



Life Insurance Corporation of India. Bhopal Divisional Office.
Jeevan Prakash, 60-A, Arera Hills, Bhopal-462011. Tel: 0755-2551356

TENDER SCHEDULE

SI No Description

HIRING OF PREMISES AT MALVIYA NAGAR (T.T.NAGAR AREA) OR NEAR BY MALVIYA NAGAR, BHOPAL

1 Name of work : Tender for Hiring of Office Premises at LOCALITY AT MALVIYA NAGAR (T.T.NAGAR AREA) OR NEAR BY MALVIYA NAGAR, BHOPAL

LOCATION : MAIN ROAD AT MALVIYA NAGAR (T.T.NAGAR AREA) OR NEAR BY MALVIYA NAGAR, BHOPAL

2 Cost of tender document (Non refundable) 295/- (Rupees one hundred eighteen only).

3 Earnest Money Deposit ` 10,000/- (Rupees Ten thousand only) through DD IN FAVOUR OF LIC OF INDIA , PAYABLE AT BHOPAL

4 Date of sale of tender document From 28.10.2022 to 17.11.2022 between 11.00 AM and 4.00 PM on week days (excluding Saturday/Sunday and holiday) from the above office on payment of non refundable tender cost by Demand Draft / Pay Order OR CASH in favour of " Life Insurance Corporation of India" payable at Bhopal.

5 Last Date & Time of receiving / submission of tender document. On 17.11.2022 upto 5.00 PM

6 Date & Time of opening of Technical Bids. On 18.11.2022 at 11.30 AM

7 Date & Time of opening of Financial Bids. Shall be intimated later on.

8 Time Limit for handing over possession of the premises. Within (30) days from the date of issue

of acceptance letter.

9 Lease period / Contract period As mentioned in the terms and conditions of the contract.

10 Notice period for Termination of contract. 04 (Four) months on either side..

11 Validity of tender 03 (Three) months from the date of opening of Technical Bid.

Date : 28.10.2022

Sr. Divisional Manager



Life Insurance Corporation of India. Bhopal Divisional Office.

Jeevan Prakash, 60-A, Arera Hills, Bhopal-462011. **Tel:**, 0755-2551356
Hiring of Office Premises at **MALVIYA NAGAR (T.T.NAGAR AREA) OR NEAR BY MALVIYA NAGAR, BHOPAL**

INSTRUCTIONS TO BIDDERS

The tender forms will be available from 28.10.2022 to 17.11.2022 at Divisional Office Bhopal OR LIC WEBSITE www.licindia.co.in at TENDER LINK.

1. The last date for submission of filled in tenders (both technical and financial bids) is 17.11.2022 upto 5.00 PM. The offers received after the last date and time mentioned above will not be considered.

2. The filled in tenders should be submitted to the address given below :

**SR.DIVISIONAL MANAGER,
Life Insurance Corporation of India.**

Bhopal Divisional Office.

Jeevan Prakash, 60-A, Arera Hills,
Bhopal-462011.

Tel: 0755-2551356

3. The technical bid will be opened on 18.11.2022 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.

4. 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.

A) The Technical Bid in Envelope 1 - It 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 T-Bid shall be submitted in sealed cover (Marked Envelope – I) super-scribing as "Technical Bid for Hiring of Office Premises for Branch Office at **MALVIYA NAGAR (T.T.NAGAR AREA) OR NEAR BY MALVIYA NAGAR, BHOPAL** . The envelope shall contain the addressee's details and details of the bidder also.

B) FINANCIAL BID ENVELOPE -2- The price bid shall contain only financial details i.e., rate / rent per sqft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope - II and Super scribed with addressee and bidders details.

C) ENVELOPES 3- Third envelopes consist of EMD AND TENDER FEES only .

5. All the three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the **MARKETING MANAGER (CHAIRMAN SHC) , DIVISIONAL OFFICE, 60 A ARERA HILLS BHOPAL** . The envelope must be super-scribed with “ Bids for Hiring of Office Premises for Branch office at **MALVIYA NAGAR (T.T.NAGAR AREA) OR NEAR BY MALVIYA NAGAR, BHOPAL** .

