



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA,
KHARAGPUR DIVISIONAL OFFICE, (E&OS) DEPARTMENT)
“JEEVAN PRAKASH”, JEEVAN BIMA SARANI,
PO: NIMPURA, MALANCHHA, KHARAGPUR
DIST WEST MEDINIPUR 721 304,(03222) 253-081

Terms & Conditions – Hiring of Premises

Appendix-4

Terms and Conditions

& This Tender consists of TWO parts, viz, Technical Bid including Instructions to Bidders, Terms
Conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are
to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit
should be sealed in envelopes. The use of envelopes will be as under:

- (i.e. to
- Envelope marked as 1 -The duly completed Technical Bid is to be put in this envelope and sealed.
 - Envelope marked as 2 -The duly completed Financial Bid is to be put in this envelope and sealed.
 - Envelope marked as 3 - The Demand Draft on Bankers Cheque for “Earnest Money Deposit” and
“Cost of Tender Document” or the “Miscellaneous Receipt” of the required value are to be put in this
envelope and sealed.
 - Envelope marked as - 4 All the above three envelopes shall be placed in this envelope and sealed
Envelope marked as 4, will contain the three envelopes marked as 1, 2 and 3) and is to be submitted
the LIC of India, Kharagpur Divisional Office in sealed condition superscribing as ***“Tender for
Hiring of Office Premises on Lease at Goaltore.*”**

Terms and Conditions:

1. The Terms and Conditions along with the Instructions will form part of the Tender and this
documents should be signed & sealed on each page by the Tenderer and are to be submitted to
the LIC of India, herein after called as **“Corporation”**.
2. Tender which is received (on account of any reason whatsoever including postal delay etc after
the expiry of time and date 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 Financial Bid)
duly filled in with the relevant documents / informations at the following address:

**LIFE INSURANCE CORPORATION OF INDIA,
KHARAGPUR DIVISIONAL OFFICE, (E&OS) DEPARTMENT
JEEVAN BIMA SARANI, MALANCHHA,
PO:NIMPURA, KHARAGPUR,
DIST: PASCHIM MEDINIPUR 721 304**

4. All columns of the Tender Documents must be filled in and no column should be kept blank. All
the pages of the Tender Documents are to be signed by the Tenderer. The Corporation reserves
the right to reject incomplete Tenders.



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA,
KHARAGPUR DIVISIONAL OFFICE, (E&OS) DEPARTMENT
“JEEVAN PRAKASH”, JEEVAN BIMA SARANI,
PO: NIMPURA, MALANCHHA, KHARAGPUR
DIST WEST MEDINIPUR 721 304,(03222) 253-081

5. In case the space in the Tender Document is found insufficient, the vendor may attach separate sheets.
6. The offer should remain valid at least for a period of 3 months to be reckoned from the date of the of the “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 any other condition, which may lead to deviation with respect to Terms and Conditions as mentioned in the Tender Documents, the vendor is required to attach a separate sheet marking **“LIST OF DEVIATIONS”**.
8. The Technical Bid will be opened on 3rd September 2018 at 16:00 hours in presence of the bidders at our above Office. All bidders are advised in their own interest to be present on that date at the specified time.
9. The 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 Tender.
11. The shortlisted Vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
12. Income Tax and statutory clearances shall be obtained by the vendors at their own cost as and when required. All payments to the successful vendor shall be made by **NEFT** only.
13. Property should be situated on good commercial / residential area of the town with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc.
14. The title report providing ownership and clear marketability is to be enclosed.
15. The Financial Bid will be opened only if at least THREE Technical Bids are found suitable.
16. 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.
17. There should not be any water logging inside the premises and surrounding areas.
18. The premises should have good frontage and proper access.



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA,
KHARAGPUR DIVISIONAL OFFICE, (E&OS) DEPARTMENT)
“JEEVAN PRAKASH”, JEEVAN BIMA SARANI,
PO: NIMPURA, MALANCHHA, KHARAGPUR
DIST WEST MEDINIPUR 721 304,(03222) 253-081

19. 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.
20. 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.
21. Offered received from Government Bodies / Public Sector Undertakings / State Housing Boards etc would be given preference.
22. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the Technical Bid.
23. 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.
24. The bid will be evaluated on techno commercial basis giving weightage to the evaluation aspects in various parameters like location, distance from bus stand, amenities available, exclusivity nearby surroundings, proneness to water logging / flood etc quality of construction, efficiency of the inter layout of premises and layout of buildings in the complex.
25. Tenders from intermediaries or brokers will not be entertained.
26. 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 the premises within **TWO** weeks after the acceptance of their offer by the department.
27. It may be noted that no negotiations will be carried out, except with the lowest Tenderer and therefore most competitive rates should be offered.
28. Rate per sq ft on carpet are: 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 Panchyat / Municipal taxes, House tax, Property tax, GST, cess an / 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 aforesaid taxes / charges proportionate to the carpet area let out to LIC will be borne by LIC on submission of documentary evidences 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



LIFE INSURANCE CORPORATION OF INDIA,
KHARAGPUR DIVISIONAL OFFICE, (E&OS) DEPARTMENT
“JEEVAN PRAKASH”, JEEVAN BIMA SARANI,
PO: NIMPURA, MALANCHHA, KHARAGPUR
DIST WEST MEDINIPUR 721 304,(03222) 253-081

advance before 7th of every month.

29. **Lease period:** Minimum period of lease will be **FIFTEEN** years with **THREE** years lock in period and minimum notice period of **THREE** months from either side for termination of agreement. The lease period will be extendable for mutually agreed period and escalation in rent.
30. Addition and Alteration Works: During the period of tenancy, if the lessee to carry out any addition and alteration works at its own cost as per the requirement of the Department, lessor will permit the same on 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.
31. 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 the respective owner only.
32. Income Tax: will be deducted at source at prevailing rate.
33. GST: will be borne by the owner.
34. Registration and Stamp Duty Charges: will be shared equally between the Lessor and the Lessee (50:50).
35. Possession of Premises: within 15 days from the date of receipt of acceptance letter /offer. The premises has to be painted and should be in habitable condition while taking over the possession.
36. 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.
37. 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 / her own 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 metre which would be provided by the lessor. Any additional



**LIFE INSURANCE CORPORATION OF INDIA,
KHARAGPUR DIVISIONAL OFFICE, (E&OS) DEPARTMENT)
“JEEVAN PRAKASH”, JEEVAN BIMA SARANI,
PO: NIMPURA, MALANCHHA, KHARAGPUR
DIST WEST MEDINIPUR 721 304,(03222) 253-081**

cost on electrical connectivity will be borne by the owner / lessor.

d. At the time of taking over possession of the premises, LIC will note electricity metre reading in your presence or your authorized representatives. The electrical charges will have to borne by the owner up to that point.

38. Parking: The landlord shall provide Car and Two Wheeler parking space (Open / covered) as per the details given below without any extra cost.

- a. For Branch Office – Car parking **2 Nos**
- b. Two Wheelers parking **30 Nos**

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

Place:

Signature of the vendor with seal

Date: