



**LIFE INSURANCE CORPORATION OF INDIA**  
**DIVISIONAL OFFICE, "JEEVAN PRAKASH"**  
**159 GANDHIJI ROAD THANJAVUR - 613001**  
**PHONE 04362-233677**

**TENDER SCHEDULE FOR HIRING OF PREMISES**

| SI No | <u>Description</u>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Location                                        | 1. <b>ARIYALUR TOWN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2     | Specifications                                  | 1. Ready built premises with <b>3500 to 4500 Sq ft</b> of carpet area preferably within a radius of 1 KM from town.(+/- 5% Variation in carpet area acceptable)<br>2. Should be situated in main market place, facing main road , nearer to Bus stand, Bank, Post office and railway station etc.,<br>3. Basic amenities like water ,toilet should be available.<br>4. The premises should have 50 KVA electricity connection.<br>5. Adequate parking facility to be provided. |
| 3     | Cost of tender document<br><br>(Non refundable) | <b>Rs.295.00</b> (Rs.250+ GST 18%)<br>Rupees two hundred and ninety five only .                                                                                                                                                                                                                                                                                                                                                                                                |
| 4     | Earnest Money Deposit                           | <b>Rs. 10000/-</b> ( Rupees Ten thousand only)                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Signature of vendor with seal.**



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|    |                                                                  |                                                                                                                                                                                                                                                                                       |
|----|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5  | Date of sale of tender document                                  | From 15.04.2019 TO 06.05.2019 between 10.00 AM to 2.00PM and 2.45 PM to 3.45 PM on week days ( excluding Holidays , Sundays and 2 <sup>nd</sup> and 4 <sup>th</sup> Saturdays) from the above office.<br><br>Application fee to be paid in LIC of India,Thanjavur Divisional office . |
| 6  | Last Date & Time for submission of duly filled application forms | On <b>07.05.2019(Tuesday) upto 12.00 Noon.</b>                                                                                                                                                                                                                                        |
| 7  | Date & Time of opening of Technical Bids                         | The "Technical Bids" will be opened on <b>07.05.2019 at 3.30 pm</b> in the presence of bidders or their authorised representatives who may wish to be present.                                                                                                                        |
| 8  | Date & Time of opening of Financial Bids.                        | Shall be intimated later on.                                                                                                                                                                                                                                                          |
| 9  | Usage of the property                                            | Branch Office                                                                                                                                                                                                                                                                         |
| 10 | Status Building                                                  | Ready built premises having commercial sanction.                                                                                                                                                                                                                                      |

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|    |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | Copy Documents to be attached with duly filled in Technical Bid | <p>1. Copy of Municipal / Local Authority approval for construction of the premises.</p> <p>2. Copy of Commercial use certificate issued by the Local Authority.</p> <p>2. Structural stability certificate for the premises.</p> <p>3. Availability of electrical power (type LT or HT and with maximum demand available).</p> <p>5. Copy of Documents related to property</p> <p>6. Copy of PATTA, CHITTA and E.C</p> <p>7. 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.</p> <p>8. A copy of the title investigation and search report along with copies of title deed documents.</p> <p>9. Documents related to conversion of Non-agricultural land from the Competent Authority.</p> |
|----|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Date :14.04.2019

Place :THANJAVUR

**SENIOR DIVISIONAL MANAGER**

**Signature of vendor with seal.**



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**INSTRUCTIONS TO BIDDERS**

***TENDERERS SHOULD MENTION THE NAME OF THE BRANCH OFFICE IN THE COVER FOR WHICH THEY WISH TO OFFER THEIR BUILDING FOR RENT***

1. The tender forms will be available from **15.04.2019 TO 06.05.2019** between **10.00 AM to 2.00PM and 2.45PM to 3.45 PM** on week days ( **excluding Holidays , Sundays and 2<sup>nd</sup> and 4<sup>th</sup> Saturdays**) from the above office.
2. The last date for submission of duly filled in tenders ( both technical and financial bids) is On **07.05.2019 ( Tuesday )** upto **12.00 Noon**. 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 :  
**The SENIOR DIVISIONAL MANAGER**  
**L.I.C. OF INDIA, DIVISIONAL OFFICE,**  
**JEEVAN PRAKASH**  
**159, GANDHIJI ROAD,**  
**THANJAVUR 613 001.**
4. The **technical bid** will be opened on the same day **07.05.2019 at 03.30 pm** in the presence of bidders or their authorised representatives who may wish to be present.. 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.

**Signature of vendor with seal.**



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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)** super-scribing as 'Technical Bid' for Hiring of Office Premises in/ at .....'. 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 per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in **the Envelope-2** and super-scribed with addressee and bidders 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 below address

**The SENIOR DIVISIONAL MANAGER**  
**L.I.C. OF INDIA, DIVISIONAL OFFICE,**  
**JEEVAN PRAKASH**  
**159, GANDHIJI ROAD,**  
**THANJAVUR 613 001.**

**Signature of vendor with seal.**



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The envelope must be super-scribed with '**Bids for Hiring of Office Premises for Ariyalur BO**) and the last date for submission **07.05.2019 upto 12.00 Noon** and TECHNICAL BID will be opened on **07.05.2019 at 3.30 pm**

7. **EMD** amount of **Rs. 10000/- ( Rupees ten thousand only)** in the form of **Demand Draft / Pay Order in favour of " Life Insurance Corporation of India"** payable at **Thanjavur . The application without EMD will not be considered for Technical Bid.**

and

**The cost of non refundable tender fee** of **Rs.295.00** (Rs.250+ GST 18%) paid in LIC of India, Divisional office cash counter or D.D or Pay Order in favour of " Life Insurance Corporation of India" payable at Thanjavur shall be submitted in sealed cover

**Please note that no interest is payable on the EMDs.**

8. In case the tender form is downloaded from the corporation's web site, the non refundable tender fee of **Rs.295.00**(Rs.250+ GST 18%) may be remitted in the form of Demand draft / Pay order drawn in favour of "**Life Insurance Corporation of India**" payable at **Thanjavur.**

- 9 **Refund of EMD :-** EMD shall be refunded as under :

- (i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month time after scrutiny and submission of Technical Assessment Report by DPC to the **SENIOR DIVISIONAL MANAGER.**
- (ii) EMD of other bidders (except lowest bidder) shall be refunded within one month time after opening of **Financial Bids.**
- (iii) EMD of lowest bidder shall be refunded separately or adjusted along with the payment towards cost of the hiring.
- (iv) In case the lowest vendor / bidder refused to offer / hiring of premises after issue of allotment letter , a notice shall be served to them by giving **15 (Fifteen days)** time

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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.**

**10. The following documents should be enclosed with the offers:**

- 1. Copy of Municipal / Local Authority approval for construction of the premises.**
  - 2. Copy of Commercial use certificate issued by the Local Authority.**
  - 3. Structural stability certificate for the premises.**
  - 4. Availability of electrical power (type LT or HT and with maximum demand available).**
  - 5. Copy of Documents related to property**
  - 6. Copy OF PATTA, CHITTA and E.C**
  - 7. 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.**
  - 8. A copy of the title investigation and search report along with copies of title deed documents.**
  - 9. Documents related to conversion of Non-agricultural land from the Competent Authority.**
- 11. 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 bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.**

**Signature of vendor with seal.**



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12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 (Six months) months from the date of opening of "Technical Bids".
13. Separate tender forms are to be submitted in case more than one building is offered.
14. 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.

**Place :**

**Date:**

**Signature of vendor with seal.**



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**Tender for hiring of premises**

This tender consists of two parts, viz., **Technical Bid** including Instructions to Bidders, Terms and conditions and **Financial Bid** containing expected price only. Separate Technical and Financial bids are to be submitted for more than one offer. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in separate envelopes. The use of envelopes will be as under :

- (a) **Envelope marked as I:** The duly completed **Technical Bid** should be put in this envelope and sealed.
- (b) **Envelope marked as II:** The duly completed **Financial Bid** should be put in this envelope and sealed.
- (c) **Envelope marked as III:** The DD or Pay order towards "Earnest Money Deposit" and "Cost of tender document" in case of application downloaded from our website or the Miscellaneous receipt of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV:** All the three envelopes shall be placed in envelope marked - IV and sealed  
( i.e. Envelopes marked as IV, will contain three envelopes marked as I, II & III) and submitted to LIC of India, in sealed condition "Superscribing as "**"Tender for hiring of premises for Ariyalur BO".** Last date for submission is **on 07.05.2019, 12.00 Noon.**

**Signature of vendor with seal.**



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**Terms and conditions:**

1. The terms and conditions along with the instructions will form part of the duly filled in tender. Tenders are to be submitted by the tenderer to LIC of India, herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e **07.05.2019, 12.00 Noon** fixed for submission of tenders shall be termed as **'LATE'** tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. All vendors are requested to submit the tender documents (Technical Bid and Price Bid) after duly filled in with enclosure of relevant documents / information to the following address :

**THE SENIOR DIVISIONAL MANAGER,**

**L.I.C. OF INDIA, DIVISIONAL OFFICE,**

**" JEEVAN PRAKASH",**

**159, GANDHIJI ROAD,**

**THANJAVUR-613001.**

**Email:os.thanjavur@licindia.com**

**Phone : 04362-233677,230921,230923.**

**FAX :04362-230947.**

4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or correction or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders.

**Signature of vendor with seal.**



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5. In case the space in the tender document is found insufficient, the vendors may attach separate sheet.

**6 The offer should remain valid at least for a period of 06 months ( Six ) to be reckoned from the date of opening of " Technical Bid".**

7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.

However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".

8. The Technical bids will be opened on **07.05.2019** at **03.30** pm in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.

9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

10. Canvassing in any form will disqualify the tenderer.

11. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of building offered.

12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost when required. All payments to the successful vendor shall be made by NEFT only.

13. Property should be situated in good commercial/ residential area of the town/ city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc.

**14. The title report along with relevant document proving the ownership and clear marketability is to be enclosed.**

15. The Financial bid will be opened only if at least two Technical bids are found suitable. In case single Financial bid shall not be opened. Single valid tender or offer from State/ Central/ Agencies/ Undertakings may however, be opened by the Zonal Purchase Committee/ Divisional Purchase Committee.

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15. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, detailed regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.

15. There should not be any water logging inside the premises and surrounding areas.

16. The premises should have good frontage and proper access.

17. The Lesser shall have no objection to the Lessee installing exclusive D.G. Set for the use of the lessee. If so desired by the lessee, the lessor shall provide suitable space for installation of Genset without any extra cost to the lessee.

18. Latest certificate from the Competent Authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to LIC.

19. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.

20. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.

21. The Lessor shall arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting to doors, windows etc. as and when informed by the lessee.

22. The bid will be evaluated on techno commercial basis giving weightage to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, exclusivity, nearby surroundings, proneness to water logging/ flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.

23. Tenders from intermediaries or brokers will **NOT** be entertained.

24. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within 2 weeks after the acceptance of their offer by the department.

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25. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

26. Rate per sq.ft. on carpet area: 'The carpet area rate shall be quoted in two parts i.e.

- a. Basic rent of the premises.
- b. Proportionate amount of the statutory charges/ taxes like Municipal taxes, House tax, Property tax, GST, cess and/ or other levy and proportionate amount of maintenance charges (Society charges, if any) etc, in respect of the premises, due to the State Government, Central Government or other local or civic authorities.

Revision in the aforesaid taxes/ charges proportionate to the carpet area let out to LIC will be borne by LIC on submission of documentary evidence thereof. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable in advance before 7<sup>th</sup> of every month.

**26. Lease period:** Minimum period of lease will be 10 years with 3 years lock - in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.

27. Addition and alteration works: During the period of tenancy, if the lessee desires to carry out any addition and alterations works at its own cost as per the requirement of the Department, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display signboards without any extra cost.

**28. Lease agreement:**

- To be executed in the LIC's Standard Lease Deed format (LIC as a tenant), copy enclosed.
- will be with the Owner and Rent will be paid to respective owner.

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**29.Income Tax:** will be deducted at source at prevailing rate.

**30.GST:** As per Government rules

**31.Registration and stamp duty charges:** will be shared equally between the Lessor and the Lessee **(50 : 50)**.

**32.Possession of premises:** within 15 days from the date of receipt of acceptance of offer/ letter. The premises has to be painted and should be in habitable condition while taking over the possession.

**33.Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for W.C and Lavatory throughout the lease period at his own cost.

**34.Electricity:**

- a. The building should have sufficient electrical / power load sanctioned and made available to the Corporation.
- b. If required, additional electric power will have to be arranged by the Lessor/ Offerer at his/ their cost from the energy suppliers.
- c. Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner/ lessor.
- d. At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be born by the owner up to that point.

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**35. Parking :** The landlord shall provide space for Car & Two Wheelers parking ( Open / Covered) apart from the required carpet area as per the details given below without any extra cost :

(i) Car parking **5** nos.

(ii) Two Wheelers **40** nos

**36. Carpet area measurements:** The carpet area measurements shall be as per Bureau of Indian Standards IS No. 3861 : 2002. Joint measurements will be taken in the presence of LIC official and vendor / authorized representative for finalizing the carpet area.

**Date :**

**Place :**

**Signature of the authorised officer with seal**

**Signature of vendor with seal.**