

Hiring of Office Premises On lease at Didihat

INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from 14.09.2015 to 03.10.2015 between 10.00 AM and 3.00 PM on week days and between 10.00 AM and 12.30 PM on Saturdays (excluding Holidays and Sundays).

2. The last date for submission of filled in tenders (both technical and financial bids) is 03.10.2015 up to 01.30 PM. 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 :

**SR. DIVISIONAL MANAGER
LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE “JEEVAN PRAKASH”
NAINITAL ROAD,
HALDWANI-263126**

4. The technical bid will be opened on next day i.e. on 05.10.2015 at 11.30 AM in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the short listed premises offered by them, 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 in writing to those bidders whose offers are found suitable.

5. The tender form consists of the following documents. i.e.,

- i) Instructions to bidders and Terms & Conditions.
- ii) Technical part.
- iii) 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 properties, 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 – I) superscribing as “Technical Bid for Hiring of Office Premises at Didihat”.** The envelope shall contain the addressee’s details and details of the bidder also.

6. The price bid shall contain only financial details i.e., rate / rent per sft. On carpet area basis and other financial implications. **The Financial Bids will be placed in the Envelope - II and superscribed as “Financial Bid for Hiring of Office Premises at Didihat”** with addressee and bidders details. All the three envelopes (envelope – III containing EMD amount and Cost of tender fee) will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the SR. DIVISIONAL MANAGER at the address given above. **The envelope must be superscribed with “Bids for Hiring of Office Premises at Didihat” and the last date for submission- 03.10.2015 up to 01.30 PM and Technical Bids to be opened on 05.10.2015 At 11.30AM at Divisional Office Haldwani**

7. **EMD** amount of Rs,10,000/- (Rupees ten thousand only) in the form of Demand Draft / Pay Order in favour of “Life Insurance Corporation of India” payable at

Haldwani and the cost of tender fee (Non refundable) of Rs,250/- (Rupees two hundred fifty only), the Miscellaneous Receipt of the tender fee deposited at our cash counter or **D.D or Pay Order shall be submitted in sealed cover Marked Envelope – III) superscribing as “Earnest Money Deposit” for Hiring of Office Premises” at Didihat** along with the “Technical and Financial Bid ”.

Please note that no interest is allowed or accrue on the EMDs.

8. In case the tender form is downloaded from the corporation’s web site, the non refundable tender fee of RS,250/- (Rupees two hundred fifty only) may be remitted in the form of Demand draft / Pay order drawn in favour of “Life Insurance Corporation of India” payable at Haldwani .

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

- (i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by DPC to the Sr. Divisional Manager.
- (ii) EMD of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.
- (iii) EMD of lowest bidder shall be refunded separately or adjusted along with the payment towards rent of the premises.
- (iv) In case the lowest vendor/bidder refused to offer premises after issue of allotment letter, a notice shall be served to them by giving 30 (thirty) days time 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:

- a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, and road on either side if any, width of the road/s and adjacent properties etc. around the properties.
- b) A copy of the title investigation and search report along with copies of title deed documents.
- c) 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 Financial bids). Incomplete bids and bids lacking in details and with out signatures are liable to be rejected.

12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 03 (Three months) months from the date of opening of Technical Bids.

13. Separate tender forms are to be submitted in case more than one property 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:

Signature of Owner/Firm with seal

Date: