

**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office : Jeevan Prakash' Building**  
**Masoodabad, G.T. Road, Aligarh-202001**

**Technical Bid**

**(To be submitted in sealed Envelope-I)**

Name of the Bidder/Owner: .....

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.

1	<b>Details of the Lessor/ Bidder</b>			
	1		Name of the Lessor	
	2	a	Address of the Lessor	
		b	Phone/ Mobile No.	
		c	E-Mail ID	
		d	Permanent Account Number (PAN)	
	3	a	Name of the contact person duly authorized and Aadhaar Number	
		b	Phone/ Mobile No.	
	4	a	Constitution of Bidder (Individual/ Proprietary/ Partnership firm/ Private/ Pvt. Ltd./Public Ltd/PSU etc)	
		b	PAN numbers of the Directors/Partners/Firms.	
	5		Bank details:( <b>Attach a copy of cancelled cheque / Bank Statement</b> )	
		a	Name of the Account Holder	
		b	Bank Account Number	
		C	Account type (Savings Account, Current Account etc.)	
		D	Bank-Branch	
		e	Bank IFSC Code	
2	<b>Details of the property:</b>			
	1	Name of the Owner		

	2	Address of the property		
	3	Usage of the property (as approved by the Competent Authority) <b>Commercial/</b> Other		
	4	Whether the proposal for Office premises in a multi-storied building.		
		a	Number of floors in the building.	
		b	At which floor, the office premises offered.	
	5	Whether the plot is free hold or lease hold?		
			If lease hold, please mention details of	
		i	Name of the Title Holder/ Lessor	
		ii	Tenure of the land	
		iii	Residual lease period	
	6	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/Mobile no.	
		iii	Amount of loan availed.	
		iv	Tenure of mortgage	
		v	Residual mortgage period	
		vi	EMI paid.	
	7	Character / Type of locality- Commercial/ Commercial cum Residential/Residential/Industrial		
	8	Area of the plot- Sq.ft.		
	9	Size of the plot		
		a	Frontage in meters	
		b	Depth in meters	
	10	Schedule of the plot i.e. boundaries of the plot on		
		a	North	
		b	East	
		c	South	
		d	West	

	11	Whether the locality is free from Special hazards like fire /flood etc.		
	12	Whether the locality has protection from adverse influence such as Encroachment/ Industrial nuisance, smoke, noise etc..		
	13	<b>Please enclose copy of Conveyance deed or Patta etc.</b>		
	14	Please also indicate distance from the		
		i	Railway Station	
		ii	Bus Stand	
		iii	Bank (Nearest)	
		iv	Hospital	
	15	Year of construction. Enclose attested copy of NOC or <b>Construction permission or</b> completion certificate issued by the Municipal Authority or any other Government Bodies, if available.		
	16	Date on which Office premises can be handed over to LIC after finalization of the deal.		
	17	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.		.....Sq. ft.
	18	What is the carpet area of the offered premises?		.....Sq. ft.
	19	Size of Hall (Carpet area)		.....x..... =.....Sq.ft.
<b>3</b>	<b>Specifications</b>			
	1	Type of Building structure (RCC / Steel framed/ load bearing).		
	2	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.		
	3	Details of Flooring (M.M.Tiles / Ceramic/ Vitrified/ Marble) or any other.		
	4	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/Aluminum/stone)or any other.		
	5	Details of Door shutters (Flush door/ Teak wood/ Aluminum /PVC)or any other.		
	6	Details of Window frames (Sal wood/Teak Wood/ Hardwood/Aluminum)or any other.		
	7	Details of window shutters (Teakwood/Aluminum/steel) or any other with security grills or without security grills.		
	8	i	No. of toilets (Western and Indian)	Western .....
				Indian .....
		ii	Size of Toilets	(i) Sq.ft.
				(ii) Sq.ft.

		iii	Details of Floors and Dado in Toilets.	
		iv	Wall Tiles in toilets	
		v	Type of sanitary fittings	
<b>4</b>	<b>Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer)</b>			
<b>5</b>	<b>Service</b>			
	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 overhead tank feeding to the office premises under consideration for leasing.		
	5	Please give details of sewerage system		
	6	Please indicate whether the building is prone to flooding/ waterlogging.		
<b>6</b>	<b>Electricity</b>			
	1	i	What is the connected load to the building in KW/KVA?	
		ii	Type of electric connection-Commercial/industrial.	
	2	Please indicate the type of wiring used, Aluminum or copper?		
	3		Whether ELCB is provided	
<b>7</b>	<b>Common Services</b>			
	1	Car Parking		Reserved ..... nos. Open ..... nos.
	2	Two-wheeler Parking		Reserved ..... nos. Open ..... nos.
	5	Generator-DG Set. If yes mention, capacity of the Generator.		
	6	Anti-lightening device arrangement.		
	7	Security arrangements, if any, please give details.		
<b>8</b>	<b>Other Information</b>			
	1	Whether any ready built 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.		
<b>9</b>	<b>Details of Plan/ Blue Prints/Sanctioned Plan</b>			
	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/Mobile No .of the Architect/Engineer.	
<b>10</b>	<b>Provision for proper arrangement of fire safety.</b>		
	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.	
<b>11</b>	<b>List of Enclosures</b>  1.  2  3.  4.  5.  6.  7.  8.  9.  10.  Other documents:		

Date:.....

Signature of Bidder/ Owner with Seal

Place:.....

**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office “Jeevan Prakash” Building**  
**Masoodabad, G.T. Road, Aligarh-202001**

**Financial Bid**

(To be submitted in sealed Envelope- II)

Name of the Bidder/ Owner .....

Reference No.:.....

Note: The Envelope-2 containing Financial Bid is to be opened after scrutiny of Technical Bids Inspection and short listing of the Premises.

Details of the property as per Technical Bid	Carpet area of the premises offered (sq.ft)	Basic Monthly Rent- Rate per sq. ft. of carpet area (Excluding GST)	Outgoes- Taxes/ cess etc. Proportionate amount of the statutory charges/ taxes such as Municipal tax, House tax, Property tax, Urban Development tax, and/ or any other levy and Maintenance charges like Society charges etc.) per sq. ft. of carpet area	Total Gross Monthly Rent-Rate per sq.ft. of carpet area (excluding GST)  Total of Column(iii)+(iv)
(i)	(ii)	(iii)	(iv)	(v)
		(Rs. In figures)		
		(Rs.in words)		

**Note:**

1. Registration and stamp duty charges for execution of lease agreement shall be shared equally by the Lessor and the Lessee (50:50).

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मण्डल कार्यालय : “जीवन प्रकाश”, मसूदाबाद, जी.टी. रोड, अलीगढ़ - 202001

दूरभाष : 0571 - 2420055, 2420066, 2420076, 2420060, 2420073, 2420056, 2420062

फैक्स : 0571 - 2420052

2. **Total Gross Monthly Rent** : The Total Gross monthly rent shall be inclusive of Outgoes (i.e. all taxes/ cess present and future —House tax, Property tax, Urban Development tax, Municipal taxes etc. and Maintenance charges like Society charges-maintenance of lifts, building premises, parking, common areas or any other account etc.). No other charges whatsoever can be claimed on any account subsequently.
3. **GST** — In addition of Total Gross Monthly Rent, the Goods and Services Tax prevailing on the rent will be borne by the lessee and TDS under GST Act will be deducted by the lessee at prevailing rates, if applicable.
4. If there are differences between the rates given by the Bidder in words and figures or in the amount worked out by him, the following procedure shall be followed:
  - When there is a difference between the rates in figures and words, the rates which correspond to the amounts worked out by the Bidder, shall be taken as correct.
  - When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Bidder in **words** shall be taken as correct.
  - When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.
5. **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 Bidder/ authorized representative for finalizing the carpet area.
6. **Validity of offer**: The offer shall remain valid at least for a period of 04 months (four) to be reckoned from the date of opening of “Technical Bid”.

**Place:**

**Date:**

**Signature of the Bidder/Owner with seal**