



## APPENDIX- G16

### Hiring of Office Premises.

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#### INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from **07.10.2025** to **27.10.2025** between **11.00 AM** to **3.30 PM** on week days (excluding Holidays, Saturday and Sundays).
2. The last date for submission of filled in tenders (both technical and financial bids) is **27.10.2025** up to **04.00 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 :

#### **LIFE INSURANCE CORPORATION OF INDIA**

OS Department, Ahmedabad DO  
7<sup>th</sup> Floor, Jeevan Prakash building, Relief road,  
Ahmedabad 380001, Tel.no. 25508832. 25500233.  
Email:estate.ahmedabad@licindia.com.

4. The technical bid will be opened on **28.10.2025** at **11.30 AM** 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.,
  - i) Instructions to bidders and Terms & Conditions.
  - ii) Technical part.
  - iii) 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 properties, location, area of the property, 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) superscribing as "Technical Bid for Hiring of Office Premises in Viramgam

Area, Viramgam". The envelope shall contain the addressee's details and details of the bidder also.

6. The price 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 superscribing as "Financial Bid for Hiring of Office Premises in Viramgam Area, Viramgam". The envelop shall contain addressee and bidders details also.
7. **EMD of Rs.10000/-**, as per the details given below, **in the form of Demand Draft / Pay Order only in favour of "Life Insurance Corporation of India" payable at Ahmedabad and the cost of tender fee (Non refundable) of Rs. 295/-** (Rupees Two hundred ninety five only), the **Miscellaneous Receipt** of the tender fee deposited or D.D or Pay Order only shall be submitted in sealed cover Marked Envelope – III) **superscribing as "Earnest Money Deposit for Hiring of Office Premises in Viramgam area, Viramgam"**.
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 in Viramgam area, Ahmedabad" and the last date for submission is **27.10.2025** up to **04.00 PM** and to be opened on **28.10.2025** at **11.30 AM** in the presence of bidders.

**Please note that no interest is allowed or accrue on the EMD amount of ` 10000/- (Rupees Ten thousand only).**

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 only drawn in favour of " Life Insurance Corporation of India" payable at Ahmedabad.**

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.

- EMD of lowest bidder shall be refunded separately or adjusted alongwith the payment towards cost of the plot or premises.
- In case the lowest vendor / bidder refuses to offer premises after issue of acceptance 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.

**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 to 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/Financial Bids). Incomplete bids and bids lacking in details and with out 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 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.

**Date : 07.10.2025**

**Place: Ahmedabad**

**Signature of vendor with seal**