

TENDER FOR HIRING OF PREMISES FOR
SATELLITE OFFICE AT SADABAD ON LEASE BASIS

(Ref. : Aligarh/ DO/Estate/Lease/BO-SADABAD/2025-2026)

LAST DATE & TIME OF SUBMISSION OF TENDER: 10.11.2025 BY 03.00 p.m.

DATE & TIME OF OPENING OF TECHNICAL BID : 10.11.2025 BY 04.00 p.m.



**Life Insurance Corporation of India
Divisional Office-"Jeevan Prakash"
Masoodabad, GT Road, Aligarh-202001**

REQUIRED : Office Premises on Lease basis at Sadabad

Life Insurance Corporation of India intends to hire office premises from the individual/ firms on lease basis admeasuring approx 900 sq. ft. carpet area preferably on ground floor or first floor which is in ready to occupy condition (fully constructed) for Satellite Office at Sadabad. The location of the premises shall be preferably on main road or in Main Market near Railway Station/ Bus Stand, Banks & Other Financial Institutions etc.

The interested bidders can obtain Tender documents on payment of Rs 500/- + GST @18% (Non-refundable) from Branch Office Sadabad or above address from 21.10.2025 to 10.11.2025 between 11.00 am to 3.00 pm on Monday to Friday (excluding Saturday, Sunday & Holidays). Tender documents can also be obtained by downloading from the LIC website (www.licindia.in). For downloaded forms, the payment of Rs 590/- (inclusive of GST) towards the tender fee must be made at the cash counter of the Branch Office Sadabad/ Divisional Office Aligarh, or by submitting a Demand Draft or Banker's Cheque in favour of 'Life Insurance Corporation of India' payable at Aligarh, along with the tender submission.

For complete details and Tender documents please log on to www.licindia.in and go to "Tender" and click on the link". Tender for requirement of office space at Sadabad on lease basis"

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sr. Divisional Manager

TENDERSCHEDULE

Sr.	Description	
1	Name of Tender:	Tender for Hiring of Premises for Branch Office at Sadabad
2	Cost of Tender document (Non-refundable-Tender fee)	Rs 500 + GST @18% = Rs 590/-(Rupees Five hundred ninety only).
3	Earnest Money Deposit (along with Technical Bid)	Rs. 5000/-(Rupees Five thousand only) by Demand Draft/ Pay Order in favour of "Life Insurance Corporation of India" payable at Aligarh. No interest will accrue on EMD.
4	Sale of Tender document	From 21.10.2025 to 10.11.2025 between 11.00 a.m. to 3:00 p.m. on week days (excluding Saturday, Sunday & Holidays) at Divisional Office Aligarh &Branch Office Sadabad on payment of non-refundable tender cost by Cash or Demand Draft /Pay Order in favour of " Life Insurance Corporation of India" payable at Aligarh.
5	Last Date & Time of receiving/ Submission of Tender document.	10.11.2025 up to 3.00 p.m.
6	Date & Time of opening of Technical Bids	10.11.2025 at 4.00 p.m.
7	Date& Time of opening of Financial Bids.	Bidders whose technical Bids are found suitable shall be intimated about the same.
8	Lease period /Contract period	As mentioned in the terms and conditions of the Tender document or mutually agreed lease period whichever is greater.
9	Notice period for Termination of contract.	06(Six) months on either side.
10	Validity of Tender	04 (Four) months from the date of opening of Technical Bid.

Sr. Divisional Manager

Life Insurance Corporation of India.
Divisional Office "Jeevan Prakash"
Masoodabad, GT Road, Aligarh- 202001

Life Insurance Corporation of India intends to hire premises which are ready to occupy condition from Individuals/ Firms only under "Two Bid System" as per details given below:

Carpetarea required	Location	Remarks
Approx. 900 Sq.ft. (Variation may be accepted as per requirement, suitability and decision of the Competent Authority)	Sadabad	Should be located preferably in the main market or at the prime location of the township having availability of all public amenities like Banks, Post Offices, Railway Station/ Bus Stops etc.should be in ready to occupy condition and suitable for use as office premises.
Status of Premises	Free Hold/ Lease Hold with clear marketable title.	
Usage of the Property	Commercial Building	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs.590/- (Rupees Five hundred ninety only) from the office at the above address. The tender documents will be issued from 21.10.2025 to 10.11.2025 between 11.00 a.m. and 3.00 PM on week days (excluding Saturday, Sunday & Holidays). Tender documents can also be obtained by downloading from the LIC website (www.licindia.in). For downloaded forms, the payment of Rs 590/- (inclusive of GST) towards the tender fee must be made at the cash counter of the Branch Office Sadabad/ Divisional Office Aligarh, or by submitting a Demand Draft or Banker's Cheque in favour of 'Life Insurance Corporation of India' payable at Aligarh, along with the tender submission. The last date for submission of filled in offers is 10.11.2025 up to 03:00 p.m.

The "Technical Bids" will be opened on 10.11.2025 at 4.00 p.m. in the presence of bidders or their authorized representatives.

For complete details and bid documents please log on to www.licindia.in and go to tenders and click on the link "Tender for requirement of office space at Sadabad on lease basis"

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Sr. Divisional Manager