

**TENDER FOR HIRING OF PREMISES FOR  
BRANCH OFFICE AT FIROZABAD ON LEASE  
BASIS**

(Ref.: Agra DO/ Estate/ Lease/BO- Firozabad-1/2024-2025)

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LAST DATE & TIME OF SUBMISSION OF TENDER: **26.09.2024 BY 04.00** pm

DATE & TIME OF OPENING OF TECHNICAL BID: **27.09.2024 AT 11.00** am



भारतीय जीवन बीमा निगम, "जीवन प्रकाश", मण्डल कार्यालय,  
संजय प्लेस, एम०जी०रोड आगरा - 282002  
ईमेल -estate.agra@licindia.com

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**शाखा कार्यालय (Branch Office) फिरोजाबाद-1 (जिला फिरोजाबाद ) हेतु लीज पर किराये के भवन की आवश्यकता**

भारतीय जीवन बीमा निगम को "टू बिड पद्धती" (Two Bid System) द्वारा व्यक्तियों/संस्थाओं 4000 वर्ग फीट कार्पेट एरिया के भवन/परिसर जोकि भूतल पर स्थित हो, मान्य संस्था द्वारा व्यावसायिक प्रयोग हेतु स्वीकृत हो तथा "रेडी टू ओकुपाई" स्थिति में हो, की किराए पर आवश्यकता है। भवन/परिसर फिरोजाबाद में मुख्य बाज़ार के निकट प्राईम लोकेशन में हो व सभी जन सुविधाएं जैसे बैंक, पोस्ट आफिस, रेलवे/बस स्टेशन, टेलीफोन एक्सचेंज आदि के सन्निकट हो। इच्छुक व्यक्ति/संस्था जो उपरोक्त अपेक्षाओं की पूर्ति करते हों, ₹0 118/- के भुगतान पर हमारे कार्यालय से दिनांक 10.09.2024 से 25.09.2024 तक प्रातः 11 बजे से 3 बजे के मध्य सभी कार्य दिवसों में निविदा प्राप्त कर सकते हैं। पूर्णतया भरे हुये डिविदा प्रपत्र जमा करने की अंतिम तिथि 26.09.2024 साँय 04.00 बजे तक है। तकनीकी बिड दिनांक 27.09.2024 को प्रातः 11 बजे निविदा दाताओं या उनके प्रतिनिधियों के समक्ष खोली जाएंगी। विस्तृत जानकारी व बिड प्रपत्रों हेतु हेतु कृपया हमारी वेबसाईट [www.licindia.in](http://www.licindia.in) पर लाग-इन करें और "Tender advertisement for requirement of office space at Firozabad on lease basis" के लिंक पर क्लिक करें। शुद्धिपत्र की सूचना यदि कोई होगी तो केवल उपरोक्त वेबसाईट पर ही जाएगी। इस प्रक्रिया में किसी दलाल या बिचौलियों का दाखल स्वीकार्य नहीं है। भारतीय जीवन बीमा निगम को सर्वाधिकार सुरक्षित है की वह प्राप्त प्रस्तावों को बिना कारण बताए पूर्णतया/आंशिक रूप से अस्वीकार कर सकता है।

वरिष्ठ मण्डल प्रबन्धक



**Life Insurance Corporation of India.**  
Divisional Office „Jeevan Prakash“ MG  
Road, Sanjay Place, Agra  
E-mail- estate.agra@licindia.com

**Wanted Office Premises on Lease at  
Firozabad-1**

Life Insurance Corporation of India intends to hire office premises from the individual/ firms on lease basis admeasuring 4000 sq.ft. carpet area (  $\pm$  5% variation in areas is acceptable ) which is in ready to occupy condition preferably on Ground or First floor for Branch Office at Firozabad. The preferred location of the premises shall be preferably on main road or in Market within a radius of 1 km. (approximately) from Railway Station/Bus Stand, Banks etc. The interested bidders can obtain Tender documents on payment of Rs 590/- only (Non-refundable) from Branch Office Firozabad or above address from 10.09.2024 to 25.09.2024 between 10.00 am to 3 pm on Monday to Friday (excluding Saturday, Sunday & Holidays). For complete details and Tender documents please log on to [www.licinida.in](http://www.licinida.in) and go to “Tender” and click on the link “Tender advertisement for requirement of office space at Distt.Firozabad 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

## **TENDER SCHEDULE**

Sr.	Description	
1	Name of Tender :	Tender for Hiring of Premises for Branch Office at Firozabad-1
2	Cost of Tender document ( Non-refundable- Tender fee)	590/- (Rupees five hundred ninety only).
3	Earnest Money Deposit (Along with Technical Bid)	10000/- (Rupees Ten thousand only) by Demand Draft / Pay Order in favour of “ <b>Life Insurance Corporation of India</b> ” payable at Agra.
4	Sale of Tender document	From 10.09.2024 to <b>25.09.2024</b> between 11.00 AM and 3.00 PM on week days ( excluding Saturday, Sunday & Holidays) at Branch Office Firozabad <b>or</b> above address on payment of non-refundable tender cost by Cash or Demand Draft / Pay Order in favour of “ <b>Life Insurance Corporation of India</b> ” payable at Agra.
5	Last Date & Time of receiving / submission of Tender document.	26.09.2024 up to 4.00 PM.
6	Date & Time of opening of Technical Bids	27.09..2024 at 11AM
7	Date & Time of opening of Financial Bids.	Shall be intimated to the Bidders of suitable technical Bids, 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 Draft Lease Deed.
10	Notice period for Termination of contract.	03 (Three) months on either side.
11	Validity of Tender	04 (Four) months from the date of opening of Technical Bid.

**Sr. Divisional Manager**

**Life Insurance Corporation of India.**  
Divisional Office „Jeevan Prakash“ MG  
Road, Sanjay Place, Agra  
E-mail- estate.agra@licindia.com

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	Location	Remarks
<b>4000 Sq.ft. . (± 5% variation in areas is acceptable)</b>	<b>Firozabad</b>	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. should be ready to occupy condition and suitable for use as office premises.
Status of Premises	Free Hold/ Lease Hold with clear marketable title.	
Usage of the Property	<b>Commercial Building</b>	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs.590/- (Rupees five hundred ninety only) from the office at the above address. The tender documents will be issued from **10.09.2024 to 25.09.2024** between 11.00 AM and 3.00 PM on week days (excluding Saturday, Sunday & Holidays). The last date for submission of filled in offers is **26.09.2024** up to **04.00 pm**. The “Technical Bids” will be opened on **27.09.2024 at 11 am** in the presence of bidders or their authorized representatives.

For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) and go to tenders and click on the link **“Tender advertisement for requirement of office space at Firozabad 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

**Life Insurance Corporation of India.**  
Divisional Office „Jeevan Prakash“ MG  
Road, Sanjay Place, Agra  
E-mail- estate.agra@licindia.com

**Instructions to Bidder**

1. The tender forms will be available from **10.09.2024 to 25.09.2024** between 11.00 am. to 3.00 pm. on week days (excluding Saturday, Sunday & Holidays).
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is **26.09.2024** up to **04.00** pm. The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted in the Tender Drop Box kept at the address given below after getting the submission noted in the Register kept with the Designated Official of LIC of India.  
Life Insurance Corporation of India.  
Estate department, Divisional Office  
“Jeevan Prakash” MG Road, Sanjay Place, Agra  
E-mail- estate.agra@licindia.com
4. The technical bid will be opened on **27.09.2024 at 11 am** in the presence of bidders or their authorized representatives. After scrutiny of the Technical Bids, visits to the sites, 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 to those bidders whose offers are found suitable.
5. The tender form consists of the following documents. i.e.,
  - a. Instructions to bidders and Terms and Conditions.
  - b. Technical Bid.
  - c. Financial Bid.

The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid 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 property/ies, 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, structure stability report, 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 Technical Bid shall be submitted in sealed cover (Marked Envelope-1) super-scribing as „**Technical Bid**“ for Hiring of Office Premises for Branch Office at Firozabad-1 on lease basis“. The envelope shall contain the addressee’s details and details of the bidder also.
6. The Financial Bid shall contain only financial details i.e., rate/ rent per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope-2 and super-scribed as “**Financial Bid for Hiring of Premises for Branch Office at Firozabad-1 on lease basis**“ with addressee and bidders details.
7. Earnest Money Deposit Rs.10000/- in the form of Demand Draft/ Pay Order in favour of „Life Insurance Corporation of India“ payable at Agra along with Miscellaneous Receipt of the tender fee (Non-refundable) of Rs.590/- (Rupees five hundred ninety only) deposited or Demand draft/ Pay order of the non-refundable tender fee of Rs. 590/- , in case the tender form is downloaded from the Corporation’s web site, shall be submitted in sealed cover (Marked Envelope-3) super-scribing as “**Earnest Money Deposit for Hiring of Office Premises for Branch office at Firozabad-1 on Lease basis**“. Please note that no interest is payable on the Earnest Money Deposits.

8. All the three envelopes (envelope-1, 2 and 3) will be placed in a fourth envelope (Envelope-4) sealed and super scribed as **“Tender for Hiring of Premises for Branch Office at Firozabad-1 on Lease basis”** submitted to the **Life Insurance Corporation of India, Estate department, Divisional Office, “Jeevan Prakash”, Sanjay Palace, M.G. Road, Agra-282002 on or before the last date for submission i.e. 26.09.2024 up to 4.00 PM.**
9. Refund of Earnest Money Deposit :-
  - a) Earnest Money Deposit of all unsuccessful Vendors/ bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by Divisional Plot Purchase Committee/Rent Negotiation Committee (DPPC) to the Sr. Divisional Manager.
  - b) Earnest Money Deposit of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.
  - c) Earnest Money Deposit of lowest bidder shall be refunded separately or along with the payment towards rent of the premises.
  - d) 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 Earnest Money Deposit amount lying/retained with us shall be forfeited without any further correspondence.
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 set of title deed documents.
  - c) Building structure stability Certificate, occupancy/completion certificate.
11. **All the pages of the tender form are to be signed by the bidder as token of acceptance of terms & conditions.** 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 and without signatures are liable to be rejected.
12. The Corporation reserves the right to call for missing / additional requirement/s or otherwise from the bidders at the time of analysis of the Technical Bids received in response to the advertisement.
13. Tenderers should note that their tenders should remain open for consideration for a minimum period of 3 (Three) months from the date of opening of “Technical Bids”.
14. Separate tender forms are to be submitted in case more than one property is offered.
15. **Any Modification/Corrigendum to the Tender shall be uploaded on the website of LIC of India and shall not be released in Newspaper or any other form.**
16. 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.
17. Any dispute arising out of or relating to this tender shall be deemed to have arisen in AGRA and shall be under adjudication of a Court in AGRA City only.

Signature of Bidder/ Owner with Seal

Place :  
Date :

**Life Insurance Corporation of India.**  
Divisional Office „Jeevan Prakash“ MG  
Road, Sanjay Place, Agra  
E-mail- estate.agra@licindia.com

### Terms and Conditions

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and 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 should be sealed in envelopes. The use of envelopes will be as under:

- a) Envelope marked as 1 - The duly completed Technical Bid & enclosures be put in this envelope and sealed.
- b) Envelope marked as 2 - The duly completed Financial Bid be put in this envelope and sealed.
- c) Envelope marked as 3 - The Demand Draft or Pay order/ Bankers cheque for “Earnest Money Deposit” and “Cost of Tender document (Non-refundable: Tender fee)” or the “Miscellaneous Receipt” of the required value be put in this envelope and sealed.
- d) Envelope marked as 4 - All the three envelopes shall be placed in envelope marked – 4 and sealed (i.e. Envelopes marked as 4, will contain three envelopes marked as 1, 2 and 3) and submitted to LIC of India, in sealed condition super-scribing as “**Tender for Hiring of Premises for Branch Office at Firozabad-1 on Lease basis**” on or before the last date for submission i.e. **26.09.2024 upto 4.00 PM.**

### Other Terms and 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 26.09.2024 **upto 4.00 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 Financial Bid) duly filled in with the relevant documents/ information at the following address:

**Life Insurance Corporation of India,  
Estate department, Divisional Office,  
“Jeevan Prakash”, Sanjay Place, MG Road, Agra-282002.**
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 tendered. The Corporation reserves the right to reject the incomplete tenders.
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 4 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 (Date and Time) in the presence of tenderers at our above office. All tenderers 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 by **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 etc.
14. **The property should not be owned or controlled by any serving Officer/Employees of the Life Insurance Corporation of India or immediate family member thereof. He/ She will not receive anything of value or any kind in connection with the Lease.**
15. The title report providing ownership and clear marketability is to be enclosed.
16. The Financial bid will be opened only if Technical bids are found suitable. Single valid tender or offer from State/ Central/ Agencies/ Undertakings may however, be opened by the Divisional Plot Purchase Committee/ Rent Negotiation Committee (DPPC) subject to approval of the competent authority.
17. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, detailed regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
18. There should not be any water logging inside the premises and surrounding areas.
19. The premises should have good frontage and proper access.
20. The Lesser 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 shall provide suitable space for installation of Genset without any extra cost to the lessee.
21. 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.
22. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
23. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
24. 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 or before taking possession of the premise.
25. 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.
26. Tenders from intermediaries or brokers will not be entertained.

