

**LETTING OUT OF VACANT COMMERCIAL SPACES**

LIC of India, Southern Zonal Office, Chennai intends to let out on lease basis , vacant commercial space available on “ as is where is basis”.

1. The prescribed application form may be downloaded from here. The attached Terms and conditions may be referred for details. The list of premises is also attached.
2. One can apply for a single space or multiple spaces. If more than one space is applied, separate application is to be submitted.
3. The filled in application in the prescribed format along with the required documents should be submitted in sealed cover, superscribed “ APPLICATION FOR VACANT COMMERCIAL SPACE AT CHENNAI” addressed to THE SECRETARY(ESTATES), LIFE INSURANCE CORPORATION OF INDIA, SOUTHERN ZONAL OFFICE, LIC BUILDING , 10<sup>th</sup> FLOOR, 153, ANNA SALAI, CHENNAI-600 002 ( Tel. No.28616093/28616094)
4. Applicants for premises measuring above 500 sq.ft must submit copies of Income Tax Returns and/or Audited Profit & Loss A/c, Balance Sheet as applicable for the past 3 years failing which their application will be deemed invalid and will be rejected. Applications without proof of adequate Income / revenue will be rejected.
5. Joint applications by two or more individuals will be rejected. In case of a firm, all necessary documents that substantiate the Legal and operational status thereof are required to accompany the application.
6. Actual chargeable area will be subject to Joint measurement.
7. LIC of India reserves the right to accept / reject any application at its own discretion without assigning any reason. The decision of the Competent Authority will be final.
8. The deadline for receipt of applications is 3 PM on 16.04.2025.
9. Validity of the application is for a period of 90 days from the last date for submission of application.
10. Selected applicants will be called for discussion to finalize the Terms and Conditions.
11. Preference will be given to Public Sector Undertakings/Banks/Financial Institutions of outstanding repute.
12. Other terms and conditions will be applicable as per prevailing Estate Policy of LIC of India.
13. Brokers will not be entertained.
14. For inspection of the space, please contact AO(Premises) – 98650 45936 / 82488 36632

22.03.2025

Regional Manager(E&OS)



**Estates Department**  
10<sup>th</sup> Floor, Southern Zonal Office, Chennai

**LIFE INSURANCE CORPORATION OF INDIA**  
**ESTATES DEPARTMENT, 11<sup>th</sup> Floor**  
**SOUTHERN ZONAL OFFICE, CHENNAI**

**TERMS AND CONDITIONS**

1. The space will be offered on 'as is where is basis' only for running regular offices engaged in commercial activities. Other amenities like parking, generator, V-sat antenna etc. will depend on availability of space and subject to negotiation.
2. Space will be offered on Lease basis for a period of 3 years as per the terms and conditions of the Corporation.
3. The Lease deed is to be executed and registered as per standard proforma prescribed by LIC and the cost is to be borne by the Lessee. The Lease may be renewed and rent revised through negotiation at the end of the term. A fresh lease deed to be executed for the revised terms.
4. Six months Basic rent has to be kept as interest free Security Deposit and must be deposited by Demand Draft, which is refundable at the time of vacation of premises.
5. The rent is payable in advance before 10<sup>th</sup> of every month failing which a simple interest of 12% is payable.
6. The Municipal Tax, Water and Drainage charges are to be borne by the tenant. Any other tax or any hike imposed by the appropriate authority is to be borne by the tenant.
7. Maintenance Charges for common services like lift, cleaning, Security Services etc will be levied separately.
8. Goods and Service Tax (GST) at the prescribed rates as applicable is to be borne by the tenant.
9. The selection of bids will be done as per the rules and guidelines of the Corporation and acceptance of the same will be subject to approval by the Competent Authority.
10. Tenants have to approach EB and get power supply on their own. However, NOC will be given in this regard. Underground cables of sufficient capacity are laid from transformer yard of EB to the EB metering panel location in the building basement. These cables can be used by the tenants to bring power from transformer yard to respective floors.
11. All the tenants must follow the Estate Policy of LIC of India with regards to maintaining the property let out, display of Boards, nature of business, etc.
12. Any tenancy application submitted as an individual or a firm must retain its declared status throughout the tenancy process. Switching the status from an individual to a firm or vice-versa at any stage, either before or after allotment, shall not be permitted and will render the application / allotment invalid.
13. For any other query/assistance you may get in touch with us at 044-28616094 or e-mail us at [sz\\_estates@licindia.com](mailto:sz_estates@licindia.com)

22.03.2025

Regional Manager(E&OS)

LIC OF INDIA : ESTATES DEPT : ZONAL OFFICE : CHENNAI

LIST OF VACANT PREMISES

Sl.No	Location	Name of the Building	Address	Sq.ft	Floor
01	Anna Salai	South India Co-op Bldg	38, Anna Salai, Chennai-2	1400	Mezzanine Floor
02	Anna Salai	Bharath Insurance Bldg	124, G.P.Road, Chennai-2	512	First Floor
03	Parrys	National Insurance Building	224, NSC Bose Road, Chennai	301	Fourth Floor
04	Parrys	Andhra Insurance Building	323, Thambu Chetty Street, Chennai-1	159	Ground Floor
05	Parrys	Andhra Insurance Building	323, Thambu Chetty Street, Chennai-1	150	Third Floor
06	Parrys	Andhra Insurance Building	323, Thambu Chetty Street, Chennai-1	360	Third Floor
07	Parrys	Oriental Insurance Building	47, Armenian Street, Chennai-1	690	Second Floor
08	Parrys	Jeevan Marina	46, Armenian Street, Chennai-1	1578	Third Floor
09	Parrys	United India Building	8, Esplanade Road, Chennai	1650	Third Floor
10	Parrys	United India Building	8, Esplanade Road, Chennai	500	Fifth Floor
11	Jeevan Bima Nagar, Padi	Jeevan Bima Nagar Shopping Complex	Shop No:9, Jeevan Bima Nagar, Anna Nagar West Extn, Chennai-101	692	First Floor
12	Jeevan Bima Nagar, Padi	Jeevan Bima Nagar Shopping Complex	Shop No:4, Jeevan Bima Nagar, Anna Nagar West Extn, Chennai-101	70 <b>(Will be let out ONLY for Clinic Cum Pharmacy)</b>	Ground Floor
13	Tiruvallur	Tiruvallur B.O Premises	B.O Building, Tiruvallur	1240	Ground Floor
		<b>Total</b>		<b>9302</b>	

TENANCY APPLICATION FORM

PHOTO

1. Details of Applicant		
a.	Name of the Applicant	
b.	Age / Date of Birth	
c.	Name of Father / Husband	
d. (i)	Permanent Address (Attach Identity & Address Proof)	
(ii)	Whether Owned or Tenanted	
2.	For Company / Partnership	
a.	Full particulars of business alongwith copies of Trade License and particulars of Company (Deed / Memorandum & Articles of Association)	
b.	Copy of Last 3 years Audited Balance Sheet, P&L A/C & Income Tax Returns of the Company/Firm	
3.	In case of Individual	
a.	Name & address of two references with Full address, Contact No (Other than close relatives)	1.
		2.
b.	Photo Identify Proof (Self)	
c.	ITR & Bank A/c details (Self) SB/ Current A/c No & Name of Bank & Branch Name (Attach ITR for last 3 years & last 3 months Bank Statements)	
4.	GST No. wherever applicable (copy to be enclosed)	
5.	PAN No. (copy to be enclosed)	

6.	Details of premises sought	
a.	Serial No of the premises (as given in attached List of vacant space)	
b.	Area (sq.ft)	
c.	Location: Building Name, Floor, etc	
7.	Purpose for which the premises will be utilised	
8.	Rent offered: Only Basic rent per sq.ft to be quoted. All taxes and other charges will be separate	Rs..... per sq.ft
9.	Details of contact person	
a.	Name & Designation	
b.	Address	
c.	Phone No.	
d.	Email id	
10.	Whether the applicant is related to any Employee / Agent of LIC, If so, give details	
11.	Details of immovable properties owned (other than the one mentioned in 1 d(ii). If it is plain land then detail like Survey No., Village, etc to be mentioned. (Latest land tax paid receipt is to be attached)	

Declaration: The information given above is true to the best of my knowledge and belief.

Date:

Signature of the Applicant  
(with Company Seal)

All the columns should be filled in. Incomplete applications are liable to be rejected.  
**LIC of India reserves the right to reject any application without assigning any reason.**