



Divisional Office, OS Department  
Pattom, Thiruvananthapuram – 695004  
Email: [ose.trivandrum@licindia.com](mailto:ose.trivandrum@licindia.com)  
Phone: 0471-2540851, 2540172 ext.233, 227

## Annexure-B

### Instructions to Bidder/Applicant.

Life Insurance Corporation of India invites offers/Bids from: State/Central Government Organizations, Subsidiaries of GIC , Nationalized Banks and Other Public Sector undertakings, other Scheduled Banks, Reputed Pvt Sector firms and other firms for letting out commercial space on Rent in the Commercial Complex/office premises available in various Buildings at LIC of India, Divisional Office, Pattom.P.O.Trivandrum.

1. The Tender/Application forms will be available from **02.02.2026 to 20.02.2026 between 10.30 am to 5.00 pm on all days excluding Saturdays, Sundays and Public Holidays**. Tender fees @Rs.295/- to be remitted either by DD payable at LIC OF INDIA, Trivandrum or by cash to be remitted at cash counter, Divisional Office, Trivandrum.
2. One can apply for single space or multiple spaces. If more than one space is applied ,separate application is to be submitted.
3. The Tender forms can be downloaded from our website [www.licindia.in/tender](http://www.licindia.in/tender) or you may collect the same in person from our office at the address mentioned below : Manager (OS & Estates) Life Insurance Corporation of India, OS Department, Divisonal Office, Pattom.P.O.Trivandrum PhoneNo : 2540172.
4. The application should be sent in a sealed cover superscribed as: “**APPLICATION/TENDER FOR LEASING OFFICE SPACE AT TRIVANDRUM**” to Manager(E&OS) Life Insurance Corporation of India, OS DEPT, DIVISIONAL OFFICE, PATTOM P.O. TRIVANDRUM - 695004
5. An EMD for Rs10000/- by DD or Bankers cheque favouring LIC of India, Trivandrum is to be enclosed which is to be kept in a separate cover super scribed as EMD.
6. Technical Bid(Introductory form) is to be kept in a separate cover super scribed as Technical Bid.
7. Financial Bid is also to be kept in a separate cover super scribed as Financial Cover.
8. All the three sealed covers should be kept in the main cover super scribed as **Application/Tender for Leasing Office Space at Trivandrum**
9. The last Date for receipt of Tender is **23.02.2026 upto 3 P.M**

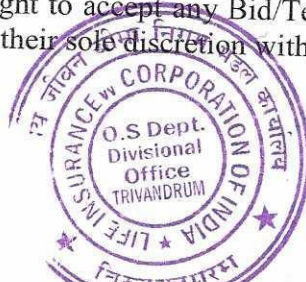


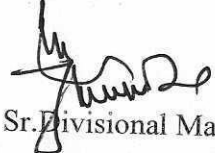
10. The Tender received after the last date and time as mentioned above shall be rejected. In case the last date of Issue/receipt/opening of tender form is declared/happens to be a Public Holiday, the tender will be issued/received/opened on the Next working day at the same time.
11. The Technical Bids(Introductory Form) will be opened on **23.02.2026 at 3.30 PM** in the presence of the bidders or their authorized representatives, if any who choose to attend.
12. Separate Tender is to be submitted in case more than one premise is required.
- 13..Joint applications by two or more persons/firms will be rejected.
- 14.The Premises can be inspected from **02.02.2026 to 20.02.2026 between 10.30 P.M to 4.30 P.M excluding Sundays, Saturdays and Public holidays**. The interested bidder may inspect the premises during these days by contacting the Manager (Estates) on the address mentioned above in Para I.
15. The applicant should state the nature of intended usage of premises, giving full Name, Address and Telephone No of the person to be contacted.
- 16.The Rent per month should be quoted in Financial Bid portion as Basic Rent per sq feet for carpet area exclusive of all Government Taxes and levy.
- 17.Validity of the application is the period of 6 months from the date of application.
- 18..Selected applicants will be called for discussion for rent finalization.
19. Brokers will not be entertained.

LIC of India reserves the right to accept any Bid/Tender/applications or to reject any part or all Bids/Tender/Applications at their sole discretion without assigning any reason thereof.

Place: Trivandrum

Date : 29.01.2026



  
Sr. Divisional Manager

**Declaration by the bidder:**

I have gone through all the above instructions and agree to abide by them.

Signature of the Bidder with seal