

## ANNEXURE - B



LIC OF INDIA, Divisional Office,  
OS/Estates department,  
Jeevan Krishna, Ajjarkad  
Udupi-576 101  
Tel No.2593213

### INSTRUCTIONS / TERMS AND CONDITIONS TO BIDDERS –ADVERTISEMENT DATED 05.08.2024

Applications are invited PREFERABLY from GOVT., SEMI GOVT., PSU's, BANKS and Reputed Private Firms for TENANCY of our Properties available at following Locations.

- 1) Premises bearing Door No. 14-6-882 in Popular Building, LIC of India, K.S. Rao Road, Hampankatta, Mangalore 575001 admeasuring total area of 589 sq.ft.

The offer in prescribed Proforma as per Annexure 'A' (Introductory form for leasing space) should be sent in a sealed cover superscribed "**Application for office premises at (ADDRESS mentioned in Annexure-B)**" to the following address.

The Manager (E&OS),  
LIC of India,  
Divisional Office,  
Jeevan Krishna,  
Ajjarkad, Udupi  
Karnataka-576101

- The tender form/Application form will be available between 05.08.2024. to 30.08.2024 (excluding Saturday, Sunday and holidays) between 11.00 am to 05.00 pm on all working days and upto 12.00 noon on 30.08.2024. The tender form/Application form can also be downloaded from our website [www.licindia.in](http://www.licindia.in) /tender.
- Premises can be inspected from 05.08.2024 to 29.08.2024 on all working days between 11.00 am to 04.00 pm. by contacting Mangalore -1 Branch, Popular Building, K.S. Rao Road, Hampanakta, Mangalore 575001
- The offer received after the last date and time mentioned above shall be rejected. In case the last date of issue/receipt of tender form is declared/happens to be a holiday, the tender will be issued/received on the following /next working day at the same time.
- The Applicant should state the nature of intended usage of premises, give full Name, Address, Telephone No. of the person for contact.
- The rent should be quoted per sq ft exclusive of Taxes/GST and as per prevailing market rent in the area.
- The minimum rent to be quoted should be more than or equal to Rs. 42.25 per sq. ft .
- GST @ applicable rate to be paid by the tenant.
- Actual Chargeable Area will be subject to joint measurement.

- For inspection of the available Premises or for any other query, Estate department may be contacted at Tel: 0820-2593213, 0820-2521270 E-mail: os.udupi@licindia.com
- The last date of submission of application is 30.08.2024 upto 03.00 pm.
- Tenders will be opened on 02.09.2024 at 11.30 am.
- Selected applicants will be called for discussion with members of Divisional Rent Negotiation Committee/ Divisional premises/space Hiring Committee for rent finalization.
- Lease will be as per LIC's standard format for a period of 09/10 years with standard rent escalation clause.
- Preference will be given to public sector undertakings/Banks/Financial Institutions of standard repute etc.
- Other terms and conditions will be applicable as per prevailing Estate policy of LIC of India.
- Brokers will not be entertained.
- Vacant premises will be offered on lease basis on monthly rent as per the terms and conditions of the Corporation.
- The lease deed has to be executed and registered as per standard proforma of L.I.C. of India.
- Senior Divisional Manager reserves the right to accept/reject any / all the applications or cancel the tender at his sole discretion without assigning any reason thereof.

Place : Udupi

Date : 05.08.2024

Sr Divisional Manager

I have gone through all the above instructions and agree to abide by them.

Signature of Bidder with seal