



LIFE INSURANCE CORPORATION OF INDIA
Jeevan Prakash, Divisional Office, 489, Model Town, Karnal
(Haryana) -132001, Phone No-01842209711/789
E-Mail- estate.karnal@licindia.com

Requirement of office Premises on Lease.

LIC of India intends to hire office premises from the individual / firms on lease basis admeasuring about **1000 sq.ft.** Carpet area [\pm 5% variation in areas is acceptable] which are in ready to occupy condition preferably on Ground or First floor for **SO(Satellite Office) at SAMALKHA.** The preferred location of the premises shall be within a radius of 5 Km. (approx) from Railway Station / Bus Stand. For complete details and bid documents, please log on to www.licindia.in and go to "Tenders" and click on the link "**Advertisement for Requirement of office premises at SAMALKHA on lease basis**".

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

Last date of submission of tender is 02.04.2025 up to 5.00 PM

Date:-10.03.2025

Sr. Divisional Manager



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

मंडल कार्यालय, पोस्ट बाक्स नं.106, जीवन प्रकाश 489, मॉडल टाउन, कर्नाल-132001
Divisional Office, P.O. Box No. 106, "Jeevan Prakash", 489, Model Town, Karnal-132001

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Tender document for Hiring of premises at Karnal on lease basis

Please check that total number of Pages is 28 (Twenty eight) only

The details of various Annexure are as under

Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission

Contents

Sr. No.	Description	Page from To	No of Pages	Remarks
1	Index	1 to 1	1	
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नॅडल कार्यालय, पोस्ट बॉक्स नं.106, जिवन प्रकाश 489, मॉडल टाउन, कर्नाल-132001
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Tender Notice

Life Insurance Corporation of India, Divisional Office, Karnal intends to hire premises which are ready to occupy condition from Individuals/ Firms only under 'Two Bid system' as per details given below:

Carpet area required	Location	Remarks
1000- Square feet	SAMALKHA (HARYANA)	Premises Should be located preferably in the main market area at the prime location of the township having availability of all public amenities like Banks, Post Offices, Railway Station/ Bus Stand/Anaj Mandi etc. should be ready for occupation and suitable for use as office premises.
Status of Premises	Free Hold/ Lease Hold with clear marketable title.	
Usage of the Property	Commercial	

The prospective bidders meeting the above requirements are requested to collect the tender documents) from Manager (E&OS), LIC OF INDIA, 489, Model Town, Karnal (Haryana), on payment of Rs.250/- (Rupees two hundred Fifty) with GST extra @18 percent only at LIC Do Karnal, cash counter. Payment can be made in Cash/DD/Pay order. The tender documents will be issued from 10.03.2025 to 01.04.2025 between 10.00 AM. And 4.15 PM on week days (excluding Sundays, Saturdays and holidays). OR tender form can be downloaded from our Website www.licindia.in by clicking Tender link. In such case a DD for Rs. 250/-with GST @18 % extra (Rs.Two hundred Fifty and GST only) in favour of LIC OF INDIA, payable at Karnal shall have to be submitted along with each tender application. The last date for submission of filled in tenders/offers is 02.04.2025 up to 5.00 PM. The 'Technical Bids' will be opened on 03.04.2025 at 11.00 AM in the presence of bidders or their authorized representative.

For complete details and bid documents please log on to www.licindia.in and go to tenders and click on the link 'Tender-'**Advertisement for Requirement of office premises at SAMALKHA for LIC SO SAMALKHA on lease bases.** LIC of India reserves the right to accept any or reject any or all offers in full/ part without assigning any reasons whatsoever.

Date: 10.03.2025

Senior Divisional Manager



मंडल कार्यालय, पोस्ट बक्का नं.106, जीवन प्रकाश 489, माडल टाउन, करनाल-132001
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निविदा सूचना

भारतीय जीवन बीमा निगम, मण्डल कार्यालय -करनाल द्वारा इच्छुक व्यक्तियों/ संस्थानों /कम्पनियों से द्वि बिड पद्धति (तकनीकी बिड एवं वित्तीय बिड) के तहत किराये पर तत्काल उपयोग हेतु तैयार निम्न विवरणानुसार निविदाएं आमंत्रित की जाती हैं :-

क्र.सं.	कार्पेट एरिया	स्थान	टिप्पणी
1.	1000-वर्ग फुट	समालखा (हरियाणा)	तैयार रूप में परिसर शहर के प्रमुख स्थान जहां सार्वजनिक सुविधाएं जैसे बैंक, रेलवे स्टेशन, पुराना बस स्टैंड, अनाज मण्डी,पोस्ट आपिस आदि के पास हो तथा परिसर तत्काल उपयोग हेतु तैयार स्थिति में अपेक्षित है ।
2.	परिसर की स्थिति	परिसर कार्यालय उपयोग हेतु	Clear Title के साथ हो ।

टेंडर प्रलेख, प्रबन्धक (संपदा व का.सेवा), भारतीय जीवन बीमा निगम, 489 माडल टाउन, करनाल (हरियाणा) से कार्यालय समय के दौरान 250/-with GST @ 18% extra रूपये कैश काउंटर पर A/C कोड - 11401800 में जमा करने के बाद प्राप्त किये जा सकते हैं । टेंडर प्रलेख 10.03.2025 से 01.04.2025 के मध्य 10 बजे प्रातः से 4.15 बजे सायं तक जारी किये जायेंगे (रविवार, शनिवार एवं अवकाश के अतिरिक्त)। टेंडर प्रलेख हमारी वेबसाईट www.licindia.in से टेंडर लिंक को क्लिक करके डाउनलोड किये जा सकते हैं । इस दशा में टेंडर फीस 250/- with Gst 18% extra रूपये का डी-डी जो कि भारतीय जीवन बीमा निगम के पक्ष में हो और करनाल में देय हो, टेंडर प्रलेख के साथ लगाना होगा । टेंडर प्रलेख "चेयरमैन, स्टोर कमेटी", भारतीय जीवन बीमा निगम, जीवन प्रकाश, 489 - माडल टाउन, करनाल (हरियाणा) -132001" के नाम पर जमा किये जाने चाहियें। निविदा भेजने की अंतिम तिथि 02/04/2025 समय सांय 5.00 बजे तक है जिन्हें कि 03/04/2025 को प्रात 11.00 बजे खोला जाएगा ।

पूर्ण निविदा दस्तावेज के लिये कृपया www.licindia.in पर लागू आन कर के Tenders में Advertisement for Requirement of office Premises at SAMALKHA on lease basis"पर जायें ।

भारतीय जीवन बीमा निगम किसी एक अथवा सभी प्रस्तावों को आंशिक अथवा पूर्ण रूप से स्वीकार अथवा अस्वीकार करने का अधिकार सुरक्षित रखता है।

दिनांक: 10.03.2025

वरिष्ठ मण्डल प्रबन्धक



मंडल कार्यालय, पोस्ट बॉक्स नं.106, जीवन प्रकाश 489, मंडल टाउन, कर्नाल-132001
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TENDER SCHEDULE/SALIENT FEATURES OF THE TENDER

S.No.	Brief Description	Details
1	Name of Work	Tender for office premises at SAMALKHA on lease basis under Karnal Division
2	Estimated Annualized Value of the lease Contract	Rs 4.00 lakh
3	Name and address to whom the tender is to be submitted	Tenders should be addressed to Chairman store Committee ,LIC of India, Divisional Office, 489, Model Town, Karnal-132001 and will be placed in tender box in the chamber of Manager (OS)
4	Tender Fee	250/- (Two Hundred Fifty only)(GST@18% will be extra) (non-refundable) by way of Demand Draft/Pay Order in favour of LIC of India drawn on any Scheduled Bank payable at Karnal. Tender fees can be paid in cash/DD at cash counter, LIC of INDIA , Divisional office Karnal between 10.00AM to 4.15 PM from 10.03.2025 to 01.04.2025(excluding Sundays , Saturdays and Holidays). Cheques not allowed.
5	Date of Issue of Tenders	From 10.03.2025 to 01.04.2025(excluding Sundays, Saturdays and Holidays)
6	Last Date and time of submission of tender	02.04.2025 by 5.00PM
7	Date of opening of Tender	The sealed tenders will be opened by the Tender Opening Committee on 03.04.2025 at 11.00 AM in the presence of bidders or their authorized representatives who wish to attend. Venue and address as mentioned above.
8	Date of opening of Financial Bids	Financial bids of bidders in respect of technically qualified bids only will be eligible for opening. The Financial Bids will be opened on a later date which will be intimated on mail/phone separately to the Technically Qualified Bidders only

**LIC**भारतीय जीवन बीमा निगम
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9	Earnest Money Deposit	Rs.20000 (Rs twenty thousand) only by way of Demand Draft/Pay Order in favour of LIC of India drawn on any Scheduled Bank payable at Karnal. EMD will be refunded for unsuccessful bidders.
10	Security Deposit	Earnest Money Deposit of successful bidder will be converted into Security Deposit and will be refunded without any interest, after successful completion of one year from the possession of building subject to deductions for any appropriations thereof required to be made by LIC of India as per the conditions of the contract.
11	Validity of tender	Minimum 120 (One Hundred Twenty) days from the date of opening of technical bid of tender
12	Official Website	www.licindia.in/Tenders
13	Tender Modification	Any Modification in this tender will be published on our website www.licindia.in and will form part of the original tender.
14	Pre Bid Meeting	A pre Bid Meeting will be held on 17.03.2025 at 11.AM with Manager (E&OS) ,LIC of INDIA 489, Model Town ,Divisional Office Building, Karnal.
15	Authority	LIC reserves the right to amend any condition later on.

Accepted

Signature of bidder
Name and address

Senior Divisional Manager

Instructions to Bidder

1. The tender forms will be available from 10.03.2025 to 01.04.2025 between 10.00 AM. and 4.15 PM. on week days (excluding Sundays, Saturdays and Holidays).
2. If last date is a holiday then last date will be extended to next working day.
3. The last date for submission of filled in tenders (both Technical and Financial Bids) is 02.04.2025 up to 5.00 PM. The offers received after the last date and time mentioned above will not be considered.
4. Tender which is received late on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e 02.04.2025 at 5:00 PM fixed for submission of tenders shall be termed as 'late' tender and will not be considered. Such tender shall be returned to the concerned party without opening the same.
5. The filled in tenders should be submitted to the address given below:-
The Chairman (Store Committee), LIC OF INDIA, Divisional Office- 489 MODEL TOWN ,KARNAL (HARYANA) PIN CODE-132001
6. The technical bid will be opened on 03.04.2025 at 11.00 AM in the presence of bidders or their authorized representatives. After scrutiny of the Technical Bids, visits to the sites, assessment of the offers will be made. *The Financial Bids of only those bidders, whose offers are found technically qualified and suitable to the Corporation, will be opened at a later date. The date of opening of Financial Bids will be intimated to those bidders whose offers are found suitable.*
7. The tender form consists of the following documents. i.e.,
 - a. Tender Notice
 - b. Tender Schedule
 - c. Instructions to bidders and Terms and Conditions.
 - d. Technical Bid.
 - e. Financial Bid
 - f. Letter of Authorization..
 - g. Lease deed format

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).

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8. The Technical Bid shall be submitted in sealed cover (**Marked Envelope-1**) super-scribing as '**Technical Bid**' for Hiring of Office Premises in/ at KARNAL. The envelope shall contain the addressee's details and details of the bidder also.
- All necessary documents will be attached with Technical Bid. A covering letter must mention name of all documents with page serial no.
9. 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 super-scribed as '**Financial Bid**' for Hiring of Office Premises in/ at KARNAL. The envelope shall contain the addressee's details and details of the bidder.
10. **Envelope-3** will be super-scribed as 'Earnest Money Deposit for Hiring of Office Premises in/ at SAMALKHA, Envelope-3 containing demand drafts of Earnest Money Deposit amount of Rs.20000/ (Rs. Twenty thousand only)and Cost of tender fee(*Non refundable* of Rs.250/-with GST @18% extra. The Miscellaneous Receipt of the tender fee deposited in lieu of draft of tender fees will be placed in this envelope.
11. Earnest Money Deposit and the *cost of tender fee (Non refundable)* in the form of Demand Draft/ Pay Order will be in favour of 'Life Insurance Corporation of India' payable at KARNAL. Please note that no interest is payable on the Earnest Money Deposits
12. All three sealed envelopes will be placed in a **fourth envelope (Envelope-4)** and sealed and submitted to the " CHAIRMAN(STORE COMMITTEE). at the address given above. The envelope must be super-scribed with 'Bids for Hiring of Office Premises in/ at "SAMALKHA "and the last date for submission 02.04.2025 up to 5.00 PM to be opened on 03.04.2025 at 11.00 AM. Wording "NOT TO BE OPENED BEFORE DUE DATE AND TIME OF TENDER OPENING" should also be mentioned.
13. In case the tender form is downloaded from the Corporation's web site, the non refundable tender fee of Rs.250/-with GST@18% extra will be remitted in the form of Demand draft/ Pay order drawn in favour of 'Life Insurance Corporation of India' payable at " KARNAL " .
Refund of Earnest Money Deposit:-
14. Earnest Money Deposit of all unsuccessful Vendors/ bidders shall be refunded within two month's time after scrutiny and submission of Technical Assessment Report by Divisional Space Hiring Committee to the Sr. Divisional Manager i.e approval of Technical Bids.
15. Earnest Money Deposit of other technically qualified bidders (except successful bidder) shall be refunded within one month's time after approval of Financial Bids.
16. Earnest Money Deposit of successful bidder shall be refunded separately without any interest after the one year of successful possession of hired premises & subsequent to online registration of rent deed/agreement in the office of Tehsildar- SAMALKHA.

