



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

TENDER NOTICE AND SCHEDULE

Life Insurance Corporation of India intends to hire premises for its Satellite office Bagicha which are ready to occupy condition from Individuals/ Firms only under Two bid system as per details given below ;-

Carpet area required	Location	Remarks
1200 sq.ft (+/-) 5% variation in areas acceptable) in Ground Floor First Floor	Bagicha Distt – Jashpur (C.G)	The preferred location of the premises should be prime shall be within a radius of 5 kms(approx) from Bank, Post office, Bagicha Bus Stand in Ground Floor or First Floor. The premises offered for lease/rent should be in ready to possession condition and suitable for use as Office Premises.
Status of Land / Plot	Free hold/Lease Hold with clear marketable Title	
Usage of the Property	Commercial (Compulsory)	

The prospective bidders meeting the above requirement are requested to collect the tender documents on payment of Rs.118/- inclusive of GST (Rupees One hundred eighteen only) from the above office address. The tender documents will be issued from 23.11.2022 to 06.12.2022 between 10.00 am to 04.00 pm. The tender form can also download from the Corporation's web site www.licindia.in. The non refundable tender fee of Rs. 118/- (Rupees One hundred eighteen inclusive of GST) may be remitted in the form of Cash/Demand Draft / Pay order drawn in favour of "Life Insurance Corporation of India" payable at Bilaspur The last date of submission of filled offer is 06.12.2022 up to 05.00 pm. The "Technical Bids" will be opened on 07.12.2022 at 11.00 am in the 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 Bagicha Distt Jashpur (CG) 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.

SR.DIVISIONAL MANAGER



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

TENDER SCHEDULE

<u>S.NO</u>	<u>DESCRIPTION</u>	
1	Tender Reference	BSP/OS/Premises/Tender-11/2022-2023 dt. 23.11.2022.
2	Name of Work	Hiring of office premises at Bagicha Distt. Jashpur (C.G)
3	Cost of Tender Document(Non Refundable)	Rs.118/- (Rs 100/- + Rs 18/- GST 18%)
4	Earnest Deposit	Rs.2000/- (Rupees Two Thousand only) (Refundable) EMD can also deposited in the form of Cash/Demand Draft / Pay order drawn in favour of "Life Insurance Corporation of India" payable at Bilaspur
5	Date of Sale of Tender document at Divisional office	From 23.11.2022 to 06.12.2022 between 10.00 am to 04.00 pm on working days from the above office on payment of Non refundable cost by Cash/Demand Draft / Pay order drawn in favour of "Life Insurance Corporation of India" payable at Bilaspur
6	Tender Forms through Corporation website	The tender form can also downloaded from the Corporation's web site www.licindia.in . The Tender Fee and EMD should be enclosed along the Tender Form.
7	Last Date & Time of receiving/submission of tender documents	06.12.2022 up to 05.00 PM
8	Date & Time of opening of Technical Bids	07.12.2022 at 11.00 am
9	Date & Time of opening of Financial bids	Shall be intimated later on to the bidders whose Technical Bid are eligible
10	Time limit for handing over possession of the Premises	Within 30 days from the date of issue of acceptance letter
11	Lease Period / Contract period	As mentioned in the terms & conditions of the contract
12	Validity of Tender	04 (Four) months from the date of opening of Technical bid.

Date: 23.11.2022

Sr. Divisional Manager



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

INSTRUCTIONS TO BIDDERS

1. The tender forms will also be available from 23.11.2022 to 06.12.2022 between 10.00 AM to 4.00 PM on working days on payment of Cash/ Cash/Demand Draft / Pay order drawn in favour of “LIC of India” payable at Bilaspur(C.G.) at the Cash counter of the Divisional office Bilaspur(C.G.).
2. In case the tender form is downloaded from the Corporation’s web site www.licindia.in. The non refundable tender fee of Rs. 118/- (Rupees One hundred eighteen inclusive of GST) & EMD of Rs 2000/- (Rupees Two Thousand only) should be enclosed in the form of Demand Draft / Pay order drawn in favour of “Life Insurance Corporation of India” payable at Bilaspur, along with the tender documents.
3. The last date for submission of filled in tenders (both technical and financial bids) is 06.12.2022 up to 05.00 PM. The offers received after the last date and time mentioned above will not be considered.
4. The filled in tenders should be submitted to the address given below;-
Manager (E&OS)
Life Insurance Corporation of India,
Divisional Office, 3rd Floor, Magarpara
Bilaspur (C.G.)– 495001 Tel.No. 07752 – 249854
5. The technical bid will be opened on 07.12.2022 at 11.00 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 shortlisted premises offered by them, assessment of the offers, the financial bids of only those bidders, whose offer 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.** The tender form consists of the following documents i.e. Instructions to bidders, Terms & conditions, Technical Part & Financial Part
6. The offers are to be submitted in Two Bid system i.e. Technical Bid – (Ann-B) and Financial Bid – (Ann A). The Technical Bid consists of all the required information called in the questionnaire and shall contain, inter alia, the details regarding the property viz. Name of the Properties, Location, Area of 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



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The T.B. shall be submitted in sealed cover (Marked **Envelope-1**) super scribing as “Technical Bid for Hiring of Office Premises at “Bagicha”. The envelope shall contain the addressee’s details and details of the bidders also.

7. The **financial bid** as per **Annexure - A** 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. All the three envelopes (**Envelope - III containing EMD amount and Cost of tender fee**) will be placed in **Envelope IV**) and sealed and submitted to the Manager (E&OS), Divisional Office, Bilaspur at the address given above. The envelope must be super scribed with “**Bids for Hiring of Office Premises at Bagicha**” and the last date for submission is 06.12.2022 upto 05.00 PM and to be opened on 07.12.2022 at 11.00 am.
8. EMD of Rs. 2,000/- (Rupees Two thousand only) in the form of Demand Draft/Pay Order in favour of “ Life Insurance Corporation of India” payable at _ Bilaspur – and the cost of Tender fees (Non Refundable) of Rs. 118/- (Rupees One hundred eighteen inclusive of GST), the Miscellaneous Receipt of tender fee deposited or DD or Pay Order shall be submitted in sealed cover marked **Envelope -III) super scribing as “Earnest Money Deposit ”** for Hiring of Office Premises at Bagicha along with “Technical and Financial Bid.” EMD and Tender Fees can also deposited in cash at Divisional office Cash counter from 23.11.2022 to 06.12.2022 during cash hours from 10.00 am to 04.00 pm

Please note that no Interest is allowed or accrue on the EMDs

9. Refund of EMD :- EMD shall be refunded as under: -
 - a. EMD of all unsuccessful Vendors/Bidders (except lowest bidder) shall be refunded within one month’s time after opening of financial bids through NEFT.
 - b. EMD of lowest bidder shall be refundable separately or adjusted along with the payment towards cost of the plot or Premises.
 - c. In case the lowest vender / bidder refuses 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 forfeit the EMD amount.



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

10. The following documents should be enclosed with the offers: -
 - a. A set of floor plan sections, elevations and site plan of the premises offered showing the detailed dimensions (as approved from T & CP or local authority), main approach road, on either side if any, width of the road/s and adjacent properties etc. around the properties.
 - b. Copy of the title investigation and search report along with copies of title deed documents.
 - c. Documents related to conversation of Non – Agricultural land from the Competent Authority.
 - d. Commercial usage certificate of the Property
11. **All the pages of the tender form are to be signed by the bidder in case of joint ownership; all owners have to sign all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details as per the format and without signatures are liable to be rejected.**
12. **Tender should be submitted as per the Formats (i.e Technical Bid – Annexure –B and Financial Bid – Annexure –A) only, and no other formats of application/plain application will be considered and the same will be rejected.**
12. Tenders should note that their tenders should be remain open for consideration for a minimum period of 4 (Four months) from the date 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. All further information such as correction/addition/deletion in term and condition if any will be published at our website only

Sr. Divisional Manager

Signature of Bidder with Seal

Place

Date:



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

TENDER FOR HIRING OF OFFICE PREMISES.