6. **EMD of Rs. 10000/- (Rupees TEN Thousand only) in the form of Demand Draft / Pay Order in favor of “ Life Insurance Corporation of India” payable at Bhopal OR Receipt received from the LIC counter after depositing the Money with cost of tender fee (Non refundable) of Rs.295/- (Rupees TWO HUNDRED NINETY FIVE ONLY WITH GST only)**, the **Miscellaneous Receipt** of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover Marked Envelope III

Third envelopes **Super-scribing as “Earnest Money Deposit” for Hiring of Office Premises” at MALVIYA NAGAR (T.T.NAGAR AREA) OR NEAR BY MALVIYA NAGAR, BHOPAL. along with the “Technical and Financial Bid ”. Please note that no interest is allowed or accrue on the EMDs.**

7. In case the tender form is downloaded from the corporation’s web site, **the non refundable tender fee of RS . 295/- (Rupees TWO HUNDRED NINETY FIVE only) also be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at Bhopal.**

8. **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 Hiring committee to the Sr. Divisional Manager through NEFT

(ii) EMD of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids In case the lowest vendor / bidder refused to offer premises after issue 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.**

9. 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. Copy of the Approved plan from the concern Authorities .

b) A copy of the title investigation and search report along with copies of title deed documents .Commercial permission from the Govt. Agency with structure stability Certificate from Architect

c) Documents related to conversation of Non – agricultural land from the Competent Authority.

10. 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.

11. 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 T.B’s (i.e. Technical Bids) .

12. Separate tender forms are to be submitted in case more than one property is offered.

13. 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.

Date

: Place :

Signature of vendor with seal

:Terms and conditions:

1. The terms and conditions along with the instructions will be a 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 5.00 P.M. On 17.11.2022 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 :

SR.DIVISIONAL MANAGER,
Life Insurance Corporation of India.
Bhopal Divisional Office.
Jeevan Prakash, 60-A, Arera Hills,
Bhopal- 462011

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.
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 03 months (Three) 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 **(18.11.2022 at 11.30 AM)** in the presence of tenderer at LIC above office. All tenderer 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 through 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.
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 weightages 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 sft. 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, Service 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.

29. (A) **Lease period** : Minimum period of lease will be 9 years with 3 years lock - in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.

29. (B) **Increase in rent:-** (i) Where the lease deed is executed for 9 years, an escalation of 15% after every three years in existing rent can be agreed upon with the mutual consent.

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 : will be with the Owner & Rent will be paid to respective owner.

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

33. Service Tax: will be borne by the Owner.

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

35. Deposit:

(i) LIC will pay the interest free advance rent, which should be restricted to 06 (six) months rent. However, in no case the amount of advance should exceed ` 20,00,000/- (Rupees twenty lacs only)

(ii) Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition.

(iii) The payment shall be made only after occupation of the premises or after the possession is handed over to us.

(iv) 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.

(v) The advance rent paid to the landlord should be recovered in not more than 36 (Thirty six) months in equal monthly installments. The recovery of advance rent should be effected from the month following the date from which such advance is paid.

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

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

38) Electricity :

a) The building should have 50 KW electrical / power load sanctioned and required load will be made available to the Corporation by the Vendor. The cost if any will be borne by the Vendor.

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 born by the owner up to that point.

39) Parking : The landlord shall provide Car & Two Wheelers parking space as per the details given below without any extra cost :

(i) Car parking :- 5 nos.

(ii) Two Wheelers:- 40 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.

Signature of vendor with seal

Place :

Date :



Life Insurance Corporation of India. Bhopal Divisional Office.
Jeevan Prakash, 60-A, Arera Hills, Bhopal-462011. Tel: 0755-2551356
ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM
Hiring of Office Premises at MALVIYA NAGAR, BHOPAL for LIC office

TECHNICAL BID IS TO BE SUBMITTED IN SEALED ENVELOPE - I
Reference No.BID/LIC OFFICE/ 2022

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

SI No Details of vendor / Owner / Builder / Firm Remarks

SI No	Details of vendor / Owner / Builder / Firm	Remarks
	Name of the Lessor :	
1	Address of the Lessor : Phone No. E - Mail ID Pan No	
2	Name of the contact person duly authorized. Phone No.	
3	Constitution of vendor / firm (Proprietary/Partnership/Private / Pvt. Ltd./ Public Ltd/PSU etc)	
4	Pan nos of the Directors / Partners / Firms	
5	Details of the property	
6	Name of the Owner	
7	Address :	
8	Phone No.	
9	Name of the building	
10	Details of encumbrances , if any ?	
11	Location and address of the property (a) Name of the scheme (b) Sector No.etc. © Street No.etc.	
12	Usage of the property (as approved by the Competent Authority). (a) Residential	

	(b) Commercial © Residential cum Commercial (d) Shopping centre	
13	Whether the proposal for Office premises in a multi - storied building. (a) No. of floor in the building. (b) At which floor, the office premises are offered	
14	CTS No	
15	Survey No	
16	Ward NO	
17	Whether the plot is free hold or lease hold?	
	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	
18	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. (ii) Tenure of mortgage (iii) Residual mortgage period (iv) EMI paid.	

19	Character / Type of locality (a) Residential (b) Commercial © Commercial cum Residential (d) Industrial (e) Slum	
12	Area of the plot	
13	Size of the plot (a) Frontage in metres (b) Depth in metres	
14	Schedule of the plot i.e. boundaries of the plot on North East South West	
15	Whether the locality is free from from Special hazards like fire / flood etc.	
16	Whether the locality has protection from adverse influence such as (a) Encroachment. (b) Industrial nuisance,smoke, noise etc.	
17	Please enclose copy of Property Card or Patta etc.	
18	Please also indicate distance from the nearest (i) Railway (local) station (ii) Bus Stand	

	(iii) Bank (Nearest) (iv) Airport (v) Hospital / Schools / Colleges / Universities.	
19	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt.Bodies.	
20	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.	
21	Date on which Office premises can be handed over to LIC after finalisation of the deal.	
22	Built up area of the premises being offered now for office usages on lease basis . Please enclose copies of approved plans.	
23	What is the carpet area (for consideration purpose).	
	Specifications	
24	Type of building (Residential/Semi commercial)?	
25	Type of structure (RCC / Steel framed / load bearing	
26	Type of wall (Brick / Cement block). Mention thickness of external wall and internal partition wall	
27	Details of Flooring (M.M.Tiles/Ceramic/ Vitrified / Marble) or any other.	
28	Details of Door frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
29	Details of Door shutters (Flush door / Teak wood/ Aluminum / PVC) or any other.	
30	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other	
31	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
32	(i) No of toilets in each floor.seperate for ladies and gents (ii) Details of Floors & Dado in Toilets.	
32	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Srtuctural Engineer of Municipal Corporation)	
	SERVICES:	
33	If Lift facility is available, please give details of Number of lifts, capacity , make and the year of installation	
34	Please indicate source of water supply	
35	Is bore well provided? If so what is the yield and depth of bore well.	

36	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
37	Please give details of sewerage system and for storm water disposal	
38	Please indicate whether the building is prone to flooding.	
	Electricity	
39	(i) What is the connected load to the building in KW / KVA ? MINIMUM 50KW (ii) Type of electric connection.	Commercial .
	III SEPARATE SPACE FOR GEN SET AREA 200 SQ FT MINIMUM	
40	Pl. indicate the type of wiring used , Aluminum or copper?	
41	Whether ELCB is provided	
	Common services	
42	Car parking	Reserved ----- nos./ Open ----- nos.
43	Two wheeler parking	Reserved ----- nos./ Open ----- nos.
44	Power / Electricity supply available	Yes / No
45	24 Hrs. water / Overhead tanks available	Yes / No
46	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
47	Anti lightening device arrangement.	Yes / No
48	Security arrangements, please give details	
	Other Information	
49	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	
50	Details of Plan / Blue Prints / Sanctioned Plan	
51	Whether the plan of the property is sanctioned by the Competent Authority.	
52	If sanctioned , please enclose copy of approved Floor Plan/s , Sections , Elevations and Site Plan of the building.	
53	Name/s and Address Phone No. of the Architect / Engineer	

	Provision for proper arrangement of fire safety.	
54	Are the safety measures taken?	
55	If yes , give details of arrangement.	
56	Is No Objection certificate obtained / Secured from fire control authorities.	
57	If yes , produce copies of proof / certificates	

	List of Enclosures	
	I / We declare that the information furnished above is true and correct to the best of my knowledge	
	Place	
	Date:	

DOCUMENT ATTACHED DETAILS :-

Signature of vendor/ Partners with seal & date.

e-mail ID AND CONTACT NUMBER



Life Insurance Corporation of India. Bhopal Divisional Office

Jeevan Prakash, 60-A, Arera Hills,
Bhopal-462011. Tel: 0755-2551356

Financial Bid for Hiring of Office Premises at MALVIYA NAGAR, BHOPAL

(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner/ Vendor/ Firm: -----

Reference No. **BID**/-----

FINANCIAL – BID

Sr	Details of the property	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area (in figure and words)	Outgoes Such as Municipal tax, House tax, Property tax, cess and/ or any other levy and proportionate amount of Maintenance charges (Society charges, if any) etc per sq.ft. of carpet area (Rs. in figure and words)	Gross rent per Sq.ft. of carpet area (Rs. in figure and words)	Total Gross Rent
1	2	3	4	5	6	(7=5+6)	(8=4x7)
	TOTAL						

Signature of vendor/ partners with seal.

Note:

1.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).

2. 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, ANY OTHER 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 GST and the monthly lease rent. Lease rent is payable in advance before 7th of every month.

3. 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.

4. Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bid'.

Date :

Place:.....

Signature of vendor with seal.

NAME: