

Hiring of Office Premises.
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INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from 03.09.2019 to 23.09.2019 between 11.00 AM and 1.30 PM on working days (excluding Holidays, 2nd & 4th Saturdays and Sundays) .
2. The last date for submission of filled in tenders (both technical and financial bids) is 23.09.2019 upto 03.00 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 :
Manager (Office Services)
Life Insurance Corporation of India
Divisional Office Faizabad
Jeevan Prakash
Ayodhya Road,
Beniganj, Faizabad.
4. The technical bid will be opened on the same day i.e. 23.09.2019 at 3.30 P.M. 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 shortlisted 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 TB shall be submitted in sealed cover (Marked Envelope – I) super scribing as **“Technical Bid for Hiring**

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 अयोध्या रोड, बेनीगंज, फैजाबाद –224001, फोन नं 05278–244265, फैक्स नं 05278–244203

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of Office Premises at Kachehri Road, Gonda Distt. Gonda(U.P.). 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 sq. ft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope - II and superscribed with addressee and bidders details. All the three envelopes (envelope – III containing EMD amount and Cost of tender fee) alongwith Envelop marked as I: the duly completed Technical Bid 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 **Kachehri Road, Gonda Distt. Gonda(U.P.)** and the last date for submission 23.09.2019 up to 03.00 P.M. and Technical bid will be opened on 23.09.2019 at 03.30 P.M .
7. **EMD as per the details given below in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Faizabad and the cost of tender fee (Non refundable) of Rs. 118/- (Rupees one Hundred eighteen only including GST), the Miscellaneous Receipt of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover Marked Envelope – III) super scribing as “Earnest Money Deposit” for Hiring of Office Premises” in at **Kachehri Road, Gonda Distt. Gonda(U.P.)** alongwith the “Technical and Financial Bid ”.**
 - i) EMD amount of ₹ 2,000/- (Rupees two thousand only)
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 . 118/- (Rupees one Hundred eighteen only including GST) may be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at Faizabad .**
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.
 - EMD of lowest bidder shall be refunded separately.
 - In case the lowest vendor / bidder refused to offer premises after issue of allotment letter, a notice shall be served to them by giving 15 (fifteen) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence.

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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 , 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.
 - d) A copy of Commercial usage certificate of the premises issued by 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 Price bids). Incomplete bids and bids lacking in details and with out signatures are liable to be rejected.
 1. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 (Six months) months from the date of opening of T.B's (i.e. 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 vendor with seal

Date :

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Tender for Hiring of Office Premises.

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 (EMD) should be sealed in envelopes . The use of envelopes will be as under :

- (a) **Envelope marked as I :** The duly completed **Technical Bid** be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed **Financial Bid** be put in this envelope and sealed.
- (c) **Envelope marked as III :** The DD or Bankers cheque for “ Earnest Money Deposit” and “Cost of tender document” or the M.R of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition **“ Superscribing as “ Tender for Hiring of Office Premises at Kachehri Road, Gonda Distt. Gonda(U.P.) to be opened on 23.09.2019 at 03.30 P.M.”**

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 on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e 23.09.2019 at 03.00 P.M. 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 Price Bid) duly filled in with the relevant documents / information at the following address :

Manager (Office Services)

Life Insurance Corporation of India

Divisional Office Faizabad

Jeewan Prakash

Ayodhya Road,

Beniganj, Faizabad.

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. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.

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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 06 months (Six) to be reckoned 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 23.09.2019at 03.30 P.M. in the presence of tenderers at our above office. 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 Account Payee Cheques /NEFT only.**
13. Property should be situated in good commercial 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 proving ownership and clear marketability is to be enclosed.
15. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened. Single valid tender or offer from State / Central / Agencies / Undertakings may however, be opened by the Zonal Purchase Committee / Divisional Purchase Committee.
16. The premises shall be preferably 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 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.
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/s 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. 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 bids will be evaluated on techno commercial basis** giving weight ages 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 inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes / cess present and future – House tax , Property tax,

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and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable on completion of monthly basis upto 10th of following month.

