

## Hiring of Office Premises

### Instructions to Bidders

1. Tender forms will be available from 03.03.2025 to 21.03.2025 between 11:00 AM to 3:00 PM on weekdays (excluding holidays, Saturdays, and Sundays).
2. The last date for submission of filled-in tenders (both technical and financial bids) is 24.03.2025 up to 03:00 PM. Offers received after the last date and time mentioned above will not be considered.
3. The filled-in tenders should be submitted to the following address:

**LIFE INSURANCE CORPORATION OF INDIA**  
"JEEVAN PRAKASH" BLDG.,  
DIVISIONAL OFFICE, HALDWANI,  
NAINITAL. ROAD,  
KATHGODAM  
HALDWANI (UTTARAKHAND)  
PIN-263126

4. The technical bid will be opened on 25.03.2025, at 03:00 PM in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, and site inspection of the shortlisted premises offered by them, assessment of the offers, the financial bids of only those bidders whose offers are found suitable will be opened at a later date. The date of opening of the financial bids will be intimated in writing to the bidders whose offers are deemed suitable.
5. The tender form consists of the following documents:
  - I. Instructions to Bidders and Terms & Conditions.
  - II. Technical Part.
  - III. Financial Part.

Offers must be submitted in a Two-Bid system, i.e., Technical Bid and Financial Bid. The Technical Bid must contain the required information called for in the questionnaire, and shall contain, inter alia, including details about the property, such as name, location, plot area, a copy of the sanctioned plan with completion/occupation certificate, floor area of the portion to be leased, specifications of internal finishes, amenities, sanctioned electrical power load, usage of the property, title reports confirming ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (excluding price). The Technical Bid should be submitted in a sealed cover (marked Envelope – I) superscribed as "Technical Bid for Hiring of Office Premises in Ramnagar". The envelope should contain the addressee's and the bidder's details.

6. The price bid shall contain only financial details, i.e., rate/rent per square foot on a carpet area basis and other financial implications. The Financial Bid will be placed in Envelope - II, superscribed with the addressee's and bidder's details. All three envelopes (Envelope – III containing EMD amount and the cost of the tender fee) will be placed in a fourth envelope (Envelope – IV), sealed, and submitted to the Sr. Divisional Manager at the address provided above. The envelope must be superscribed with "Bids for Hiring of Office Premises in/at Ramnagar" and "Last date for submission 24.03.2025 (up to 03:00 PM) and to be opened on 25.03.2025 (at 03:00 PM)".
7. EMD, as per the details given below, should be in the form of a Demand Draft/Pay Order in favor of "Life Insurance Corporation of India" payable at haldwani, along with the cost of the tender fee (non-refundable) of Rs. 236/- + Rs. 36/- GST (Rupees One Hundred Eighteen Only). The Miscellaneous Receipt of the tender fee deposit or Demand Draft/Pay Order shall be submitted in a sealed cover (marked Envelope – III), superscribed as "Earnest Money Deposit for Hiring of Office Premises in/at Ramnagar" along with the Technical and Financial Bid.
  - I. The EMD amount is Rs. 5,000/- (Rupees Five Thousand Only). **No interest will be paid or accrued on the EMDs.**
8. In case the tender form is downloaded from the Corporation's website, the non-refundable tender fee of Rs. 200/- + Rs. 36/- GST (Rupees Two Hundred thirty six Only) should be remitted in the form of a Demand Draft/Pay Order drawn in favor of "Life Insurance Corporation of India" payable at HALDWANI.
9. **Refund of EMD:**
  - a) EMD of all unsuccessful vendors/bidders will be refunded within one month after the submission of the Technical Assessment Report by the DPC to the Sr. Divisional Manager.
  - b) EMD of other bidders (except the lowest bidder) will be refunded within one month after opening the Financial Bids.
  - c) EMD of the lowest bidder will be refunded separately or adjusted along with the payment for the cost of the plot or premises.
  - d) If the lowest vendor/bidder refuses to offer premises after the allotment letter is issued, a 30 (thirty)-day notice will be served. Failing this, their EMD amount will be forfeited without further correspondence. The Sr. Divisional Manager is the competent authority to refund or forfeit the EMD amount.
10. The following documents should be enclosed with the offers:
  - a) A set of floor plans, sections, elevations, and site plans of the premises offered, showing detailed dimensions, main approach roads, roads 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.
  - c) Documents related to the conversion of Non-Agricultural Land from the Competent authority.
11. All pages of the tender form are to be signed by the bidder. In the case of joint ownership, all owners must sign all pages of the bids (both Technical and Financial). Incomplete bids or those lacking details and signatures are liable to be rejected.
  12. Tenders should remain open for consideration for a minimum period of 3 (three) months from the date of opening the Technical Bids.
  13. Separate tender forms are to be submitted if more than one property is offered.
  14. The Tender Inviting Authority reserves the right to accept any tender or reject any or all tenders at its sole discretion without assigning any reasons thereof. The Tender Inviting Authority is not bound to accept the lowest tender.
  15. All bidders must submit following documents separately to the department along with the tender for the purpose of refund of EMD.
    - o Copy of Pan card
    - o Copy of Adhaar card
    - o Neft Mandate along with cancelled cheque / photocopy of bank passbook.

Place:

Date:

**SIGNATURE OF THE PROPOSER (WITH SEAL)**

## मण्डल कार्यालय : हल्द्वानी

नेफ्ट (राष्ट्रीय इलैक्ट्रॉनिक फण्ड स्थानान्तरण-मैन्डेट फार्म)

(FORM FOR Bank A/c Details)

सेवा में,

भारतीय जीवन बीमा निगम

शाखा कार्यालय:

विषय: नेफ्ट द्वारा पॉलिसी भुगतान की प्राप्ति (रसीद)

मैं नेफ्ट के द्वारा पॉलिसी भुगतान के लिए अपने बैंक खाते की विस्तृत विवरणी निम्नलिखित दे रहा हूँ

(1) पालिसी संख्यायें-


(2) पालिसीधरक/दावेदार का नाम: Building owner

(3) बैंक का नाम: .....

(4) बैंक की शाखा का पता: .....

(5) खाते का प्रकार- बचत/चालू खाता/कैश क्रेडिट/एन.आर.आई.

(6) खाता संख्या :

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(बैंक खाता संख्या बायें से दायें को लिखें)

(7) आई.एफ.एस. कोड:-

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(8) मोबाइल नम्बर :-

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(9) ई-मेल आई.डी. : .....

(10) क्या आप अपने पॉलिसी से सम्बन्धित जानकारी एस.एम.एस./ई-मेल से प्राप्त करना चाहते हैं:

हाँ	नहीं
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मैंने उपरोक्त से सम्बन्धित निम्न दस्तावेज संलग्न कर दिये हैं (कृपया सम्बन्धित आइटम को ✓ करें)

(अ) निरस्त चैक पत्रांक जिसमें आपके बैंक का नाम, खाता संख्या एवं आई.एफ.एस. कोड मुद्रित हो।

(ब) यदि चैक नहीं है तो आपके बैंक का नाम एवं पास बुक की फोटो प्रति जिसमें बैंक का खाता संख्या, आई.एफ.एस. कोड का विवरण हो।

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दिनांक.....

(पालिसीधरक के हस्ताक्षर)

*Signature of Bidder*

(बैंक विवरणी के बदल जाने पर, कृपया इस मैन्डेट फार्म को पुनः दोबारा भरें तथा अपने शाखा कार्यालय में प्रस्तुत करें)

\*यदि आपका उत्तर प्रश्न संख्या 9 में हाँ है तो हम आपकी धनराशि आपके खाते में नेफ्ट से भा0जी0बी0 निगम द्वारा स्थानान्तरित होने की सूचना दे पायेंगे। इस सूचना के साथ यू.टी.आर. (Unique Transaction Reference) संख्या प्राप्त होगी जोकि आपको भुगतान सम्बन्धित किसी भी प्रकार की पूछताछ में प्रयोग की जा सकती है।