



Divisional office, OS Department  
Pattom, Thiruvananthapuram – 695003  
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Phone: 0471-2540851. ext.233, 227

Ref:OSE/DO TVM

24.06.2024

**LETTING OUT OF VACANT COMMERCIAL SPACES**

LIC of India, Divisional Office, Thiruvananthapuram intends to let out on lease basis , vacant commercial space available on “ as is where is basis”

1. The prescribed application form may be downloaded from here. The attached Terms and conditions may be referred for details. The list of premises is also attached.
2. One can apply for a single space or multiple spaces. If more than one space is applied, separate application is to be submitted.
3. The filled in application in the prescribed format along with the required documents should be submitted in sealed cover, superscribed “ APPLICATION FOR VACANT COMMERCIAL SPACE AT TRIVANDRUM/KOLLAM ADDRESSED TO: THE MANAGER(E&OS), LIC OF INDIA,DIVISIONAL OFFICE,PATTOM P.O. THIRUVANANTHAPURAM
4. Applicants for premises measuring above 500 sq.ft must submit copies of Income Tax Returns and/or Audited Profit & Loss A/c, Balance Sheet as applicable for the past 3 years failing which their application will be deemed invalid and will be rejected. Applications without proof of adequate Income / revenue will be rejected.
5. Joint applications by two or more persons/firms will be rejected.
6. Actual chargeable area will be subject to Joint measurement.
7. LIC of India reserves the right to accept / reject any application at its own discretion without assigning any reason. The decision of the authority will be final.
8. The last date for submission of the applications is 18.07.2024
9. Validity of the application is the period of six months from the date of application.
10. Selected applicants will be called for discussion for rent finalization.
11. Preference will be given to public sector undertakings/Banks/Financial Institutions of standing repute etc.
12. Other terms and conditions will be applicable as per prevailing Estate Policy of LIC of India.
13. Brokers will not be entertained.
14. For inspection of the space or for any other query one may contact us at :- 0471-2540172

Date: 24.06.2024



  
Manager (E & OS)