- 29. Lease period :** Minimum period of lease will be 15 years with 3/5 years lock-in period and minimum notice period of six months from LIC of India for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.
- 30. Addition & alteration works :** During the period of tenancy , if the lessee desires to carry out any addition & alterations works at its own cost as per the requirement of the Deptt., 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 :** Lease agreement will be executed on the standard lease format of LIC "LIC as Tenant" and will be with the Owner & Rent will be paid to respective owner.

Income Tax : will be deducted at source at prevailing rate.

Goods & Service Tax: will be borne by the lessee.

Registration & stamp duty charges: will be shared equally between the Lessor and the Lessee (50 : 50).

No advance should be made for a building under construction or for putting up an extension to an existing building or to construct a new building on a vacant plot of the landlord.

Possession of premises : within 30 days from the date of receipt of acceptance of offer / letter. The premises has to be painted & should be in habitable condition while taking over the possession.

Water Supply : The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.

Electricity :

- a) The building should have sufficient electrical / power load sanctioned and made available to the Corporation by the lessor.
 - 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. Any additional cost on the electrical connectivity will be borne by the owner / lessor.
- 39) Parking :** The landlord shall provide Car & Two Wheelers parking space (Open / Covered) as per the details given below without any extra cost :
- For SO's :** (i) Car parking 01 nos.
Two Wheelers 5 nos.
- 40) 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.

Place :

Signature of vendor with seal

Date :

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**ANNEXURES TO BE SUBMITTED BY THE VENDOR
UNDER TWO BID SYSTEM**

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THE ENVELOPE – II CONTAINING FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS, INSPECTION OF THE PROPERTIES AND SHORTLISTING THE PROPERTIES.

Financial bid for Hiring of Office premises S O – Kachehri Road, Gonda Distt. Gonda(U.P.) to be submitted by the vendor
(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner / Vendor / Firm : _____

Reference No : _____

Sl. No	Details of the property	Floor Level	Carpet area of the premises offered (sft)	Rate per sq ft of carpet area (Both in figures and words)	Amount in figures and words (₹)
	TOTAL				

Note:

Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50 : 50).

Carpet area rate:

The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes / cess present and future – House tax , Property tax and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable after completion of monthly basis before 10th of every following month.

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.

Validity of offer :

The offer should remain valid at least for a period of 06 months (six) to be reckoned from the date of opening of “ Technical Bid”.

Place:

Date:

Signature of vendor with seal.

ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM

HIRING OF OFFICE PREMISES AT KACHEHRI ROAD, GONDA DISTT. GONDA (U.P.)

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TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE – I**Reference No.**

NOTE : The reference no. to be filled up by the tenderers for the particular Premises offered and shall be quoted in **Price Bid** also - for easy and correct identification.

Sr			Detail	Remarks
1	1		Name of the Lessor	
	2	a	Address of the Lessor	
		b	Phone No.	
		c	Fax No.	
		d	E - Mail ID	
		e	Permanent Account Number (PAN)	
	3	a	Name of the contact person duly authorized.	
		b	Phone No.	
	4	a	Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		b	PAN numbers of the Directors/ Partners/ Firms.	
2	Details of the property :			
	1	Name of the Owner		
	2	Address :		
	3	Phone No.		
	4	Name of the building		
	5	Details of encumbrances, if any?		
	6	Location and address of the property		
	7	Usage of the property (as approved by the Competent Authority).		
	8	a	Residential	
		b	Commercial	
		c	Residential cum Commercial	
		d	Shopping centre	

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Sr		Detail	Remarks
9		Whether the proposal for Office premises in a multi - storied building.	
	a	Number of floor in the building.	
	b	At which floor, the office premises are offered.	
10		CTS No	
11		Survey No	
12		Ward NO	
13		Whether the plot is free hold or lease hold?	
	b	If lease hold, please mention the details of	
	i	Name of the Title Holder/ Lessor	
	ii	Tenure of the land	
	iii	Residual lease period	
	iv	Annual lease rents and amount.	
	c	Whether the property is mortgaged? If yes mention the details.	
	i	Name of the Organization where the property is mortgaged.	
	ii	Address of the Organization with phone no.	
	iii	Amount of loan availed.	
	iv	Tenure of mortgage	
	v	Residual mortgage period	
	vi	EMI paid.	
14		Character / Type of locality	
	a	Residential	
	b	Commercial	
	c	Commercial cum Residential	
	d	Industrial	
	e	Slum	
15		Area of the plot	
16		Size of the plot	
	a	Frontage in meters	

