

Tender for Hiring of Office Premises for B.O. Hathras

This tender consists of two parts:

1. **Technical Bid** (including Instructions to Bidders, Terms, and Conditions)
2. **Financial Bid** (containing the expected price only).

Separate Technical and Financial bids must be submitted for each proposal. The Technical Bid, Financial Bid, and Earnest Money Deposit (EMD) should be sealed in separate envelopes. The use of envelopes will be as follows:

- (a) **Envelope marked as I:** The duly completed Technical Bid should be placed in this envelope and sealed.
- (b) **Envelope marked as II:** The duly completed Financial Bid should be placed in this envelope and sealed.
- (c) **Envelope marked as III:** The Demand Draft or Banker's Cheque for the Earnest Money Deposit and the cost of the tender document or the Money Receipt (M.R.) of the required value, should be placed in this envelope and sealed.
- (d) **Envelope marked as IV:** All three envelopes (I, II, and III) should be placed in this envelope and sealed. This outer envelope should be super-scribed as "**Tender for Hiring of Office Premises in/at Hathras to be opened at 4:00 p.m. on 02.09.2025**" and submitted to **LIC of India, Divisional Office, Masoodabad, Aligarh.**

Definitions

In this tender document and the subsequent lease agreement, unless the context otherwise requires, the following terms shall have the meanings defined below:

1. "Corporation" means Life Insurance Corporation of India (LIC), including its Divisional, Zonal, and Branch Offices as applicable.
2. "Lessee" means Life Insurance Corporation of India (LIC), the party proposing to lease and occupying the premises as tenant under this tender and subsequent lease agreement.
3. "Lessor" means the owner or legal titleholder of the premises offered on lease to the Lessee under this tender and lease agreement, including their successors, assigns, and legal representatives.
4. "Bidder" means any individual or firm who submits a tender proposal in response to this invitation; upon acceptance and execution of lease, the Bidder shall be referred to as the Lessor.
5. "Premises" means the building or portion of the building offered by the Lessor for lease and accepted by the Lessee as per the tender and lease agreement.

6. “Rent-Free Possession Period” means the mutually agreed period commencing from the date of handing over vacant and peaceful possession of the premises to the Lessee, during which the Lessee is entitled to carry out interior works, furnishing, and other preparations without obligation to pay rent. Rent shall commence from the expiry of this period or the actual occupation date, whichever is later.

Terms and Conditions:

1. The terms and conditions, along with the instructions, will form part of the tender submitted by the Bidder to LIC of India, hereafter referred to as the Corporation.
2. Tenders received after 3:30 p.m. on 02.09.2025, for any reason whatsoever including postal delays shall be deemed late and will NOT be accepted. Late tenders will be returned unopened.
3. All Bidders should submit the physical tender documents by post or in the tender box kept at Divisional Office, duly completed with relevant documents/information to the following address:
LIFE INSURANCE CORPORATION OF INDIA
"JEEVAN PRAKASH" BLDG.,
DIVISIONAL OFFICE, MASOODABAD,
G.T. ROAD, ALIGARH (UP), 202001
Tel. No. 0571-2420056, 2420070
4. All columns of the tender documents must be completed and no column should be left blank. **All pages of the tender documents must be signed by the authorized signatory of the Bidder.** Any overwriting or use of correction fluid must be initialed by the Bidder. The Corporation reserves the right to reject incomplete tenders or those with incorrect information.
5. If the space in the tender document is insufficient, Bidders may attach separate sheets.
6. The offer will remain valid for 4 (**four**) months from the date of opening of the Technical Bid.
7. No deviations from the stipulated terms and conditions will be accepted. If the bidder imposes any conditions leading to deviations, these must be clearly listed on a separate sheet titled ‘List of Deviations,’ which will be considered during technical evaluation.
8. **Technical bids will be opened on 02.09.2025 at 04:00 PM** in the presence of Bidders at the above office. Bidders are advised to be present on 02.09.2025 at 4:00 PM at the time of opening of Bid at the Divisional Office, Aligarh.
9. The Corporation reserves the right to accept or reject any or all tenders without assigning any reason thereof.
10. Canvassing in any form will disqualify the Bidder.
11. Shortlisted Bidders will be informed in writing or electronic means by the Corporation for site inspections of the offered premises.
12. All statutory clearances must be obtained by the Bidders at their own cost, as and when required. All payments to the successful Bidder will be made via NEFT.
13. The property should be situated in a good commercial area of the town/city with proximity to public amenities such as railway station, bus stops, banks, markets, hospitals, schools, etc.

14. A clear and marketable ownership title report must be enclosed.
15. **Financial bids will only be opened if at least two Technical Bids are found suitable. A single Financial Bid will not be opened unless it is from State/Central Government agencies or undertakings, which may be opened by the Zonal or Divisional Purchase Committees.**
16. Freehold property is preferred. However, if leasehold property is offered, details regarding the lease period, copy of lease agreement, initial premium, and subsequent rent receipts must be provided.
17. There should be no waterlogging inside the premises or in surrounding areas.
18. The premises should have good frontage and proper access.
19. The Bidder shall provide suitable and adequate space to Corporation for installation, operation, and maintenance of an exclusive DG set for lessee use, at no additional cost. The space should conform to DG set's OEM recommendations.
20. The latest tax clearance certificates must be provided by the Bidder, indicating all relevant details of the property offered for leasing out to Corporation.
21. Offers from Government bodies, Public Sector Undertakings, or State Housing Boards will be given preference.
22. Details of all amenities provided or proposed must be included in the technical bid.
23. The Bidder shall arrange OBD painting in the building and enamel painting to doors, windows, and termite treatment, etc., as and when informed by the Corporation at the time of handing over of premises.
24. The bids will be evaluated on a **techno-commercial basis**, considering parameters such as location, proximity to railway station, availability of amenities, exclusivity, surrounding environment and proneness to waterlogging/ flood, construction quality, internal premises layout, and building complex layout.
25. Tenders from intermediaries or brokers will not be entertained.
26. The premises offered must be in good and ready-to-occupy condition. The owner(s) of the premises will have to hand over the possession of the premises within 14 calendar days of offer acceptance.
27. No negotiations will be conducted except with the lowest Bidder; bidders should therefore quote their most competitive rates.
28. Rate per sq.ft. on carpet area shall be inclusive of basic rent, all statutory taxes and cess (present and future, including House tax, Property tax, GST, Municipal taxes), maintenance charges, service charges (society, lifts, parking, common areas), etc. Rent shall commence from the expiry of an agreed Rent-Free Possession Period (to be mutually determined during negotiation), or from the date of possession, whichever is later. No extra payment beyond monthly lease rent will be made. Lease rent is payable before the 10th of the following month.
29. **Lease period:** The minimum lease period shall be 12 (twelve) years, with a 9-year lock-in period which is non-negotiable. A minimum of six months' notice is required by either party for termination. The lease may be extended for mutually agreed terms, including rent escalation
30. **Addition & alteration works:** During tenancy,
 - i. Lessee may carry out addition/alteration works at their own expense with lessor's permission."

- ii. Lessor will obtain necessary local authority permissions if required.
- iii. Lessor shall provide space for display signboards and installation of internet VSAT / instruments without additional charge.
31. **Lease agreement:** The lease agreement will be with the property owner which is to be executed in the Corporation's standard lease format, and rent will be paid to them directly.
32. **Statutory taxes:** Statutory taxes such as Income tax will be deducted at source as per prevailing rates.
33. **GST** (any other prevailing tax in lieu of GST) will be paid by the lessee on production of a valid GST invoice only. The lessee should ensure for proper filing of GST returns within stipulated time frame to ensure that Corporation may get necessary ITC (Input Tax Credit) of the paid taxes.
34. Registration and stamp duty charges will be shared equally between the lessor and the lessee (50:50).
35. **Advance:**
 - I. Corporation may pay interest-free advance rent limited to 6 months or Rs 20,00,000 (whichever is less), on request and if justified.
 - II. Such advance payment of rent will be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition.
 - III. The advance payment shall be made only after occupation of the premises or after the possession is handed over to Corporation.
 - IV. No advance will be made for a building under construction or for putting up an extension to an existing building or to construct a new building on a vacant plot of the landlord.
 - V. The advance rent paid to the lessor will be recovered in not more than 36 (Thirty-six) months in equal monthly installments from the monthly rent to be paid by the Corporation. The recovery of advance rent will be effected from the rent payments starting from first rent payment.
36. **Possession of the premises:** Possession of the premises must be handed over within the agreed timeframe of 14 calendar days from the acceptance of the offer by the Corporation, in a habitable and painted condition.
37. **Toilets:** Proper toilets for the use of ladies & gents should be made available.
38. **Water supply:** The owner should ensure to provide adequate supply of water and water for W.C & Lavatory throughout the lease period at his own cost. A water meter must be installed to measure Corporation usage. Additionally, water tank overflow alarm sensors must be installed.
39. **Electricity:**
 - (a) The building must have sufficient sanctioned electrical/power load and it should be available for the use of Lessee.
 - (b) The electrical load necessary for operating air conditioning units and other appliances is to be arranged by the lessor. The electrical load requirement is estimated to be approximately 57 KW for 4500 sq. ft. The actual electrical load will be calculated as per the final area of the premises taken for lease.

(c) Electricity charges will be borne by the lessee for the area taken on lease, on an 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 lessor.
(d) At the time of taking over possession of the premises, the lessee will note the electricity meter reading in presence of bidder/authorized representatives. Any outstanding charges related to electrical installations, connections, or previous consumption up to the handover date is the sole responsibility of the lessor.

(e) Cost Responsibility:

- All sorts of installation costs will be borne by the lessee.
 - If any enhancement in load is needed at a later stage (beyond the agreed initial load), the cost of the electrical load and meter will be paid by Corporation, based on actual receipts available with the lessee. However, no payment for security deposit will be made by the Corporation.
40. The internal electrical wiring of the premises is to be provided by the lessor. It should also be ensured to provide adequate security at the entrance by installing suitable channel gates with main gate shutter.
41. The lessor shall ensure that all areas of the offered premises (including office halls, corridors, toilets, and entry points) are provided with durable, high-quality flooring, such as vitrified/marble/ceramic tiles or other suitable commercial flooring. All flooring must be level, free from defects, and suitable for intensive office use. Any repairs or rectification required for flooring prior to or during the lease period will be carried out by the lessor, at their own expense, upon request by lessee. In addition to this the enclosure of walls within the offered premises is to be constructed by lessor with proper plastering.
42. Parking: Sufficient covered free parking space for cars and two-wheelers must be provided, for at least: Car parking – 8nos., Two-wheelers – 30 nos.
43. Carpet area measurement: Carpet area measurement will exclude common areas, walls, shafts, and shall comply with latest Indian Standards (IS 3861:2002). Joint measurements will be taken in the presence of LIC officials and the Bidder / Bidder's representative.
44. Change of Ownership / Title
- i. The Lessor hereby declares and guarantees that it is the lawful owner of the premises and has the full right and authority to lease the same to the Lessee.
 - ii. In case the title of the leased property is transferred, sold, or otherwise changes ownership during the term of this lease, the new owner(s) shall automatically be bound by all terms and conditions of this lease agreement and shall assume all rights and obligations of the Lessor under this lease.
 - iii. This lease shall continue in full force and effect irrespective of any change in ownership/title of the premises.
 - iv. The Lessor shall notify the Lessee in writing within 15 days of any such change in ownership or title.
 - v. The Lessee's possession, use, and enjoyment of the premises shall remain uninterrupted and shall not be terminated or adversely affected due to any such change in ownership.

45. Other Documents (Check list) which are to be enclosed with Technical Bid:
- a) Approved drawing of the building proposed.
 - b) Commercial usage certificate.
 - c) Structural Stability Certificate.
 - d) Completion Certificate of the building.
 - e) Sanctioned Electricity load for commercial usage.
 - f) Copy of Aadhaar Card, Copy of Pan Card and cancelled cheques of Bidder.
 - g) Copy of Aadhaar Card of representative, if any alongwith authority letter.
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Place :

Date :

Signature of proposer with seal