27. 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.
28. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
29. **The Total Gross monthly rent** shall be inclusive of Outgoes ( i.e. all taxes / cess present and future – House tax , Property tax, Urban Development tax, Municipal taxes etc. and Maintenance charges like Society charges- maintenance of lifts, building premises, parking, common areas or any other account etc.). No other charges whatsoever can be claimed on any account subsequently. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly rent which would be payable within 10<sup>th</sup> working day of each succeeding calendar month.
30. Lease period: Minimum period of lease will be 9 years with minimum 3 years lock in period and minimum notice period of four months from either side for termination of agreement. The **escalation in rent will be @ 15% after every 3 years** during the lease period. The lease period will be extendable for mutually agreed period & escalation in rent.
31. Addition and alteration works: 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, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lesser will also provide space for display signboards without any extra cost.
32. Lease agreement:
  - To be executed in the LIC's Standard Lease Deed format (LIC as a tenant), copy enclosed.
  - will be with the Owner and Rent will be paid to the respective owner.
33. Income Tax: will be deducted at source at prevailing rate.
34. Goods and Services Tax prevailing on the rent will be borne by the lessee, if applicable and TDS under GST Act will be deducted by the lessee at prevailing rates.
35. Registration and stamp duty charges: will be shared equally between the Lesser and the Lessee (50 : 50).
36. Possession of premises: within 30 days from the date of receipt of acceptance of offer/ letter. The premise has to be painted and 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 and Lavatory throughout the lease period at his own cost.
38. Electricity:
  - a. The building should have sufficient electrical / power load sanctioned and made available to the Corporation.
  - b. If required, additional electric power will have to be arranged by the Lesser/ 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 lesser. Any additional cost on the electrical connectivity will be borne by the owner/ lesser.
  - 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 and Two Wheelers parking space (Open/ Covered) as per the details given below without any extra cost:

Car parking 20 nos. and Two Wheelers 50 nos.

40. Carpet area measurements: The carpet area measurements shall be as per Bureau of Indian Standards ISO No.3861:2002. Joint measurements will be taken in the presence of LIC official and Bidder/ authorized representative for finalizing the carpet area.

Signature of Bidder/ Owner with Seal

Date : .....

Place:.....

**Life Insurance Corporation of India.**  
 Divisional Office „Jeevan Prakash“ MG  
 Road, Sanjay Place, Agra  
 E-mail- estate.agra@licindia.com

**Technical Bid**  
**(To be submitted in sealed Envelope-1)**

Name of the Bidder/ Owner: .....

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.

1	<b>Details of the Lesser/ Bidder</b>		
	1		Name of the Lesser
	2	a	Address of the Lesser
		b	Phone No.
		c	E - Mail ID
		d	Permanent Account Number (PAN)
	3	a	Name of the contact person duly authorized.
		b	Phone No.
	4	a	Constitution of Bidder (Individual/ Proprietary/ Partnership firm/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)
		b	PAN numbers of the Directors/ Partners/ Firms.
	5		Bank details:
		a	Name of the Account Holder
		b	Bank Account Number
		C	Account type (Savings Account, Current Account, etc.)
		D	Bank - Branch
		e	Bank IFSC Code
2	<b>Details of the property :</b>		
	1		Name of the Owner

	2	Address of the property		
	3	Usage of the property ( as approved by the Competent Authority) - <b>Commercial/ Other</b>		
	4	Whether the proposal for Office premises in a multi - storied building.		
		a	Number of floors in the building.	
		b	At which floor, the office premise is offered.	
	5	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	
	6	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.	
	7	Character / Type of locality- Commercial/ Commercial cum Residential/ Residential/ Industrial		
	8	Area of the plot- Sq. ft.		
	9	Size of the plot		
		a	Frontage in meters	
		b	Depth in meters	
	10	Schedule of the plot i.e. boundaries of the plot on		
		a	North	
		b	East	
		c	South	
		d	West	

	11	Whether the locality is free from Special hazards like fire / flood etc.	
	12	Whether the locality has protection from adverse influence such as Encroachment/ Industrial nuisance, smoke, noise etc..	
	13	<b>Please enclose copy of Conveyance deed or Patta etc.</b>	
	14	Please also indicate distance from the	
		i Railway station	
		ii Bus Stand	
		iii Bank ( Nearest)	
		iv Hospital	
	15	Year of construction. Enclose attested copy of NOC or <b>Construction permission or</b> completion certificate issued by the Municipal Authority or any other Government Bodies, if available.	
	16	Date on which Office premises can be handed over to LIC after finalization of the deal.	
	17	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	.....Sq. ft.
	18	What is the carpet area (1200- 1500 Sq.ft. +/- 5% for consideration purpose)	.....Sq. ft.
	19	Size of Hall (Carpet area)	.....x..... = .....Sq. ft.
<b>3</b>	<b>Specifications</b>		
	1	Type of Building structure (RCC / Steel framed/ load bearing).	
	2	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.	
	3	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.	
	4	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum/ stone) or any other.	
	5	Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.	
	6	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
	7	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
	8	i No of toilets	
		ii Size of Toilets	(i) Sq.ft.  (ii) Sq.ft.