This tender consists of two parts viz. Technical Bid including Instruction to Bidders, Terms and Conditions and Financial Bid containing expected rate per sq.ft 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 – (Annexure –B) is put in this Envelope.**
- b. Envelope marked as II: The duly completed Financial Bid – (Annexure –A) 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 documents” or the MR 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 “Super scribing as “Tender for Hiring of Office Premises at Bagicha Distt – Jashpur (CG)” to be opened on 07.12.2022 at 11.00 am.**

Sr. Divisional Manager

Signature of Bidder with Seal

Place

Date:



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

TERMS & 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. 06.12.2022 upto 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. The Bidders are requested to submit the tender documents (Technical Bid and Financial Bid) duly filled in with the relevant documents / information at the following address: -
MANAGER (E&OS)
LIFE INSURANCE CORPORATION OF INDIA,
DIVISIONAL OFFICE: 3RD FLOOR, MAGARPARA,
BILASPUR (C.G.) 495001 TEL.NO. 07752 -249854
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 Bidder. Any over writing or use of white ink is to be duly initialed by the Bidder. 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 Bidders may attach separate sheets.
6. The offer should remain valid at least for a period of 04 months (Four 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 Bidder is required to attach a separate sheet marking "list of deviations".
8. The Technical bids will be opened on 07.12.2022 at 11.00 am in the presence of Bidders at our above office. All Bidders 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 Bidder.



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

11. The short-listed Bidders 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 Bidders at their own cost as and when required. All payments to the unsuccessful Bidders shall be made by NEFT/RTGS only. (Please enclose copy of Blank cheque)
13. Property should be situated in good commercial/ residential 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 Divisional Purchase Committee.
16. The premises shall be preferably free hold. 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 surroundings 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/Antenna for the use of the lessee. If so desired by 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 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 /color washing / OBD Painting / paintings to doors, windows etc. as and when informed by the lessee.
24. The bid will be evaluated on techno commercial basis giving weightage 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.



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

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 negotiation will be carried out except with the lowest Bidder and therefore most competitive rates should be offered.
28. Rate per sq.ft. 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, GST 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 in subsequent month before 7th of every month.
29. Lease period : Minimum period of lease will be – 09 (Nine) years with 03 years lock – in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extended 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:
 - To be executed in the LIC's Standard Lease Deed format (LIC as a tenant) - will be with the Owner and Rent will be paid to respective owner
32. Income Tax: will be deducted at source at prevailing rate.
33. GST will be borne by the Owner.
34. Registration & Stamp duty charges: will be shared equally between the Lessor and the Lessee (50 : 50)
35. Possession of Premises: within 30 days from the date of receipt of acceptance of offer/letter. The premise has to be painted & should be in habitable condition while taking over the possession.
36. Water supply: the owner should ensure and provide adequate supply of drinking water and water for W C Lavatory (Separate Gents and Ladies Toilets) throughout the lease period at his own cost.
37. Electricity :
 - a. The building should have electricity connection of minimum 5 KVA electrical / power load sanctioned and made available to the Corporation by the Lessor at his/their own cost.
 - b. If required, additional electric power will have to be arranged by the Lessor / owner at his / their cost from the energy suppliers.



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

- 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.
38. **Parking :** The landlord shall provide approx. covered parking space for Car & Two Wheelers as per the details given below without any extra cost:
1, Car Parking – 3 Nos. 2. Two Wheelers - 20 Nos.
39. **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 officials and Bidder / authorized representative for finalizing the carpet area

Sr. Divisional Manager

Signature of Bidder with seal

PLACE:

DATE:



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

ANNEXURES TO BE SUBMITTED BY THE BIDDER UNDER TWO BID SYSTEM

(FINANCIAL BID – ANNEXURE – A)

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

Financial bid for Hiring of Office Premises AT Bagicha to be submitted by the Bidder.

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

NAME of the Owner / Bidder/ Firm: _____

Reference No. Your advertisement in _____ dtd 23.11.2022

S.No.	Details of the Property	Floor level	Carpet area of the premises offered(sq.ft)	Basic Rent per sq.ft of Carpet area (Both in figures and words)	Outgoes such as Municipal tax Property tax GST etc. per sq.ft of Carpet Area (Rs in figures & words)	Gross Rent per sq.ft of carpet area (Rs. In figures & words)	Total Gross Rent (Rs)
1	2	3	4	5	6	7 = (5+6)	8 =(4*7)
	TOTAL						

Note : -

*Bidders shall quote the rate and amount excluding and stamp duty charges for execution of lease agreement, Registration and stamp Duty charges will be shared equally by the Lessor and 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 , 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 rent. Lease rent is payable in subsequent month before 7th of every month

CARPET AREA MEASUREMENTS: -

The Carpet area measurements shall be as per Bureau of India Standards IS NO. 3861: 2002. Joint measurements will be taken in the presence of LIC Official and Bidder / authorized representative for finalizing the Carpet Area.

VALIDITY OF OFFER:

The offer should remain valid at least for a period of 04 months to be reckoned from the date of opening of “Technical Bids”.

PLACE: DATE:

SIGNATURE OF BIDDER WITH SEAL



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

TECHNICAL BID – ANNEXURE-B

**ANNEXURES TO BE SUBMITTED BY THE BIDDER UNDER TWO BID SYSTEM
HIRING OF OFFICE PREMISES AT BAGICHA. DISTT JASHPUR (CG)**

TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE -1. - Annexure B

Reference No. : Your advertisement in _____ dtd 23.11.2022

Note: The reference No to be filled up by the Bidders for particular Premises offered and shall be quoted in Price Bid also for easy and correct identification.

S.NO.	DETAILS OF BIDDER/OWNER/BUILDER/FIRM	REMARKS
1.1	NAME OF THE LESSOR	
1.2	Address of the Lessor	
	Phone No.	
	Fax No.	
	Email id	
	Pan No	
1.3	Name of the contact person duly authorized	
	Phone No.	
1.4	Constitution of Bidder / firm Proprietary/Partnership/Private Ltd./Public Ltd./PSU	
1.5	PAN NO. of the Directors / Partners / Firms	
2	Details of the Property	
2.1	Name of the Owner	
2.2	Address	
2.3	Phone No	
2.4	Name of the building offered for hiring of premises	
2.5	Details of encumbrances if any	
2.6	Location and address of the Property	
	a. Name of the Scheme	
	b. Sector No. etc.	
	c. Street No. etc.	



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

2.7		Usage of the property (as approved by the competent authority)	
2.8	a.	Residential	
	b.	Commercial	
	c.	Residential cum Commercial	
	d.	Shopping Centre	
2.9		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	
2.10		CTS NO.	
2.11		SURVEY NO.	
2.12		WARD NO.	
2.13	a	Whether the plot is free hold or lease hold	
2.13	b	If lease hold, please mention the details of	
		1.Name of the title Holder / Lessor	
		2. tenure of the land	
		3. residual lease period	
		4. Annual lease rents and amount	
2.13	c	Whether the property is mortgaged? If yes mention the details	
		1. Name of the Organization where the property is mortgaged	
		2. Address of the Organization with Phone No.	
		3. Amount of Loan availed	
		4. Tenure of Mortgage	
		5. Residual mortgage period	
		6. EMI paid	
2.14		Character / type of locality	
	a.	Residential	
	b.	Commercial	
	c.	Commercial cum Residential	
	d.	Industrial	
	e.	Slum	
		2.15 Area of the Plot	
		2.16 Size of the plot	



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

a. Frontage in meters	
b. Depth in Meters	
(2.17) Schedule of the plot i.e. boundaries of the plot on	
North	
East	
South	
West	
(2.18) Whether the locality is free from Special adverse influence such as Fire/ flood etc	
(2.19) Whether the locality has protection from adverse influence such as	
(a) Encroachment	
(b) Industrial nuisance, smoke, noise etc	
2.20 Please enclose copy of Property Card or Patta etc.	
(2.21) Please also indicate distance from the nearest	
a. Railway (local) Station	
b. Bus stand	
c. Bank (nearest)	
d. Airport	
e. Hospital/school/College/Universities	
(2.22) Year of construction enclose a attested copy of NOC or occupancy certificate issued by the Municipal Authority or any other govt. bodies	
(2.23) a In case of old construction, 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	
(2.24) Date on which Office premises can be handed over to LIC after finalization of the deal	
(2.25) Build up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans	



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

2.26 What is the Carpet area (for consideration purpose)		
3	SPECIFICATIONS	
3.1	Type of building (Residential / semi commercial)	
3.2	Type of Structure (RCC/Steel framed/load bearing)	
3.3	Type of wall (Brick / cement block) Mention thickness of external wall and internal partition wall	
3.4	Details of flooring (M.M tiles/Ceramic/Vitrified/Marble)or any other	
3.5	Details of Door frames (Sal wood/teak wood/Hard wood/Aluminum) or any other	
3.6	Details of door shutters (flush door/ teak wood/ Aluminum / PVC) or any other.	
3.7	Details of Window frames (Sal Wood / Teak wood/Aluminum /PVC) or any other	
3.8	Details of Window shutters (Teak wood/Aluminum/Steel) or any other with security grills or without security grills	
3.9 (i)	No. of toilets in each floor	
(ii)	Whether Separate Toilets for Gents and Ladies available?	
4	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engg. or Municipal Corpn.)	
5	SERVICES	
5.1	If lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.	
5.2	Please indicate source of water supply	.
5.3	Is bore well provided? If so what is the yield and depth of borewell	
5.4	Capacity of the over head tank feeding to the office premises under consideration for leasing	
5.5	Please give details of sewerage system and for storm water disposal	



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

5.6	Please indicate whether the building is prone to flooding	
6	ELECTRICITY	
6.1	1. What is the connected load to the building in KW/KVA? (MINIMUM 5 KW REQUIRED)	
6.2	2. Type of electric connection <u>Please enclose copy of electric bill</u>	Commercial / Residential
6.3	Please indicate the type of wiring used. Aluminum or copper?	
6.4	Whether ELCB is provided	YES / NO
7	COMMON SERVICES	
7.1	Car parking	Reserved ___nos. / Open ___nos.
7.2	Two Wheeler parking	Reserved___nos. / Open ___nos.
7.3	Power/Electricity Supply available	YES/NO
7.4	24 Hrs. Water/Overhead tanks available	YES/NO
7.5	Generator for emergency. If yes mention capacity of the Generator	YES/NO
7.6	Anti lightening device arrangements	YES / NO
7.7	Security arrangements, please give details	
8	OTHER INFORMATION	
8.1	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 address of such clients.	
9	Details of Plan / Blue Prints / Sanctioned Plan	
9.1	Whether the plan of the property is sanctioned by the Competent Authority.	



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

9.2	If sanctioned, please enclose copy of approved Floor Plan/s, sections, elevations and site Plan of the Building.	
9.3	Name/s and address Phone No. of the Architect/Engineer.	
9.4	Provision for proper arrangements of fire safety	
10.1	Are the safety measures are taken?	
10.2	If yes, give details of arrangement.	
10.3	Is No objection Certificate obtained /secured from fire control authorities.	
10.4	If yes, produce copies of proof / certificate.	
11	BANK DETAILS (Please enclose Blank Cheque)	
11.1	Name of the Bank	
11.2	Address	
11.3	Name of the account holder	
11.4	Bank A/c No	
11.5	IFSC Code	
12	Any Other information. (if any)	

I / we declare that the information furnished above is true and correct to the best of my knowledge.

PLACE:

DATE:

SIGNATURE OF BIDDER WITH SEAL



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) Phone -07752-249854
e-mail- os.bilaspur@licindia.com

The following to be enclosed along with the Technical Bid, which should be attested by the bidder

1. Map of the building duly approved by competent authority.
2. Commercial usage Certificate of the Building.
3. Copy of Khasra, B, B-1 confirming the premise is Commercial.
4. Electricity bill (commercial)
5. Structural Stability Certificate by Civil Engineer.
6. Copy of PAN Number and Cancelled Cheque of the owner.

I CONFIRM THE ABOVE DOCUMENTS ARE ENCLOSED WITH THE TECHNICAL BID DOCUMENTS

PLACE:

DATE:

SIGNATURE OF BIDDER WITH SEAL