

Pune Divisional Office – 1, 6/7 Jeevan Prakash Building, University Road, Shivajinagar Pune –

411005. Ph. 020 -25510870

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Instructions to Bidder/Applicant for letting out of vacant premises at Pune

The Tender/Application forms will be available between 28.7.2023 TO 18.8.2023 between 11.00 am to 5.00 pm on week days (Excluding Sunday &Holidays).The Tender forms can be downloaded from our website [www.licindia.in](http://www.licindia.in) / tender.

1. The last date of receipt of application is 18.8.2023 up to 12.30 p.m.
2. Premises can be inspected with prior appointment from ------------------------------------------ between 11.00 a.m. to 4.00 p.m. The intended/interested bidder/applicant may contact following official for inspection of premises purpose.

Smt P D RANADE, Manager (Estates)-MOB NO.9881141335

And/or Sri M.M.Kulkarni ,Manager [Estate]-Mob No.9423129101 and Sri P R INKAR,A.O[Estate] –Mob no. 9422359321

Life Insurance Corporation of India,

Pune Divisional Office-1, Estate Department,

2nd floor, Jeevan Prakash,6/7,University Road,

Shivajinagar,

Pune 411 005.

Tel No. 020 25510870

1. The offer received after the last date and time mentioned above shall be rejected. In case the last date of issue/receipt/opening of tender form is declared/happens to be public holiday, the tender will be issued/received and opened on the following/next working day at the same time.
2. The application should be sent in sealed cover super scribed

“Application for leasing office space” addressed to:

Manager (Estates)

Life Insurance Corporation of India,

Pune Divisional Office-1, Estate Department,

2nd  floor, Jeevan Prakash,6/7,University Road,

Shivajinagar,

Pune 411 005.

1. The Bids will be opened on the 18.8.2023 at 3.30 p.m. in the presence of the bidders or their authorized representatives, if any, who choose to attend.
2. Only one premise will be offered to one bidder.
3. Separate Tender/ Application/Bid is to be submitted in case more than one premise bid for. In such case bidder should give his priorities of the premises.
4. The Applicant should state the nature of intended usage of premises, giving full Name, Address, Tel. No. of the person for contact.
5. The Rent per month should be quoted per sq.ft. area exclusive of Taxes separately for the interested premises.
6. Brokers will not be entertained.

The Sr Divisional Manager reserves the right to accept any Bid Tender/Application or to reject any or all Bid/Tender/Application at his sole discretion without assigning reasons thereof.

Sr Divisional Manager

Place: Pune Pune 1

Date: 28.7.2023

Declaration by the bidder:-

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

Signature of bidder with seal

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LIFE INSURANCE CORPORATION OF INDIA, Pune Divisonal Office-1,Jeevan Prakash,6/7 University Road,Shivajinagar,Pune 411 005,Phone:020 25510870 E-mail : estate.pune1@licindia.com