- (d) In case the successful vendor/ bidder refused to offer premises after issue of allotment letter, a notice shall be served to them by giving maximum 30 (thirty) days time failing to hand over the premises, their Earnest Money Deposit amount lying/ retained with us shall be forfeited without any further correspondence. Senior Divisional Manager is the competent authority to refund/ forfeit EMD or give extension.
17. The following documents should be enclosed with the offers with technical bid in addition to Documents required in technical bid.
- Self attested copy of PAN of bidder
 - Self attested copy of Address proof of bidder
 - Self attested copy of GST no. of bidder. For unregistered bidders submit affidavit.
 - Cancelled cheque
 - Self attested copies of Income tax return for last 2 years F.Y. 2022-2023 and 2023-2024.
 - Self attested copies of property tax deposited. Preferably for FY 2022-2023 or 2023-24.
 - Self attested copies of water tax deposited preferably for FY 2022-2023 or 2023-24.
 - Self attested copy of latest electricity bill deposited.
 - Self attested copies of other tax receipts if any.
 - A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, and road on either side if any, width of the road/s and adjacent properties etc. around the properties.
 - A copy of the title investigation and search report along with attested copies of title deed documents.
 - Drawings duly approved by Municipal corporation/authority
 - Approval of commercial usage of land
 - Documents related to conversion of Agricultural to Non-agricultural land from the Competent Authority, if applicable.
 - Structure stability certificate (not more than 3 months old) by competent authority.
18. 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). This will mean acceptance of all terms, conditions & instructions of tender. Incomplete bids and bids lacking in details and without signatures are liable to be rejected..
19. In case of joint ownership, rent will be payable to all owners in their specified share
20. In case of mortgaged properties, NOC will be required from Bank/Financial Institution.
However rent will be payable to owner only.
- 21 Tenderers should note that their tenders will remain open for consideration for a minimum Period of 4 (four) months from the date of opening of 'Technical Bids'.
22. Separate tender forms are to be submitted in case more than one property is offered.



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23. All the pages of the tender documents are to be signed by the owner/s/authorized Signatory of the tenderer. Any over writing is to be duly signed by the tenderer. Use of White fluid is not allowed.
24. The Corporation reserves the right to reject the incomplete tenders. In case the space in the tender document is found insufficient, the vendors may attach separate sheets
25. 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' .All columns of the tender documents must be duly filled in and no column should be kept blank.
26. Canvassing in any form will disqualify the tender.
27. Tenders from intermediaries or brokers will not be entertained.
28. 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 is not bound to accept the lowest tender.

Accepted

Place :
Date :

Signature of Vendor

Name

Address



मॉडल कार्यालय, पोस्ट बॉक्स नं. 106, जिवन प्रकाश 489, मॉडल टाउन, कर्नाल-132001
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Terms and Conditions

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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. The Technical bids will be opened on 03.04.2025 at 11.00 AM at LIC OF INDIA DIVISIONAL OFFICE, 489 MODEL TOWN and KARNAL 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. Tenderer may authorize his representative as per Annexure A to be present at the time of opening bids .
3. The short-listed vendors will be informed in writing/ through e-mails / phones by the Corporation for arranging site inspection of the offered premises.
4. Income-Tax, GST and Statutory clearances certificate(s) shall be obtained by the vendors at their own cost as and when required. All payments to the successful bidder shall be made by NEFT only.
5. Property should be situated in good commercial area of the town/ city with congenial surroundings and proximity to public amenities like old Bus Stand, banks, markets, hospitals, Schools etc.
6. The title report providing ownership and clear marketability is to be enclosed.
7. If less than 3 tenders are received then last date will be extended by at least 10 days. Notice will be given on webpage of LIC of India www.licindia.in under link tenders.
8. The Financial bid will be opened only if at least two Technical bids are found suitable. In case single qualified technical bid, financial bid shall not be opened. Single valid tender or offer from State/ Central/ Agencies/ Undertakings may however, be opened by Divisional Space Hiring Committee.
9. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference. Suitable properties situated in area near to Bus Stand , Railway road , Anaj Mandi will be given preference
10. Lease will be registered as per approved draft as per annexure B. No modification allowed.
11. Lease period: The period of lease will be 09 (NINE).years. There will be a lock in period of 3 years and LIC OF INDIA (The lessee) can terminate lease agreement and vacate the hired premises by serving 03 (Three) months' notice.
12. Escalation clause- Rent will increase by maximum 15 percent after every three years.
13. GST extra as per tax laws/regulations , if applicable

Registration and stamp duty charges will be borne by the Lessor

14. It may be noted that no negotiations will be carried out except with the successful /lowest tenderer and therefore most competitive rates should be offered.
15. Lease agreement: will be executed with the Owner/s and Rent will be paid to him/her/them.
16. Income Tax (TDS) will be deducted at source at prevailing rate.
17. The bid will be evaluated on techno commercial basis giving weightage 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. GST component will not be taken into account while deciding rate.
18. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, initial premium and subsequent rent shall be furnished. Also copy of lease agreement be submitted.
19. There should not be any water logging inside the premises and surrounding areas.
20. The premises should have good frontage and proper access.
21. The Lessor 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 Genset without any extra cost to the lessee.
22. The Lessor agrees that he/she has no objection to the Lessee installing V-SAT antenna in the said premises at any time without additional rent (free of cost) to the Lessor
23. The Lessor agrees that the Lessee shall be at liberty to allow the use of the said premises or part thereof to any of its subsidiaries.
24. The Lessor agrees to grant all rights of way, water, electricity, air, light and privy and other easements appertaining to the said premises.
25. Water supply – the Lessor agrees to ensure and provide adequate supply of drinking water and water for W.C. and Lavatory throughout the lease period.
26. If there is tie between bidders, opportunity will be given to all these bidders to offer reduction and negotiation will be held with successful/lowest bidder/bidders

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- 28 That the Lessor agrees to be responsible for the payment of 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 Land Tax, Property Tax, etc., due to the State Govt., Central Govt or other local or other civic bodies, including enhancements and new introductions and any tax imposed in future.
29. The particulars of amenities provided/ proposed to be provided in the premises should Be furnished in the technical bid.
- 30 The Lessor shall arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting to doors, windows etc. as and when informed by the lessee.
31. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within 30 days. After the acceptance of their offer by the department which can be extended by the competent authority(Sr. Divisional Manager) if reasons are justified and to the satisfaction of the competent authority.
- 32 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, 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 which is to be borne by owner/bidder. GST at prevailing rate will be payable at the time of payment. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable by 10th of the every following month.
33. The Lessor agrees to give permission to LIC for 'Modernization of the premises' if LIC desires to do so. Modernization of premises, means improving the ambience of the premises by installing air conditioners, providing work stations for staff, inbuilt filing system, false ceiling and change of flooring etc.
34. 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

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display signboards without any extra cost.

35. Electricity:

- a. The building should have sufficient and required electrical / power load sanctioned and made available to the Corporation. At present 15 kw load is required on 3 phase meter.
- b. If required, additional electric power will have to be arranged by the Lessor/ Offerer at his/ their cost from the energy suppliers. 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.
- c. 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 borne by the owner up to that point

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

Car parking 2 .nos. and Two Wheelers 5 nos.

37. 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.

38. No rental advance will be given.

39. LIC reserves the right to accept any or reject any or all tenders without assigning reason Thereof and reserves the right to amend any condition later on.

Date :

Accepted

Place:.....

Signature of vendor with seal



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मंडल कार्यालय, पोस्ट बॉक्स नं.106, जीवन प्रकाश 489, मंडल टाउन, कर्नाल-132001
Divisional Office, P.O. Box No. 106, "Jeevan Prakash", 489, Model Town, Karnal-132001

Technical Bid

14

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
1	1		Name of the Lessor	
	2	a	Address of the Lessor	
		b	Phone No.	
		c	Fax No.	
		d	E - Mail ID	
		e	Permanent Account Number (PAN)	
		f	GST NO-----	
	3	a	Name of the contact person duly authorized.	
		b	Phone No.	
	4	a	Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		b	PAN numbers of the Directors/ Partners/ Firms.	
2	Details of the property :			
	1	Name of the Owner		

2	Address :		
3	Phone No.		
4	Name of the building		
5	Details of encumbrances, if any?		
6	Location and address of the property		
7	Usage of the property (as approved by the Competent Authority).		
8	a	Residential	
	b	Commercial	
	c	Residential cum Commercial	
	d	Shopping centre	
9	Whether the proposal for Office premises in a multi - storied building.		
	a	Number of floor in the building.	
	b	At which floor, the office premises are offered.	
10	CTS No		
11	Survey No		

12	Ward No.	
13	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
	iv	Annual lease rents and amount.
	c	Whether the property is mortgaged? If yes mention the details.
	i	Name of the Organization where the property is mortgaged.
	ii	Address of the Organization with phone no.
	iii	Amount of loan availed.
	iv	Tenure of mortgage
	v	Residual mortgage period
	vi	EMI paid.
14	Character / Type of locality	
	a	Residential
	b	Commercial

	c	Commercial cum Residential	
	d	Industrial	
	e	Slum	
15		Area of the plot	
16		Size of the plot	
	a	Frontage in meters	
	b	Depth in meters	
17		Schedule of the plot i.e. boundaries of the plot on	
	a	North	
	b	East	
	c	South	
	d	West	
18		Whether the locality is free from Special hazards like fire / flood etc.	
19		Whether the locality has protection from adverse influence such as	
	a	Encroachment.	
	b	Industrial nuisance, smoke, noise etc.	
20		Please enclose copy of Property Card or Patta etc.	

21	Please also indicate distance from the nearest	
	i	Railway (local) station
	ii	Bus Stand
	iii	Bank (Nearest)
	iv	Airport
	v	Hospital/ Schools/ Colleges/ Universities.
22	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies.	
23	a	Incase 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.
24	Date on which Office premises can be handed over to LIC after finalization of the deal.	
25	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	
26	What is the carpet area (for consideration purpose).	
3	Specifications	
	1	Type of building (Residential/Commercial/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	Type of electric connection.	Commercial / Residential.
2		Please indicate the type of wiring used , Aluminum or copper?	
3		Whether ELCB is provided	Yes / No
7	Common services		
1	Car parking		Reservednos. Open.....nos.
2	Two wheeler parking		Reservednos. 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.	
10	1	Are the safety measures taken?	
	2	If yes , give details of arrangement.	
	3	Is No Objection certificate obtained / Secured from fire control authorities.	
	4	If yes, produce copies of proof / certificates.	
11	List of Enclosures		

Date:

Signature of vendor with seal and date

Place:.....



नडल कवरॉलय, पॉस्ट बाकस नं.106, जीवन प्रकश 489, मॉडल टाउन, कर्नाल-132001
 Divisional Office, P.O. Box No. 106, "Jeevan Prakash", 489, Model Town, Karnal-132001

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Financial Bid – Hiring of premises

(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 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)
	Total						

Note:

1. Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement.

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मंडल कार्यालय, पोस्ट बॉक्स नं.106, जीवन प्रकाश 489, मॉडल टाउन, कर्नाल-132001
Divisional Office, P.O. Box No. 106, "Jeevan Prakash", 489, Model Town, Karnal-132001

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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 will be payable by 10th of the every following 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.

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

5. House Tax, Property Tax, Municipal Tax & Maintenance charges will be borne by landlord/owner.

Date:.....

Place:.....

Signature of vendor with seal and date.

Annexure-A

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Senior Divisional Manager
Life Insurance Corporation of India
Divisional Office,
Jeevan Parkash
489, Model Town, Karnal.

Sub: Authorization for attending bid opening on.....at
.....Hrs

Following person is hereby authorized to attend the bid opening for the Tender of hiring
of premises at Karnal on behalf of

.....(Bid
der)

Name of the Person	Specimen Signature

Signature of Bidder or Offerer
authorized to sign The Bid
documents on behalf of the
Bidder along with seal of the firm
Address of bidder

Please bring attested copy of ID
proof at the time of opening

DRAFT LEASE DEED – Office premises (Annexure B) 25

THIS DEED OF LEASE made on this day of 20 at

Between

..... D/S/o. residing hereinafter referred to as the Lessor (which term shall mean and include wherever the context so requires or admits his/ their heirs, successors, administrators, executors, attorneys and assigns) of the **One part**

And

THE LIFE INSURANCE CORPORATION OF INDIA, a Corporation established under section 3 of the Life Insurance Corporation Act 1956 (Act 31 of 1956) having its Central Office at 'Yogakshema' Jeevan Bima Marg, Mumbai 400021 and Zonal Office at Or Divisional Office at (as the case may be) hereinafter referred to as the Lessees (which term shall mean and include wherever the context as admits or requires its successors, administrators, assigns, liquidator and receivers and assigns) of the **Other Part** represented by its Manager and holder of Power of Attorney dated Sri, D/S/o.....witnesseth as follows ;

WHEREAS, the Lessor/s is/ are the lawful owner/s of the building bearing No.....situated at

AND WHEREAS, the Ground floor/ First floor/ Second floor measuring aboutsq. ft. (carpet area) in the said building more fully described in the schedule hereto and hereinafter called the 'Said Premises' was/ were vacant and ready for occupation and whereas the Lessee being in need of accommodation for its use and occupation approached and requested the Lessor/s to grant lease in its favour in respect of the 'Said Premises'.

AND WHEREAS both the parties now desired to reduce the terms into writing and whereas the Lessor/s agreed to grant lease in favour of the Lessee in respect of the 'Said Premises'. It is now hereby agreed as follows and :

OR

AND WHEREAS, the Lessee is already a tenant under the Lessor/s in respect of the above building fully described in the schedule hereto and hereinafter called the 'Said Premises' paying a monthly rental of Rs. and whereas the Lessor approached and requested the Lessee to pay an enhanced rental of Rs. and whereas the Lessee consented to pay the enhanced rental of Rs.

AND WHEREAS both the parties now desired to reduce the terms into writing, it is now hereby agreed as follows and :

I. WITNESSETH

1. That the lease, for purposes of payment of rent and period of lease, shall be deemed to have commenced from
2. That the Minimum period of lease will be years with years lock-in period and minimum notice period of 4 months from either side for termination of Lease. The Lessee shall however have the option to continue the lease thereafter at mutually agreed escalation in rent for a mutually agreed period.

II. THE LESSOR DOETH HEREBY COVENANT WITH THE LESSEE AS FOLLOWS:

3. That the Lessor agrees to be responsible for the payment of 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 Land Tax, Property Tax, etc., due to the State Government, Central Government or other local or other civic, including enhancements 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 rents in respect of the 'said premises' becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @ BANK RATE.% per annum from LIC releases the payment upto the date the amount is recovered from the landlord (the date of such payments until realization by the Lessee).

Service tax (if applicable) will be borne by the Lessee and paid by the Lessor (landlord).

4. The Lessor agrees to discharge all its duties and obligations relating to structural repairs and replacements of worn-out, unserviceable equipments, plants and machinery etc. installed in the building.
5. The Lessor agrees to arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting of doors, windows etc. at his cost once in 4 years. If the Lessor fails to carry out such repairs including periodical whitewashing and painting, the Lessee may call upon the Lessor in writing to do the same within one month from the date of receipt of such request and if the Lessor fails to carry out the same within that time, the Lessee shall be at liberty to get it done and adjust the amount spent or expended or such repairs, etc., (with interest bank rate.% per annum from LIC releases the payment upto the date the amount is recovered from the landlord (per annum from the rent payable starting from the month following the month in which such job is done by LIC).
6. The lessor agrees that the expenditure incurred by lessee i.e LIC on behalf of the landlord will 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.
7. Additions and alteration work – 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, the Lessor agrees to lessor will permit the same on the existing terms and conditions and obtain any permission if required from the local authority.
8. The Lessor agrees to give permission to LIC for 'Modernization of the premises' if LIC desires to do so. Modernization of premises, means improving the ambience of the premises by installing air conditioners, providing work stations for staff, inbuilt filing system, false ceiling and change of flooring etc.
9. The Lessor agrees that the Lessee shall be at liberty to allow the use of the 'said premises' or part thereof to any of its subsidiaries.
10. The Lessor agrees to grant all rights of way, water, air, light and privy and other easements appertaining to the 'said premises'.
11. The Lessor agree with the Lessee that the latter paying the rent hereby observing and performing the conditions and stipulations herein contained on the Lessee's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
12. The Lessor agrees not to object to the Lessee in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Lessee or taken on hire from a Third Party for the exclusive use of

the Lessee. Further, the Lessor agrees to provide suitable space with proper enclosures for installation of generator set free of cost.

13. The Lessor agrees that he/she has no objection to the Lessee installing V-SAT antenna in the said premises at any time without additional rent (free of cost) to the Lessor.
14. The Lessor agrees to ensure that sufficient Electrical/ Power load sanctioned and made available to the Corporation. If required, additional electric power will have to be arranged by the Lessor at his cost from the energy suppliers.
15. Water supply – the Lessor agrees to ensure and provide adequate supply of drinking water and water for W.C. and Lavatory throughout the lease period.
16. The Lessor agrees that the Lessee shall have exclusive right on the parking space for parking of the vehicles (car/ jeep/ two wheelers) of staff members and customers of Lessee and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever.
17. The Lessor agrees that the Lessee shall have the absolute & exclusive right to use the entire space in 'said premises' both outside and inside for making full use of frontages and the side walls in displaying Lessee's signboards/ advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Lessee over the space which is specifically meant for usage of the Lessee, the Lessor on receipt of such Notice from the Lessee shall take all possible legal actions against such violations including criminal action, if necessary. If the Lessor fails to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Lessee, the Lessee shall be at liberty to take legal action against the violators and recover the cost/ expenses incurred for such removal out of the rent payable to the Lessor or from any other monies payable to the Lessor.
18. The Lessor agrees that the Lessee shall have the right to remove at the time of vacating the 'said premises', all electrical fittings and fixtures, counters, safes, partitions and all other furniture put up by Lessee

III. THE LESSEE DOETH HEREBY COVENANT WITH THE LESSOR AS FOLLOWS:

19. The Lessee agrees to pay to the Lessor/s in respect of the 'said premises' a monthly rental of Rs..... (Rupees only) within 10th working day of each succeeding calendar month.
20. The Lessee agrees to deduct at source the income tax at prevailing rate from the Rent payable to the Lessor.
21. The Lessee agrees to pay all charges for electricity for the area taken on lease and water actually consumed by the Lessee during the occupation and calculated as per the reading recorded by the separate meters installed in the 'said premises' by the lessor.

IV. PPROVIDED ALWAYS AND IT'S HEREBY AGREED AND DECLARED AS FOLLOWS:-

22. The Lessee shall not be liable for any kind of loss financial or otherwise arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
23. In the Lessee shall be desirous of taking a new lease of the said premises, after the expiry of term hereby granted, the Lessor will renew the lease for a period mutually agreed upon between the Lessee and the Lessor, in accordance with the covenant for renewal. Provided that in the event of expiry of the term of the lease, whenever

an action for renewal described above is pending with the Lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be, and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the Lessee.

Provided further that the Lessee shall taken action so far practicable to take a new lease of the said premises within a period of months after expiry of the term hereby granted.

- 24. Lessee shall be entitled to terminate the lease at any time giving to the Lessormonths previous notice in writing of its intention to do so.
- 25. Any notice to be made or given to the Lessee under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of Post.
- 26. Should any dispute or defense arise concerning the subject matter of these present or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal having sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of persons to the other party. The other party shall within 15 days of the receipt of such communication select one member of the panel to act as sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of persons to claimant, and the claimant shall be entitled to nominate the sole Arbitrator from among the panel sent by the opposite party. In case of none of the members of the panel is acceptable to the claimant, the sole Arbitrator shall be appointed by the Zonal Manager / Sr. Divisional Manager , LIC of India.

The provisions of Arbitration and Conciliation Act, 1956 with any statutory modification thereof and Rules framed there under shall be applicable to such arbitration proceeding which shall be borne as directed by the Arbitral Tribunal. For the purpose of this clause, the officer mentioned in clause 18 shall be authorized to act and nominate arbitrator on behalf of the Govt. of India.

- 27. The Lessee shall hand over possession of the 'said premises' to the Lessor on the expiry of the period of lease fixed herein or on the expiry of the period of option should the Lessee avail itself of the same and on refund of deposit made by the Lessee, if any, in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.
- 28. This lease agreement has been executed in duplicate. One counterpart of the lease agreement to be retained by the Lessee and the other by the Lessor.

SCHEDULE OF THE PROPERTY

(Here enter the boundaries and other details of premises leased out).

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned

Witness

signature
Lessor
Lessee6