their cost from the energy suppliers.

c) Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on

the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner/ lessor.

d) At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be born by the owner up to that point.

38. The landlord has to pay all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the said premises, such as Corporation/Municipal/Panchayat tax, Urban Development Land Tax, Property Tax etc due to the State/Central Govt or other Local/Civic Authorities, including enhancement and new introductions and any tax imposed in future.

The lessee shall be at liberty to pay the above tax, , rate or cess,or other levy including penalties, if any, charged thereon in case of default or delay by the lessor and adjust the amount so paid together with interest and other incidental expenses from out of rent in respect of the said premises becoming due immediately after the said payment or deemed reimbursement of all such amounts, costs, expenses etc with interest at prevailing bank rate from the date LIC releases the payment up to the date the amount is recovered from the landlord. Bodies

39. Parking: The landlord shall provide Car and Two Wheelers parking space ( Covered) as per the details given below with/without any extra cost:

a) Car parking -1/2Nos.

b) Two wheelers -30 Nos.

40. Carpet area Measurement: The carpet area measurement shall be as per Bureau of Indian Standards IS No 3861:2002. Joint measurements will be taken in the presence of LIC official and vendor/authorised representative for finalizing the carpet area.

41. The building structure should have structural safety certificate from a Graduate Engineer.

Date  
Place

Signature of Vendor with Seal



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**RTGS/NEFT MANDATE FORM**

**Tenderers are requested to furnish below mentioned particulars so that we can refund/release their EMD payments through NEFT/RTGS. This is to be treated as part of the Tender Conditions.**

Sl No	Description	Remarks
1	Name of the Beneficiary(Vendor's name) as in the Bank Account	
2	Beneficiary's Account Number	
3	Account Type(Savings Account, Current Account, etc)(Please attach cancelled cheque)	
4	Beneficiary's Bank Branch	
5	Banker's MICR Code	
6	Beneficiary's Bank IFSC Code	
7	Beneficiary's Mobile Number	
8	Beneficiary's email id, if any	
9	Beneficiary's PAN Number	

**NB: I) No Payment will be made by cash/Cheque. Payment will be made only through ECS/NEFT.  
 II) All the tenderers have to submit the bank details with documents for every tender.**

**Date  
Place**

**Signature of Tenderers with Seal**



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### Financial Bid

Financial Bid is to be opened after scrutiny of Technical Bids. Inspection of the properties and shortlisting of the properties.

Financial Bid for hiring of Office Premises for KHIRPAI SATELLITE Office to be submitted by the Vendor.  
(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner/ Vendor/ Firm: .....

Reference No.: .....

Sr.	Details of the property	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area (in figure and words)	Outgoes Such as Municipal tax, House tax, Property tax, GST, cess and/ or any other levy and proportionate amount of Maintenance charges (Society charges, if any) etc per sq.ft. of carpet area (Rs. in figure and words)	Gross rent per Sq.ft. of carpet area (Rs. in figure and words)	Total Gross Rent
1	2	3	4	5	6	7=5+6	8=4X7

#### Note:

1. Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee on (50:50) basis.

2. Carpet area rate: The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax, GST and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance on or before 7th of every month.

3. Carpet area measurements: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of LIC official and vendor / authorized representative for finalizing the carpet area. Toilet, balconies, Verandah and common passages will not be measured in carpet area for payment of rent.

4. Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bid'.

Signature of vendor with seal.

Date : .....

Place: .....



LIFE INSURANCE CORPORATION OF INDIA, KHARAGPUR DIVISIONAL OFFICE  
MALANCHA ROAD, PO-NIMPURA, DT- PASCHIM MEDINIPUR-721304  
PH 03222-253081, email-os.kharagpur@licindia.com

## **TECHNICAL BID**

**ANNEXTURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM  
TENDER FOR HIRING OF OFFICE PREMISES FOR KHIRPAI SATELLITE OFFICE ,  
PASCHIM MEDINIPUR-721232, WEST BENGAL.**

### **(TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOP-1)**

**Reference No.....**

(Note: The reference number to be filled up by the tenderers for the particular Premises offered and shall be quoted in price Bid also for easy and correct identification).

Sr	Detail		Remarks
	Details of Individual/ Firm/Vendor/Owner/Bidder		
1	1	Name of the Lessor	
	2	Address of the Lessor	
	3	Phone No.	
	4	Fax No.	
	5	E - Mail ID	
	6	Permanent Account Number (PAN)	
	7	a	Name of the contact person duly authorized.
		b	Phone No of the Contact Person
	8	a	Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)
		b	PAN of the Directors/ Partners/ Firms, if applicable

	9	Copy of MOU between Developers and the land owners if the land does not belong to the developer		
	10	Detailed Report of the Solicitor/ Advocate for marketability of Title is to be enclosed(Y/N)		
2	Details of Property			
	1	Name of the Owner		
	2	Address :		
	3	Phone No.		
	4	Name of the building		
	5	Address of the Building		
	6	Details of encumbrances, if any?		
	7	Location and address of the property		
	8	Name of the scheme		
	9	Sector No etc		
	10	Street No etc.		
	11	Usage of the property ( as approved by the Competent Authority). Whether any special regulation like CRZ/MOEF Act were applicable?		
		a	Residential	
		b	Commercial	
		c	Residential cum Commercial	
		d	Shopping centre	
	12	Whether the proposal for sale of Residential Flats/ Office premises in a multi – storied building.		
		a	Number of floor in the building.	
		b	At which floor, the office premises are offered.	
	13	CTS No		
	14	Survey No		
	15	Ward No		
	16	a	Whether the plot is free hold or lease hold?	
		b	If lease hold, please mention the details of	
		i	Name of the Title Holder/ Lessor	
		ii	Tenure of the land	
		iii	Residual lease period	



			<b>iv</b>	<b>Annual lease rents and amount.</b>	
		<b>c</b>	<b>Whether the property is mortgaged? If yes mention the details.</b>		
			<b>i</b>	<b>Name of the Organization where the property is mortgaged</b>	
			<b>ii</b>	<b>Address of the Organization with phone no.</b>	
			<b>iii</b>	<b>Amount of loan availed.</b>	
			<b>iv</b>	<b>Tenure of mortgage</b>	
			<b>v</b>	<b>Residual mortgage period</b>	
			<b>vi</b>	<b>EMI paid.</b>	
	<b>17</b>	<b>Character / Type of locality</b>			
		<b>a</b>	<b>Residential</b>		
		<b>b</b>	<b>Commercial</b>		
		<b>c</b>	<b>Commercial cum Residential</b>		
		<b>d</b>	<b>Industrial</b>		
		<b>e</b>	<b>Slum</b>		
	<b>18</b>	<b>Area of the plot</b>			
	<b>19</b>	<b>Size of the plot</b>			
		<b>a</b>	<b>Frontage in meters</b>		
		<b>b</b>	<b>Depth in meters</b>		
	<b>20</b>	<b>Schedule of the plot i.e. boundaries of the plot on</b>			
		<b>a</b>	<b>North</b>		
		<b>b</b>	<b>East</b>		
		<b>c</b>	<b>South</b>		
		<b>d</b>	<b>West</b>		
	<b>21</b>	<b>Does any easement rights exist on the plot(Including like water supply line, sewer, storm water drains, electric cables, etc). If yes, please give details.</b>			
	<b>22</b>	<b>Does the site or portion fall within Railway/National Highway and whether underground cable traverse the site.</b>			
	<b>23</b>	<b>Whether the locality is free from Special hazards like fire / flood etc.</b>			
	<b>24</b>	<b>Whether the locality has protection from adverse influence such as</b>			
		<b>a</b>	<b>Encroachment.</b>		
		<b>b</b>	<b>Industrial nuisance, smoke, noise etc.</b>		
	<b>25</b>	<b>Please enclose copy of Property Card or Patta etc.</b>			

