



Estates & OS Dept. Divisional Office, India Life Building, 1543/44 Trichy Road, Coimbatore – 641018 Phone No : 0422-2300142 Email : os.coimbatore@licindia.com

Instructions to Bidder

1. The tender forms will be available **from 24.09.2025 to 15.10.2025 between 11.00 am and 3.00 pm on all week days (excluding holidays, Saturdays and Sundays)**
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is **15.10.2025 upto 3.00 p.m.** 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 :E & OS Department, II Floor, Main Building, LIC of India, Divisional Office, India Life Building, 1543/44 Trichy Road, Coimbatore – 641018
4. The technical bids will be opened on **16.10.2025 at 3.30 p.m.** pm in the presence of bidders or their authorized representatives . After scrutiny of the Technical Bids, visits to the sites, 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 to those bidders whose offers are found suitable.
5. The tender form consists of the following documents, i.e.
 - a. Instructions to bidders and Terms and conditions
 - b. Technical part
 - c. Financial part

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 property/ies, 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 – 1) superscribed as “technical Bid” for Hiring of Premises in/at **AVINASHI** 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 sq.ft on carpet area basis and other financial implications. The financial bids will be placed in the Envelope-2 and superscribed with addressee and bidder details. All the three envelopes (Envelope-3 containing Earnest money deposit amount and cost of tender fee) will be placed in a fourth envelope (Envelope-4) and sealed and submitted to the MANAGER (E & OS) at the address given above. The envelope must be super-scribed with “Bids for Hiring of Office Premises in/at **AVINASHI**”.

7. **Please note that tender application fee of Rs. 295 (Application fee Rs.250+GST Rs.45) should be paid in the form of NEFT only in favour of LIFE INSURANCE CORPORATION OF INDIA payable at Coimbatore as per the Account details given below Earnest Money deposit of Rs. 10,000 (Rupees Ten thousand only) should also be paid in the form of NEFT LIFE INSURANCE CORPORATION OF INDIA payable at Coimbatore as per the Account details given below**

LIC – DO – BANK ACCOUNT DETAILS

BENEFICIARY NAME : LIC OF INDIA

ACCOUNT NUMBER : 0006102000082800

IFSC CODE : IBKL0000006

NAME OF THE BANK : IDBI BANK

BRANCH : BALASUNDARAM ROAD, COIMBATORE

GST IN : 33AAACL0582H1ZT

Hard copy of NEFT payment documentary proof for EMD and cost of Tender application should be submitted to our office address as given above along with the letter from the bidder

8. Refund of Earnest Money Deposit

- a. Earnest Money deposit of all unsuccessful Vendors /bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by Divisional Purchase Committee to the Sr. Divisional Manager
- b. Earnest money deposit of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids
- c. Earnest Money deposit of lowest bidder shall be refunded separately or adjusted along with the payment towards rent of the premises.
- d. 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 Earnest Money Deposit amount lying/retained with us shall be forfeited without any further correspondence

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 and adjacent properties , etc around the properties.
- b) A copy of the life investigation and search report along with copies of the title deed documents
- c) Documents related to conversion of Non-agricultural land from the Competent Authority

- 11 All the pages of the tender 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 signature are liable to be rejected.
- 12 **Tenderers should note that their tenders should remain open for consideration for a minimum period of 3 (Three) months from the date of opening of Technical Bid.**
- 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/her sole discretion without assigning reasons thereof. The Tender inviting Authority does not bind to accept the lowest tender.

Signature of Vendor with seal

Place COIMBATORE

Date :