

LIC of India, OS Department, Divisional Office, Jeevan Prakash,  
LIC Building, P B No. 1001, Pattom, Thiruvananthapuram 695004.  
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**Hiring of Office Premises**

**INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available from 22.09.2025 to 10.10.2025 between 10.30 AM and 3.00 PM on all working days
2. The last date for submission of filled in tenders (both technical and financial bids) is 13.10.2025 up to 15.00 Hrs. 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 :

**The Sr. Divisional Manager, LIC of India,  
Divisional Office, Jeevan Prakash,  
L.I.C Building, P B No. 1001,  
Pattom, Thiruvananthapuram, Pin - 695004.**

4. The technical bid will be opened on the same day i.e. 13.10.2025 at 15.30 Hrs in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the short listed 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.,

Instructions to bidders  
Terms & Conditions  
Technical Bid  
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 TB shall be submitted in sealed cover (Marked Envelope – I ) superscribing as “Technical Bid for Hiring of Office Premises at KARAMANA”. 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 sqft. on carpet area basis and other financial implications. The Financial Bid will be placed in the Envelope - II and superscribed as “Financial Bid for Hiring of Office Premises at KARAMANA”. with addressee and bidders details.
7. EMD Rs.10000/- in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Thiruvananthapuram shall be submitted in sealed cover Marked Envelope – III, superscribing as “Earnest Money Deposit for Hiring of Office Premises at KARAMANA” with addressee and bidders details. The “Cost of tender document” or the M.R of the required value should also be put in this envelope. Please note that no interest is allowed or accrue on the EMDs.
8. All the three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the Sr. Divisional Manager at the address given above. The envelope must be superscribed with “Bids for Hiring of Office Premises at KARAMANA and the last date for submission 13.10.2025 and to be opened on 13.10.2025 at 15.30 Hrs.
9. 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) may be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at Thiruvananthapuram.
10. Refund of EMD :- EMD shall be refunded as under :
  - i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by DPC to the Sr. Divisional Manager
  - ii) EMD of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.
  - iii) EMD of lowest bidder shall be refunded separately or adjusted along with the payment towards cost of the plot or premises.



iv) In case the lowest vendor / bidder refused to offer premises after issue of allotment letter, a notice shall be served to them by giving 30 ( thirty ) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence.

v) Sr. Divisional Manager is the competent authority to refund / forfeit the EMD amount.

11. 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 conversion of Non – agricultural land from the Competent Authority

12. 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 Price bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

13. Tenderers should note that their tenders should remain open for consideration for a minimum period of 03 (Three months) months from the date of opening of T.B's (i.e. Technical Bids).

14. Separate tender forms are to be submitted in case more than one property is offered.

15. 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 :**

**Signature of vendor with seal**

**Date :**