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Sr		Detail	Remarks
	b	Depth in meters	
17		Schedule of the plot i.e. boundaries of the plot on	
	a	North	
	b	East	
	c	South	
	d	West	
18		Whether the locality is free from Special hazards like fire / flood etc.	
19		Whether the locality has protection from adverse influence such as	
	a	Encroachment.	
	b	Industrial nuisance, smoke, noise etc.	
20		Please enclose copy of Property Card or Patta etc.	
21		Please also indicate distance from the nearest	
	i	Railway (local) station	
	ii	Bus Stand	
	iii	Bank (Nearest)	
	iv	Airport	
	v	Hospital/ Schools/ Colleges/ Universities.	
22		Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies.	
23	a	Incase of old constructions, NOC from the Society may be enclosed	
	b	Mention year of completion (as given in Completion Occupancy Certificate issued by the Authority) .	
	c	Indicate in whose name the conveyance deed is executed.	
24		Date on which Office premises can be handed over to LIC after finalization of the deal.	
25		Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	
26		What is the carpet area (for consideration purpose).	
3		Specifications	

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Sr		Detail	Remarks
	1	Type of building (Residential/Semi commercial)?	
	2	Type of structure (RCC / Steel framed/ load bearing).	
	3	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.	
	4	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.	
	5	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum) or any other.	
	6	Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.	
	7	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
	8	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
	9	i No of toilets in each floor.	
		ii Details of Floors and Dado in Toilets.	
4		Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer of Municipal Corporation)	
5		Service	
	1	If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.	
	2	Please indicate source of water supply.	
	3	Is bore well provided? If so what is the yield and depth of bore well.	
	4	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
	5	Please give details of sewerage system and for storm water disposal.	
	6	Please indicate whether the building is prone to flooding.	
6		Electricity	
	1	i What is the connected load to the building in KW / KVA?	
		ii Type of electric connection.	Commercial / Residential.
	2	Please indicate the type of wiring used , Aluminum or copper?	
	3	Whether ELCB is provided	Yes / No
7		Common services	
	1	Car parking	Reservednos. Open.....nos.

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Sr		Detail	Remarks
	2	Two wheeler parking	Reservednos. Open.....nos.
	3	Power / Electricity supply available.	Yes / No
	4	24 Hrs. water / Overhead tanks available.	Yes / No
	5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
	6	Anti lightening device arrangement.	Yes / No
	7	Security arrangements, please give details.	
8	Other Information		
	1	Whether any ready built flats / Office premises have been constructed and sold by the builder to any government and semi government institutions/Financial institutions? If so please give name and addresses of such clients.	
9	Details of Plan / Blue Prints / Sanctioned Plan		
	1	Whether the plan of the property is sanctioned by the Competent Authority.	
	2	If sanctioned, please enclose copy of approved Floor Plan/s, Sections, Elevations and Site Plan of the building.	
	3	Name/s and Address Phone No. of the Architect / Engineer.	
	4	Provision for proper arrangement of fire safety.	
10	1	Are the safety measures taken?	
	2	If yes , give details of arrangement.	
	3	Is No Objection certificate obtained / Secured from fire control authorities.	
	4	If yes, produce copies of proof / certificates.	
11	List of Enclosures:- 1. Title deed , Sale deed,khasra , khatauni etc. 2. Self attested sanctioned map(plan) of the building 3. Certificate of ensuring construction made as per sanction plan (map). 4. Documents related to conversation of Non – agricultural land from the Competent Authority and Permission for Commercial usage certificate of the building. 5. Structural Stability of the building, certified by any licensed structural engineer. 6. Network feasibility Link line from BSNL must be available. 7..... 8..... 9..... 10.....		whether enclosed : 1. YES /NO 2. YES /NO 3. YES /NO 4. YES /NO 5. YES /NO 6. YES /NO 7. YES /NO 8. YES /NO 9. YES /NO 10. YES /NO

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Divisional Office, "Jeevan Prakash"

Ayodhya Road, Beniganj, Faizabad-224001 Phone no. 05278-244265 Fax No. 05278-244203

Sr			Detail	Remarks

Signature of vendor with seal and date.

Date:.....

Place:.....

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