	26	Marketability of Title. Please enclose copies of Agreement/Sale Deeds establishing Ownership/Development Right.		
	27	Please also indicate distance from the nearest		
		i	Railway (local) station	
		ii	Bus Stand	
		iii	Bank ( Nearest)	
		iv	Airport	
		v	Hospital/ Schools/ Colleges/ Universities.	
	28	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies.		
	29	a	In case of old constructions, NOC from the Society may be enclosed	
		b	Mention year of completion ( as given in Completion Occupancy Certificate issued by the Authority) .	
		c	Indicate in whose name the conveyance deed is executed.	
	30	Date on which Office premises can be handed over to LIC after finalization of the deal.		
	31	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.		
	32	What is the carpet area (for consideration purpose).		
3	Specifications			
	1	Type of building (Residential/Semi commercial)?		
	2	Type of structure (RCC / Steel framed/ load bearing).		
	3	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.		
	4	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.		
	5	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum) or any other.		
	6	Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.		
	7	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.		
	8	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.		
	9	i	No of toilets in each floor.	
		ii	Details of Floors and Dado in Toilets.	
4	Whether Structural stability certificate enclosed ( Certificate shall be from			

	Licensed Structural Engineer of Municipal Corporation)		
5	Service		
	1	If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.	
	2	Please indicate source of water supply.	
	3	Is bore well provided? If so what is the yield and depth of bore well.	
	4	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
	5	Please give details of sewerage system and for storm water disposal.	
	6	Please indicate whether the building is prone to flooding.	
6	Electricity		
	1	i What is the connected load to the building in KW / KVA?	
		ii Whether ELCB is provided	
		iii Type of electric connection.	
	2	Please indicate the type of wiring used , Aluminum or copper?	
7	Common services		
	1	Car parking	Reserved .....nos. Open.....nos.
	2	Two wheeler parking	Reserved .....nos. Open.....nos.
	3	Power / Electricity supply available.	Yes / No
	4	24 Hrs. water / Overhead tanks available.	Yes / No
	5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
	6	Anti lightening device arrangement.	Yes / No
	7	Security arrangements, please give details.	
8	Other Information		
	1	Whether any ready built flats / Office premises have been constructed and sold by the builder to any government and semi government institutions/Financial institutions? If so please give name and addresses of such clients.	
9	Details of Plan / Blue Prints / Sanctioned Plan		
	1	Whether the plan of the property is sanctioned by the Competent Authority.	
	2	If sanctioned, please enclose copy of approved Floor Plan/s, Sections, Elevations and Site Plan of the building.	
	3	Name/s and Address Phone No. of the Architect / Engineer.	
	4	Provision for proper arrangement of fire safety.	

<b>10</b>	<b>1</b>	<b>Are the safety measures taken?</b>	
	<b>2</b>	<b>If yes , give details of arrangement.</b>	
	<b>3</b>	<b>Is No Objection certificate obtained / Secured from fire control authorities.</b>	
	<b>4</b>	<b>If yes, produce copies of proof / certificates.</b>	
<b>11</b>	<b>Provision for Proper arrangement of fire safety &amp; Emergency Evacuation</b>		
	<b>1</b>	<b>Whether the plan of the property is sanctioned by the Competent Authority.</b>	
	<b>2</b>	<b>If sanctioned, please enclose copy of approved Floor Plan/s and site plan</b>	
	<b>3</b>	<b>Name, Address &amp; Phone No of Architect/Engineer.</b>	
	<b>4</b>	<b>Is there provision for Emergency Evacuation.</b>	

I/We declare that the Information furnished above is true and correct to the best of my knowledge.

**Signature of vendor with seal and date.**

**Date:.....**

**Place:.....**

<b>11</b>	<b>List of Enclosures</b>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

I/We declare that the Information furnished above is true and correct to the best of my knowledge.

**Signature of vendor with seal and date.**

**Date:**.....

**Place:**.....