		iii	Details of Floors and Dado in Toilets.	
		iv	Wall Tiles in toilets	
		v	Type of sanitary fittings	
<b>4</b>	<b>Whether Structural stability certificate enclosed ( Certificate shall be from Licensed Structural Engineer)</b>			
<b>5</b>	<b>Service</b>			
	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		
	6	Please indicate whether the building is prone to flooding/ water logging.		
<b>6</b>	<b>Electricity</b>			
	1	i	What is the connected load to the building in KW / KVA?	
		ii	Type of electric connection- Commercial / industrial.	
	2	Please indicate the type of wiring used, Aluminum or copper?		
	3		Whether ELCB is provided	
<b>7</b>	<b>Common services</b>			
	1	Car parking		Reserved.....nos. Open..... nos.
	2	Two wheeler parking		Reserved.....nos. Open..... nos.
	5	Generator- DG Set. If yes mention, capacity of the Generator.		
	6	Anti lightening device arrangement.		
	7	Security arrangements, if any, please give details.		
<b>8</b>	<b>Other Information</b>			
	1	Whether any ready built 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.		
<b>9</b>	<b>Details of Plan / Blue Prints / Sanctioned Plan</b>			
	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.	
<b>10</b>	<b>Provision for proper arrangement of fire safety.</b>		
	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.	
<b>11</b>	<b>List of Enclosures</b>		

Date:.....

Signature of Bidder/ Owner with Seal

Place:.....



**Life Insurance Corporation of India.**  
 Divisional Office „Jeevan Prakash“ MG  
 Road, Sanjay Place, Agra  
 E-mail- estate.agra@licindia.com

**Financial Bid**

**(To be submitted in sealed Envelope- 2)**

Name of the Bidder/ Owner .....

Reference No. : .....

Note: The Envelope-2 containing Financial Bid is to be opened after scrutiny of Technical Bids, Inspection and short listing of the Premises.

Details of the property as per Technical Bid	Carpet area of the premises offered (sq.ft)	Basic Monthly Rent- Rate per sq. ft. of carpet area (Excluding Outgoes )	Outgoes- Taxes/ cess etc. Proportionate amount of the statutory charges/ taxes such as Municipal tax, House tax, Property tax, Urban Development tax, and/ or any other levy and Maintenance charges like Society charges etc.) <b>per sq.ft. of carpet area</b>	Total Gross Monthly Rent- Rate per sq. ft. of carpet area (inclusive of Outgoes)  Total of Column (iii)+(iv)
(i)	(ii)	(iii)	(iv)	(v)
		<b>(Rs. in figures)</b>		
		<b>(Rs. in words)</b>		

**Note:**

**Note:**

1. Registration and stamp duty charges for execution of lease agreement shall be shared equally by the Lessor and the Lessee ( 50 : 50).

**2. Total Gross Monthly Rent**

The Total Gross monthly rent shall be inclusive of Outgoes ( i.e. all taxes / cess present and future – House tax , Property tax, Urban Development tax, Municipal taxes etc. and Maintenance charges like Society charges- maintenance of lifts, building premises, parking, common areas or any other accountetc.). No other charges whatsoever can be claimed on any account subsequently.

3. **GST** – In addition of Total Gross Monthly Rent, the Goods and Services Tax prevailing on the rent will

be borne by the lessee and TDS under GST Act will be deducted by the lessee at prevailing rates, if applicable.

4. If there are differences between the rates given by the Bidder in words and figures or in the amount worked out by him, the following procedure shall be followed:

(i) When there is a difference between the rates in figures and words, the rates which correspond to the amounts worked out by the Bidder, shall be taken as correct.

(ii) When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Bidder in **words** shall be taken as correct.

(iii) When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.

4. 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 Bidder / authorized representative for finalizing the carpet area.

5. Validity of offer :

The offer shall remain valid at least for a period of 04 months (four ) to be reckoned from the date of opening of "Technical Bid".

**Place:**

**Date:**

Signature of the Bidder/ Owner with seal