

TENDER FOR HIRING OF PREMISES AT DHRANGADHRA

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Life Insurance Corporation of India intends to hire premises which are in ready to occupy condition from Individuals/ Firms on lease basis only under 'Two Bid system' as per details given below:

Carpet area required	Location	Remarks
1. 3500 to 4000 Sq.ft. (Preferably on First floor OR Second Floor with Lift Facility) for DHRANGADHRA.	1.At: Dhrangadhra Dist. Surendranagar State: Gujarat	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 Stops etc. should be in a ready to occupation condition and suitable for use as office Premises.
Status of Premises	Free Hold/ Lease Hold with clear marketable title	
Usage of the Property	Commercial or Commercial cum Residential.	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs.295/- (Rupees two hundred ninety five only) (including GST) from the office at the above address. (Tender Document fee is Rs.295/- per each). The tender documents will be issued from 17.06.2025 to 01.07.2025 between 10.00 AM and 5.30 PM on week days (excluding Holidays & All Saturdays and Sundays). The last date for submission of filled in offers is 02.07.2025 up to 12.30 PM. The "Technical Bids" will be opened on 02.07.2025 at 2.30 PM in the presence of bidders or their authorized representatives who may wish to be present. 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 "Advertisement for Requirement of office premises at Dhrangadhra 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.

**Sr. Divisional Manager**

### TENDER SCHEDULE

Sr. No		
1	Name of Work	Tender for Hiring of Office Premises at Dhrangadhra
2	Cost of tender document ( Non refundable)	Rs 295/- per tender per centre ( Rupees two hundred ninety five only) including GST
3	Earnest Money Deposit Rs. 10,000/- ( Rupees ten thousand only)	Rs. 10,000/- ( Rupees ten thousand only) per tender per centre
4	Date of sale of tender document	From 17.06.2025 to 01.07.2025 between 10.00 AM and 5.30 PM on weekdays ( excluding Holidays and All Saturdays and Sundays) from the above office on payment of non refundable tender cost by Cash/Demand Draft / Multicity Cheque in favour of “ Life Insurance Corporation of India” payable at Bhavnagar.
5	Last Date & Time of Submission of filled in tender document.	On 02.07.2025 upto 12.30 p.m.
6	Date & Time of opening of Technical Bids	On the last date of submission of tender i.e. On 02.07.2025 at 2.30 p.m.
7	Date & Time of opening of Financial Bids	Shall be intimated later on.
8	Time Limit for handing over possession of the premises.	Within 30 days from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for Termination of contract.	04 ( Four ) months on either side.
11	Validity of tender	06 ( Six ) months from the date of opening of Technical Bid.

Place: Bhavnagar  
Date : 16.06.2025.

Signature of Officer ( In – charge)

## Hiring of Office Premises

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### INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from between 10.00 AM and 5.30 M on week days (excluding Holidays and All Saturday and Sundays) .
- 2.. The last date for submission of filled in tenders ( both technical and financial bids) is **17.06.2025 to 01.07.2025 upto 12.30 PM**. The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted to the address given below :  
  
**D.R.CHAUHAN (AO-P&IR), 3RD Floor  
L.I.C. of India, Bhavnagar Divisional Office,  
'Jeevan Prakash', Besides S.B.I.,  
Nilambaug, Bhavnagar-364001.**
4. The technical bid will be opened on the same day i.e. 02.07.2025 at 2.30 PM in the presence of bidders or their authorized representatives who may wish to be present. After preliminary scrutiny of the technical bids, verification of credentials, 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 to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found suitable.
5. The tender form consists of the following documents. i.e.,
  - i) Instructions to bidders and Terms & Conditions.
  - ii) Technical Bid.
  - iii) Financial Bid.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 properties, 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 – I ) superscribingas **“Technical Bid for Hiring of Office Premises at Dhrangadhra**” . 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 - II** and superscribed as **Financial Bid for Hiring of Office Premises at Dhrangadhra** with addressee and bidders details. **Envelope –III** containing EMD amount and Cost of tender fee. All the three envelopes will be placed in a **Fourth envelope ( Envelope – IV)** and sealed and submitted to the **LIC OF INDIA** at the address given above. The envelope must be superscribed with “ **Bids for Hiring of Office Premises at DHRANGADHRA**” and the last date for submission **02.07.2025 (upto 12.30 p.m.) and to be opened on 02.07.2025 at 2.30 p.m.’.**
7. **Earnest Money Deposit of Rs. 10000/- ( Rupees ten thousand only) in the form of Demand Draft / Multicity Cheque in favour of “ Life Insurance Corporation of India” payable at Bhavnagar and the cost of tender fee ( Non refundable) of Rs. 295/- (Rupees two hundred ninety five only )(including GST), Receipt of the tender fee deposited or Demand Draft or Multicity Cheque shall be submitted in sealed cover Marked ‘Envelope – III ’ superscribing as “Earnest Money Deposit” for Hiring of Office Premises at Surendranagar and Botad.**

**Please note that no interest will be paid or accrue on the EMDs.**

8. In case the tender form is downloaded from the Corporation’s web site, **the non refundable tender fee of RS . 295/- ( Rupees two hundred ninety five only) including GST may be remitted in the form of Demand draft / Multicity Cheque drawn in favour of “ Life Insurance Corporation of India” payable at Bhavnagar .**

**9. Refund of Earnest Money Deposit:-**

- I) Earnest Money Deposit of all unsuccessful Vendors / bidders shall be refunded through NEFT within one month’s time after scrutiny and submission of Technical Assessment Report by Divisional Hiring/Purchase Committee to the Sr. Divisional Manager.
- (ii) Earnest Money Deposit of OTHER bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.
- (iii) In case the lowest vendor / bidder refused to offer premises after issue of allotment letter, a notice shall be served to vendor / bidder 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 in case of refund / forfeit the 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.
  - c) Documents related to conversation of Non – agricultural land from the Competent Authority.
  - d) Copy of property ownership record i.e. Property Card, Index-II, sale deed etc.
  - e) Structural stability Certificate of premises.

- f) Certificate/permission for commercial usage of the building.
- g) Copy of sanction plan approved by municipality/ local authority.

Sr. Divisional Manager is the competent authority to call for any further documents, clarification of submitted documents, certificate confirmation etc. on submission of documents if needed.

- 11. All the pages of the tender form are to be numbered serially and all the pages 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 minimum period of 06 ( Six )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.

Place : Bhavnagar  
Date : 17.06.2025

Signature of officer (In-charge)

I hereby declared that I/We have read the above 'Instruction to the bidders' and agree to follow the same.

Signature of vendor/bidder with seal

### **TENDER FOR HIRING OF OFFICE PREMISES**

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 different envelopes. The use of envelopes will be as under:

- a) **Envelope marked as I -** The duly completed **Technical Bid** be put in this envelope and sealed. Superscribing as “**Technical Bid for Hiring of Office Premises at Dhrangadhra**”. The envelope shall contain the addressee’s details and details of the bidder also.
- b) **Envelope marked as II -** The duly completed **Financial Bid** be put in this envelope and sealed. Superscribing as “**Financial Bid for Hiring of Office Premises at Dhrangadhra**”. The envelope shall contain the addressee’s details and details of the bidder also.
- c) **Envelope marked as III -** The Demand Draft or Multicity cheque for ‘Earnest Money Deposit’ and ‘Cost of tender document’ or the ‘Miscellaneous Receipt’ of the required value be put in this envelope and sealed. Superscribing as “**EMD and Cost of Tender for Hiring of Office Premises at Dhrangadhra**”. The envelope shall contain the addressee’s details and details of the bidder also.
- d) **Envelope marked as IV -** **All the three** envelopes shall be placed in envelope marked–IV and sealed (i.e. Envelopes marked as IV, will contain three envelopes marked as I, II and III) and submitted to LIC of India, in sealed condition super-scribing as ‘**Tender for Hiring of Office Premises at Dhrangadhra to be opened on 02.07.2025 at 14.30 hrs**’. The envelope shall contain the addressee’s details and details of the bidder also.

### **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 **02.07.2025 at 12.30 hrs**’ fixed for submission of tenders shall be termed as ‘**LATE**’ tender and are 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:

**Life Insurance Corporation of India  
D.R.CHAUHAN (A.O.-P&IR DEPT.)  
Bhavnagar Divisional Office  
3rd Floor, 'Jeevan Prakash'  
Besides S.B.I., Nilambaug  
BHAVNAGAR-364001.**

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 serially numbered and signed by the authorized signatory of the tenderer. In case there are more than one owner of a property the same is to be signed by all the owners. 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.
6. The offer should remain valid at least for a period of 6 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 **02.07.2025 at 14.30 hrs** in the presence of tenderers at our above office address. 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. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
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 area of the town/ city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc.
14. The title report providing ownership and clear marketability is to be enclosed.



15. The Financial bid will be opened only if at least two Technical bids are found suitable. In case any 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.
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 Genset without any extra cost to the lessee.
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. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
22. 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.
23. 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.
24. Tenders from intermediaries or brokers will not be entertained.
25. 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.
26. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
27. 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. All taxes/cess, House tax, Property tax & municipal taxes etc., maintenance charges & service charges like society charges etc.+ GST as applicable. The rent will be paid from the date of possession of the premises. Nothing extra will be paid other than the monthly lease rent.
28. Lease period: Minimum period of lease will be for 09 (nine) years period.

29. A minimum notice period of four months is required to be given by either party who wish to terminate the agreement. The lease period may be extended for such period mutually agreed upon by both the parties to the agreement six month prior to the expiry of the existing agreement. The escalation in rent may be decided at the time of renewal of such agreement.
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 necessary permissions if required, from the local authority. Lessor will also provide space for display of signboards without any extra 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 through NEFT.
32. Income Tax: will be deducted at source at prevailing rate and as per applicable laws from the payment made to owner/landlord.
33. GST ( if applicable ) will be borne by the lessee and paid by the lessor (landlord).
34. Registration and stamp duty charges: will be shared equally between the Lessor and the Lessee (50 : 50).
35. Possession of premises: within 30 days from the date of receipt of acceptance of offer/ letter. The premises have 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 as per requirements.
  - 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 borne by the owner up to that point.
38. Parking: The landlord shall provide covered parking area for 2 two Cars and parking space for 40 (Forty) Two Wheelers without any extra cost.
39. 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.

- 40. There should be Separate toilets for ladies and gents and same is to be provided by owner/landlord.
- 41. Premises should have flooring with vitrified/ ceramic tiles.
- 42. Rolling shutter should be provided at the main entrance.
- 43. Necessary electrical points and control system with minimum load of 20 K.W to be provided along with separate meter.
- 44. Structural stability certificate of the building should be enclosed along with Technical bid after obtaining the same from licensed structural engineer.
- 45. The certificate/permission for commercial usages of the building should be enclosed.
- 46. Copy of sanctioned plan duly approved by Municipality/local bodies should be enclosed.
- 47. The owner/ Lessor shall not rent any premises in the said building to any of the competitor of the current lessor to avoid conflict of interest of business.

**Signature of vendor/ bidder with seal**

**Place:**.....

**Date :** .....

## Technical Bid

Reference Name:- .....

(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 of Vendor/Owner/Builder/Firm	Remarks
1	1		Name of the Lessor	
	2	a	Address of the Lessor	
	2	b	Phone No./Mobile No.	
	2	c	Fax No.	
	2	d	E - Mail ID	
	2	e	Permanent Account Number (PAN)	
	3	a	Name of the contact person duly authorized.	
	3	b	Phone No.	
	4	a	Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
	4	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	

Sr.			Detail	Remarks
	7		Usage of the property ( as approved by the Competent Authority).	
Sr.			Detail	Remarks
2	8	a	Residential	
	8	b	Commercial	
	8	c	Residential cum Commercial	
	8	d	Shopping centre	
	9		Whether the proposal for Office premises in a multi - storied building.	
	9	a	Number of floor in the building.	
	9	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	
		b(i)	Name of the Title Holder/ Lessor	
		b(ii)	Tenure of the land	
		b(iii)	Residual lease period	
		b(iv)	Annual lease rents and amount.	
		c	Whether the property is mortgaged? If yes mention the details.	
		c(i)	Name of the Organization where the property is mortgaged.	
		c(ii)	Address of the Organization with phone no.	
		c(iii)	iii Amount of loan availed.	
		c(iv)	Tenure of mortgage	
		c(v)	Residual mortgage period	
		c(vi)	EMI paid.	
	14		Character / Type of locality	
		a	Residential	
		b	Commercial	
		c	Commercial cum Residential	
		d	Industrial	
		e	Slum	

Sr.			Detail	Remarks
	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.	

Sr.		Detail	Remarks
	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/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 on the 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.	

Sr.			Detail	Remarks
	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	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	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.	



Sr.			Detail	Remarks
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			

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

Signature of vendor/bidder with seal and date.

Date: .....

Place:.....

### Financial Bid

The Envelope-II containing Financial Bid is to be opened after scrutiny of Technical Bid, Inspection of the properties and short listing the properties.

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 (Both in figure and words)	Monthly Out goes such as Municipal Tax, House tax, property tax, other tax and levy, proportionate amount of maintenance charges etc. Per Sq.Ft of carpet area (in figures & words) (excluding GST)	Total Rent (Rs. in figures and words)
(1)	(2)	(3)	(4)	(5)	(6)	(7)=4x(5+6)
	Total					

Note:

- Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement.
- \* Carpet area rate: The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present – House tax, Property tax, and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. inclusive of all taxes/levy/cess (excluding GST). 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.

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 6 (six) months to be reckoned from the date of opening of 'Technical Bid'.

Date : .....

Place:.....

Signature of vendor/bidder with seal.