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**Instructions to Bidder/Applicant.**

1. The Tender/Application forms will be available between 25.09.2023 to 17.10.2023 between 11.00 am to 5.00 pm on week days (Excluding Saturdays, Sundays, and Holidays). The Tender forms can be downloaded from our website [www.licindia.in](http://www.licindia.in).
2. The last date of receipt of application is 18.10.2023 up to 5.00 p.m.
3. Premises can be inspected from 03.10.2023 to 13.10.2023 between 11.00 a.m. to 4.00 p.m (excluding Saturdays, Sundays and Holidays). The intended/interested bidder/applicant may contact following official for inspection of premises purpose.  
**Secretary (Estates)**  
Life Insurance Corporation of India,  
Western Zonal Office, Estate Department,  
1<sup>st</sup> floor, West Wing,  
Yogakshema, Jeevan Bima Marg,  
Mumbai 400 021.  
Tel No. 66598104/66598170.
4. The offer received after the last date and time mentioned above shall be rejected. In case the last date of issue/receipt/opening of tender form is declared/happens to be public holiday, the tender will be issued/received and opened on the following/next working day at the same time.
5. The application should be sent in sealed cover super scribed  
**“Application for leasing office space”** addressed to:  
The Regional Manager (Estates)  
Life Insurance Corporation of India,  
Western Zonal Office, Estate Department,  
1<sup>st</sup> floor, West Wing,  
Yogakshema, Jeevan Bima Marg,  
Mumbai 400 021.
6. The Bids will be opened on 19.10.2023 at 2.30 p.m. in the presence of the bidders or their authorized representatives, if any, who choose to attend.
7. The Applicant should state the nature of intended usage of premises, giving full Name, Address, Tel. No. of the person for contact.
8. The Rent per month should be quoted **per sq.ft. area** exclusive of Taxes separately for the interested premises.
9. **No Commission/Brokerage will be paid to Estate Agents/Brokers from our side.**

The Regional Manager (Estates) reserves the right to accept any Bid/Tender/Application or to reject any or all Bid/Tender/Application at his sole discretion without assigning reasons thereof.

**Regional Manager (Estates)**

**Place: Mumbai**

**Date: 23.09.2023.**

Declaration by the bidder:-

**I have gone through all the above instructions and agree to abide by them.**

Signature of bidder with seal

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**LIFE INSURANCE CORPORATION OF INDIA, Western Zonal Office, Estate Dept., 1<sup>st</sup> floor, Yogakshema, Mumbai – 400 021. Tel. No. 66598104.  
E-mail : [wz\\_estates@licindia.com](mailto:wz_estates@licindia.com)**