



**Terms and Conditions for submission of bid in Introductory Form**

- a. **These terms and conditions along with any other instructions, issued by LIC of India in relation to this bidding process will form part of the bid to be submitted by the Bidder/Applicant to LIC of India.** All columns of introductory form must be duly filled in and no column should be kept blank. All the pages of the introductory document are to be signed by the authorized signatory of the bidder/applicant. **Use of correction fluid is not permitted.**
1. The bidder/Applicant have to pay all Municipal Taxes, GST, Maintenance Charges (if any), cess and other levy including penalties, if any, and any other statutory charges/fees etc. imposed or revised from time to time by the Central Government, State Government, or other local or civic authorities in addition to monthly rent in respect of the premises taken on lease.
  2. If the premise is allotted to any bidder, Six months' advance rent without interest will be required to be deposited with LIC of India and no interest will be given in case of refund.
  3. At the time of negotiation you will be required to submit documentary proof about your financial stability and identification.
  4. The allotment of premises shall be made to the party who is prepared to pay the highest rent provided it is otherwise acceptable and as per the rate of rent recommended by the Fair Rent Committee/ Zonal Negotiation Committee.
  5. Canvassing in any form will disqualify the Bidder/Applicant.
  6. Highest Bidder will be called for negotiations with ZNC.
  7. EMD amount of Rs.5000/- for premises having area upto 1000 sq. ft. and Rs.10000/- for premises having area above 1000 sq. ft. is payable by DD in favour of **LIC of India** along with bid.  
EMD amount of unsuccessful bidders will be refunded without interest within one month of the finalization of bid process. EMD amount of successful bidder will be adjusted towards advance deposit. If the successful Bidder refuses to accept the premises bid for, EMD amount will be forfeited.
  8. **Only one premise can be bid for by an Applicant/Bidder. If more than one bid is received, the bids other than first will be cancelled/disqualified without opening.**
  9. **Leave & License Agreement / Lease Agreement** of the premises will be executed immediately after finalization of the deal. No deviations in **Leave and License agreement / Lease Agreement** are acceptable to us. **Draft of the Leave and License /Lease Agreement** is uploaded on the site. Bidders can download the above Draft from the site for their information.
  10. In the absence of documents to be submitted along with Introductory Form, application will be treated as void.
  11. These are brief terms and conditions of letting out the premises to bidders. Other conditions will be informed if bidder is called for negotiation.

**Regional Manager (Estates)**

**Place: Mumbai**

**Date: 07.08.2021.**

Declaration by the Bidder:-

I \_\_\_\_\_ (Name of the Bidder) hereby declare that I have seen the premises proposed above and agree to accept it on rent in **“as is where is”** condition. I also agree to abide by all the rules, terms and conditions forming part of this bid or imposed later on.

**Signature of Bidder with seal**