



Life Insurance Corporation of India.
Divisional Office, 'Jeevan Prakash', By Pass Road
New Housing Board Colony, Shahdol (MP), PO Box- 14; Ph. 07652-231847

Terms and Conditions

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 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:

A. Envelope-1:

Shall be a sealed envelope and shall contain the Technical Bid, supporting documents, the tender fees & the Earnest Money Deposit.

It should be super-scribed as **'Technical Bid' for Hiring of Official Premises at Nowrozabad, Distt- Umaria, (MP).**

- Earnest Money Deposit: **Rs. 10, 000/- (Rs. Ten Thousand only)** in the form of Demand Draft/ Pay Order in favour of **'Life Insurance Corporation Of India'** payable at **SHAHDOL**. Please note that no interest is payable on the Earnest Money Deposits.
- Tender fees (Non-refundable): **Rs.295/-** (Rupees two hundred ninety-five only – inclusive of GST), in the form of Demand Draft or Pay Order

If the above amounts are paid directly at the cash counter Misc. Receipt of the same should be enclosed.

Supporting documents shall include the following documents:

- 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 and Municipal/local authority approval for construction of the premises.
- A copy of the title investigation and search report along with copies of title deed documents.
- Documents related to conversation of Non-agricultural land from the Competent Authority.
- Commercial uses certificate issued by the Local Authority.
- Structural stability certificate for the premises

B. Envelope- 2:

Shall be a sealed envelope and shall contain the Financial Bid i.e., rent per sq.ft. on carpet area basis.

It should be super-scribed as **'Financial Bid' for Hiring of Premises for office use at Nowrozabad, Distt- Umaria, (MP).**

All the 2 envelopes shall be placed in a bigger envelope and sealed and submitted to LIC of India at the above given address, in a sealed condition super-scribing as **'Bids for hiring of premises for office use at Nowrozabad, Distt- Umaria, (MP)'**, to be opened on **26/09/2019 at 04.00 PM**.

Terms and conditions:

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein termed as Corporation.
2. Tender which is received late for any reason whatsoever including postal delay etc. i.e. after the expiry of time and date: 03 : 00 PM on **26/09/2019** shall be termed as 'late' tender and shall not to be considered.
3. All vendors are requested to submit the **tender documents (Technical Bid and Financial Bid)** duly filled in with the relevant documents/ information at the following address:

**Sr. Divisional Manager
Life Insurance Corporation of India.
Divisional Office, Jeevan Prakash, New Housing Board Colony
Bypass Road, Shahdol - 484001**

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 use of white ink is to be duly initialed by the tenderer, else it shall not be considered. The Corporation reserves the right to reject the incomplete tenders.
5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
6. The offer should remain valid at least for a period of 3 months starting 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 **26/09/2018** at **04.00 PM** in the presence of tenderers at above given address. 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 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 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 providing 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 / Divisional Purchase Committee.
16. The premises shall preferably be freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall have to be furnished.
17. There should not be any water logging inside the premises and the surrounding areas.
18. The premises should have good frontage and proper access.
19. The Lessor 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 shall have to be submitted indicating the details of the property offered for leasing out to LIC.**
21. Offers 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 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.
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 premises within **30 days** 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 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, Goods & Service Tax, 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 payable within 10th working day of each succeeding calendar month.
29. Lease period: Minimum period of lease will be **09 (Nine)** years with **05 (Five)** years lock - in period and minimum notice period of 4 (**four**) months from either side for termination of agreement. The **escalation in rent will be @ 15% after every 3 years** during the lease period. The lease period will be extendable for mutually agreed period & escalation in rent.
30. 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.
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 respective owner.
32. Income Tax: will be deducted at source at prevailing rate.
33. Goods & Service Tax: will be borne by the Lessee.
34. Possession of premises: within **30** 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.
35. 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**.
36. 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 borne by the owner up to that point.
37. Parking: The landlord shall provide Car and Two Wheelers parking space (Open/ Covered) as per the details given below without any extra cost:
- a. Car parking 03 nos. and Two Wheelers 20 nos.
38. 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.

Signature of vendor with seal

Date:

Place: