



LIFE INSURANCE CORPORATION OF INDIA
JORHAT DIVISIONAL OFFICE, "JEEVAN PRAKASH", RAJABARI
JORHAT, ASSAM – 785014, Tel No.0376 2360977, E mail id:os.jorhat@licindia.com
WANTED OFFICE PREMISES ON LEASE AT BOKAJAN

Life Insurance Corporation of India intends to hire premises which are ready to occupy condition from Individuals / Firms only under Two Bid system as per details given below :

Carpet area required (approx)	Location	Remarks
1)1200 Sq.ft. (± 5% variation in areas is acceptable)	BOKAJAN PS – BOKAJAN DIST- KARBIANGLONG ASSAM	01.Should be located preferably in the main market area at the prime location of the township having availability of all public amenities like Banks, Post Offices, Railway Station / Bus Stops etc. 02. The premises offered for lease/rent should be in ready for occupation condition preferably hall type and suitable for use as office premises. 03. Sufficient parking space. 04.Basic amenities like water supply for drinking/general use should be available.
Status of Land / Plot	Free Hold / Lease Hold with clear marketable Title.	
Usage of the Property	Commercial.	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs. 118/- (Rupees one hundred eighteen and 18%GST rupee eighteen only) from the office at the above address for each premises.. The tender documents will be issued from 20.04.2022 to 04.05.2022 between 10.00 AM to 5.00 PM on all week days (excluding Holidays ,Saturday& Sundays) . The last date for submission of filled offers on 04.05.2022 up to 5.00 PM. The “Technical Bids” will be opened on the next day dtd.05.05.2022 at 11.30 AM in presence of bidders or their authorized representatives who may wish to be present. For complete details and bid documents please log on to www.licindia.in and go to tenders and click on the link “ **Advertisement for Requirement of office premises at BOKAJAN on lease basis** “.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Dated: 20.04.2022

Sr. Divisional Manager



LIFE INSURANCE CORPORATION OF INDIA
JORHAT DIVISIONAL OFFICE, "JEEVAN PRAKASH", RAJABARI
JORHAT, ASSAM – 785014

TENDER SCHEDULE

Sl No	Description	
1	Name of work:	Tender for Hiring of Office Premises at BOKAJAN , PS – Bokajan, Dist – Karbianglong Assam
2	Cost of tender document (Non refundable)	Rs. 118/- (Tender Fee Rs.100/- plus GST @18% Rs.18/-) for each premises.
3	Earnest Money Deposit	Rs. 2000/- (Rupees Two thousand only) for each premises in form of Demand Draft/Pay Order favouring " Life Insurance Corporation of India " payable at Jorhat .
4	Date of sale of tender document	From 20.04.2022 to 04.05.2022 between 10.00 AM to 5.00 PM on all working days (excluding Holidays, Saturdays and Sundays) from the above office on payment of non refundable tender cost by Cash Deposit or Demand Draft / Pay Order in favour of " Life Insurance Corporation of India " payable at Jorhat .
5	Last Date & Time of receiving / submission of tender document	On 04.05.2022 up to 05.00 PM
6	Date & Time of opening of Technical Bids	On the next day i.e. on 05.05.2022 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 21 days from the date of issue of acceptance letter
9	Lease period / Contract period	As per terms and conditions of the lease agreement
10	Notice period for Termination of contract	04 (Four) months on either side
11	Validity of tender	At least 03 (Three) months from the date of opening of Technical Bid

Dated: 20.04.2022
Place: Jorhat

Sr. Divisional Manager



INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from 20.04.2022 to 04.05.2022 between 10.00 AM to 5.00 PM on week days (excluding Holidays, Saturdays and Sundays) .
2. The last date for submission of filled in tenders (both technical and financial bids) is 04.05.2022 up to 5.00PM. 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

LIC of India

Jorhat Divisional Office

‘Jeevan Prakash’, Rajabari

Jorhat, ASSAM-785014.

4. **The technical bid will be opened on 05.05.2022 at 11.30 PM** 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
 - iv) Draft lease Deed

The offers are to be submitted in Two Bid system i.e. Technical Bid and Financial Bid. The Technical Bid consists of all 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 of Office Premises for Satellite Offices at BOKAJAN lease basis”**. 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 (**Marked Envelope – II**) and super scribed with addressee and bidders details, (**Envelope – III** containing EMD amount and Cost of tender fee). All the three envelopes (**Envelope – I, II and III**) 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 super scribed with **“Bids for Hiring of Office Premises for satellite Offices at BOKAJAN on lease basis”** . on or before the last date for submission i.e. on 04.05.2022 within 5.00PM.
7. **EMD of Rs2000.00 for Satellite Office** as per the details given below **in the form of Demand Draft / Pay Order in favour of “Life Insurance Corporation of India” payable at Jorhat and the cost of tender fee (Non refundable) of Rs. 118/-**(Rupees One hundred eighteen only) (Tender Fee Rs.100/- plus GST @18% Rs.18/-), 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 for Satellite Offices at BOKAJAN on lease basis along with the “Technical and Financial BID”**.
- EMD amount of Rs.2000/- (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) may be remitted in the form of Demand Draft / Pay Order drawn in favour of “Life Insurance Corporation of India” payable at Jorhat.**
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 or adjusted along with the payment towards cost of the plot or premises.



- 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, 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 set of photographs depicting the floors, buildings and vicinity of premises.
 - e) Copy of Municipal/Local Authority approval for construction of the premises..
 - f) Copy of commercial use certificate issued by local authority.
 - g) Up to date Encumbrance Certificate with copies of receipts of latest land and building tax paid.
 - h) Structural Stability Certificate of the premises.
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 without 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 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.
15. Any Modification/Corrigendum to the Tender shall be uploaded on the website of LIC and shall not be released in Newspaper or any other form.

Place :

Signature of Vendor with seal

Date :



Terms and Conditions.

The tender consists of two parts, viz., a) Technical Bid including Instructions to Bidders, Terms and conditions and Draft Lease Deed. b) 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** with all enclosures to 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 Pay Order for “Earnest Money Deposit” and “Cost of tender document” or the Miscellaneous Receipt of Tender Fee. of the required value be put in this envelope and sealed.
- d) **Envelope marked as IV** : All the three envelopes shall be placed in envelopes marked –IV and sealed (i.e. Envelope marked as IV will contain three envelopes marked as I, II & III) and submitted to LIC of India, in sealed condition super scribing as **“Tender for Hiring of Office Premises FOR Satellite Office at BOKAJAN on lease basis”** on or before the last date of submission i.e on 04.05.2022 within 05.00 PM.

Other Terms and Conditions :

1. The terms and conditions along with the instructions and draft lease deed will form part of the tender to be submitted by the renderer 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.04.05.2022 at 05.00 PM 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
LIC of India
Jorhat Divisional Office
‘Jeevan Prakash’, Rajabari
Jorhat, ASSAM-785014.
Tel No.0376-2360977

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 renderer. Any over writing or use of white ink is to be duly initialed by the renderer. 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 (Three) months 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 05.05.2022 at 11.30 Hrs in the presence of renderers' at our above office. All renderers 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 renderer.
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 Transfer 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 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 of 100 sq.ft 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 grill 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 04 (Four) weeks 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, and Municipal taxes etc. and Maintenance charges and Service charges like Society charges etc. but **excluding GST**, if applicable). 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 in advance before 7th of every month.
29. **Lease period :** Minimum period of lease will be 20 years with 5 years lock – in period and minimum notice period of 04 (Four) months from either side 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 & alteration 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 adequate spaces along frontage of the premises for display signboards without any extra cost.**
31. **Lease agreement :** will be with the Owner and Rent will be paid to respective owner. Lease deed to be executed in duplicate in the LIC's standard lease deed format (LIC as a tenant). Draft enclosed.
32. **Income Tax :** will be deducted at source at prevailing rate.
33. **GST:** If the yearly Rental Income exceeds Rs.20 Lakhs GST (May be differed later on) is attracted and the Lessor has to pay the same if applicable. GST will be borne by the Lessee for



which the Lessor shall issue Invoices in the format approved by the GST authorities must be filed(GSTR-1&GSTR3B) respective invoices on due time in B2B category.

34. **Registration & stamp duty charges** : will be shared equally between the Lessor and the Lessee (50 : 50).
35. **Deposit** :
- (i) **The Rent payment shall be made only after occupation of the premises or after the possession is handed over to us.**
 - (ii) **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.**
36. **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.
37. **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.
38. **Electricity** :
- a) The building should have sufficient electrical / power load (i.e.10kva) sanctioned and made available to the Corporation with a separate energy meter only for LIC. However when LIC takes up modernization of SO premises ,then landlord shall provide additional connection of load(i.e 20KW)
 - 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.
 - e) Separate space (approx. 100 sq.ft) for placing DG Set within the premises should be provided without any extra cost
39. **Parking** : The Landlord shall provide dedicated parking space (Open / Covered) for 2 (two) Cars & 20 (Twenty) Two Wheelers.
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 representatives for finalizing the carpet area.



41. If the space for the office is provided at 2nd floor and above, lift provision is necessary.
42. Emergency exit should be existed in the premises.

Place :

Signature of Vendor with seal

Date :



Appendix-G16A
Life Insurance Corporation of India.
 Jorhat Divisional Office.
 Rajabari, Jorhat-785014

Technical Bid
TO BE SUBMITTED IN ENVELOPE-I

Reference No.....

(Note: The reference number 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		

8	a	Residential	
	b	Commercial	
	c	Residential cum Commercial	
	d	Shopping centre	
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	

	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		
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?(Minimum 20 KW connected load is required and connection cost is to be borne by the lessor)		
		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.	
	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.Municipal/ local body approved drawing of the building . 2.Structural stability certificate of the building from a licensed structural engineer. 3. Commercial usage certificate of the building. 4. Latest land revenue receipt. 5.Proposed space offered to be earmarked in the building plan and copy of the same should be attached with the technical bid. 6.Clarification letter from BSNL/Service Provider regarding availability of networking feasibility. 7.Copy of Patta/Land allotment certificate.		

Signature of vendor with seal and date.

Date:.....

Place:.....



Financial Bid-Hiring of premises

Appendix-G17

Jorhat Divisional Office.Rajabari, Jorhat-785014,ASSAM

Financial Bid

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

Financial bid for Hiring of Office Premises 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 (sq.ft.)	Basic rent per sq.ft. of carpet area (in figure and words)	Out goes such as municipal tax,House tax,Property tax ,service tax,cess and /or any other levy and proportionate amount of maintenance charges society charges,if any) etc per Sft of carpet area (Rs in figures and words)	Gross rent per Sft of carpet area(Rs in figures and words)	Total gross rent(Rs)
(1)	(2)	(3)	(4)	(5)	(6)	7=(5+6)	8=(4x7)
	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. and Maintenance charges and Service charges like Society charges etc but excluding GST, if applicable. 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 in advance before 7th of every 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 3 (Three) months to be reckoned from the date of opening of 'Technical Bid'.

Signature of vendor with seal. and date

Place:.....

Date:.....

DRAFT LEASE DEED – Office premises (LIC as a tenant)

THIS DEED OF LEASE made on this day of 20 21..... at

Between

..... D/S/o. residing hereinafter referred to as the Lessor (which term shall mean and include wherever the context so requires or admits his/ their heirs, successors, administrators, executors, attorneys and assigns) of the **One part**

And

THE LIFE INSURANCE CORPORATION OF INDIA, a Corporation established under section 3 of the Life Insurance Corporation Act 1956 (Act 31 of 1956) having its Central Office at 'Yogakshema' Jeevan Bima Marg, Mumbai 400021 and Zonal Office at Or Divisional Office at (as the case may be) hereinafter referred to as the Lessees (which term shall mean and include wherever the context as admits or requires its successors, administrators, assigns, liquidator and receivers and assigns) of the **Other Part** represented by its Manager and holder of Power of Attorney dated Sri, D/S/o.....witnesseth as follows ;

WHEREAS, the Lessor/s is/ are the lawful owner/s of the building bearing No.....situated at

AND WHEREAS, the Ground floor/ First floor/ Second floor measuring aboutsq. ft. (carpet area) in the said building more fully described in the schedule hereto and hereinafter called the 'Said Premises' was/ were vacant and ready for occupation and whereas the Lessee being in need of accommodation for its use and occupation approached and requested the Lessor/s to grant lease in its favour in respect of the 'Said Premises'.

AND WHEREAS both the parties now desired to reduce the terms into writing and whereas the Lessor/s agreed to grant lease in favour of the Lessee in respect of the 'Said Premises'. It is now hereby agreed as follows and :

AND WHEREAS both the parties now desired to reduce the terms into writing, it is now hereby agreed as follows and :

I. WITNESSETH

1. That the lease, for purposes of payment of rent and period of lease, shall be deemed to have commenced from
2. That the Minimum period of lease will be years with years lock-in period and minimum notice period of 4 months from either side for termination of Lease. The Lessee shall however have the option to continue the lease thereafter at mutually agreed escalation in rent for a mutually agreed period.

II. THE LESSOR DOETH HEREBY COVENANT WITH THE LESSEE AS FOLLOWS:

3. That the Lessor agrees to be responsible for the payment of all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the `said premises', such as Corporation/ Municipal/ Panchayat Tax, Urban Land Tax, Property Tax, etc., due to the State Government, Central Government or other local or other civic, including enhancements and new introductions and any tax imposed in future The Lessee shall be at liberty to pay the above tax, rate or cess or other levy including penalties, if any, charged thereon in case of

default or delay by the Lessor and adjust the amount so paid together, with interest and other incidental expenses from out of rents in respect of the `said premises' becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @7% per annum from the date of such payments until realization by the Lessee.

If the yearly rental income exceeds Rs.20 lakhs GST is attracted and the Lessor has to pay the same if applicable. Goods and Service Tax will be borne by the Lessee for which the Lessor shall issue Invoices in the format approved by the GST authorities.

4. The Lessor agrees to discharge all its duties and obligations relating to structural repairs and replacements of worn-out, unserviceable equipments, plants and machinery etc. installed in the building.
5. The Lessor agrees to arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting of doors, windows etc. at his cost once in 4 years. If the Lessor fails to carry out such repairs including periodical whitewashing and painting, the Lessee may call upon the Lessor in writing to do the same within one month from the date of receipt of such request and if the Lessor fails to carry out the same within that time, the Lessee shall be at liberty to get it done and adjust the amount spent or expended or such repairs, etc., (with interest 7% per annum from the rent payable starting from the month following the month in which such job is done by LIC).
6. Additions and alteration work – 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, the Lessor agrees to lessor will permit the same on the existing terms and conditions and obtain any permission if required from the local authority.
7. The Lessor agrees to give permission to LIC for **'Modernization of the premises'** if LIC desires to do so. Modernization of premises, means improving the ambience of the premises by installing air conditioners, providing work stations for staff, inbuilt filing system, false ceiling and change of flooring etc.
8. The Lessor agrees that the Lessee shall be at liberty to allow the use of the `said premises' or part thereof to any of its subsidiaries.
9. The Lessor agrees to grant all rights of way, water, air, light and privy and other easements appertaining to the `said premises'.
10. The Lessor agree with the Lessee that the latter paying the rent hereby observing and performing the conditions and stipulations herein contained on the Lessee's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
11. The Lessor agrees not to object to the Lessee in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Lessee or taken on hire from a Third Party for the exclusive use of the Lessee. **Further, the Lessor agrees to provide suitable space with proper enclosures for installation of generator set free of cost.**
12. The Lessor agrees that he/she has no objection to the Lessee installing V-SAT antenna in the said premises at any time without additional rent (free of cost) to the Lessor.
13. The Lessor agrees to ensure that sufficient Electrical/ Power load sanctioned and made available to the Corporation. If required, additional electric power will have to be arranged by the Lessor at his cost from the energy suppliers.

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14. Water supply – the Lessor agrees to ensure and provide adequate supply of drinking water and water for W.C. and Lavatory throughout the lease period.
 15. The Lessor agrees that the Lessee shall have exclusive right on the parking space for parking of the vehicles (for 02 four wheelers and 20 two wheelers) of staff members and customers of Lessee and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever.
 16. The Lessor agrees that the Lessee shall have the absolute & exclusive right to use the entire space in 'said premises' both outside and inside for making full use of frontages and the side walls in displaying Lessee's signboards/ advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Lessee over the space which is specifically meant for usage of the Lessee, the Lessor on receipt of such Notice from the Lessee shall take all possible legal actions against such violations including criminal action, if necessary. If the Lessor fails to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Lessee, the Lessee shall be at liberty to take legal action against the violators and recover the cost/ expenses incurred for such removal out of the rent payable to the Lessor or from any other monies payable to the Lessor.
 17. The Lessor agrees that the Lessee shall have the right to remove at the time of vacating the 'said premises', all electrical fittings and fixtures, counters, safes, partitions and all other furniture put up by Lessee

III. THE LESSEE DOETH HEREBY COVENANT WITH THE LESSOR AS FOLLOWS:

18. The Lessee agrees to pay to the Lessor/s in respect of the 'said premises' a monthly rental of Rs..... (Rupees only) within 10th working day of each succeeding calendar month.
19. The Lessee agrees to deduct at source the income tax at prevailing rate from the Rent payable to the Lessor.
20. The Lessee agrees to pay all charges for electricity for the area taken on lease and water actually consumed by the Lessee during the occupation and calculated as per the reading recorded by the separate meters installed in the 'said premises' by the lessor.

IV. PPROVIDED ALWAYS AND IT'S HEREBY AGREED AND DECLARED AS FOLLOWS:-

21. The Lessee shall not be liable for any kind of loss financial or otherwise arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
22. In the Lessee shall be desirous of taking a new lease of the said premises, after the expiry of term hereby granted, the Lessor will renew the lease for a period mutually agreed upon between the Lessee and the Lessor, in accordance with the covenant for renewal. Provided that in the event of expiry of the term of the lease, whenever an action for renewal described above is pending with the Lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be, and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the Lessee.

Provided further that the Lessee shall taken action so far practicable to take a new lease of the said premises within a period of 11 months after expiry of the term hereby granted.

- 23. Lessee shall be entitled to terminate the lease at any time giving to the Lessor 4 months previous notice in writing of its intention to do so.
- 24. Any notice to be made or given to the Lessee under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the Sr. Divisional Manager and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of Post.
- 25. If any dispute arises, such dispute can be settled by the provisions of Assam Building and Rent Control Act.
- 26. The Lessee shall hand over possession of the `said premises' to the Lessor on the expiry of the period of lease fixed herein or on the expiry of the period of option should the Lessee avail itself of the same and on refund of deposit made by the Lessee, if any, in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.
- 27. This lease agreement has been executed in duplicate. One counterpart of the lease agreement to be retained by the Lessee and the other by the Lessor.

SCHEDULE OF THE PROPERTY

(Here enter the boundaries and other details of premises leased out).

One RCC G +..... storied building standing over an Area of land measuringFt. in length Ft. In breadth covered by Dag NO..... P.P. No..... situated at, And bounded as:-

- On the North:
- On the South:
- On the East :
- On the West:

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned.

WITNESSESS

LESSOR/ S

1)

2)

LESSEE