



**TENDER FOR HIRING OF PREMISES FOR BRANCH  
OFFICE AT MATHURA-2 ON LEASE BASIS**

(Ref.: Aligarh/ DO/ Estate/ Lease/BO- Mathura-2/2024-2025)

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LAST DATE & TIME OF SUBMISSION OF TENDER: 09.10.2024 BY 03.30 pm

DATE & TIME OF OPENING OF TECHNICAL BID : 09.10.2024 ON 04.00 pm



**Life Insurance Corporation of India.  
Divisional Office "Jeevan Prakash"  
Masoodabad, GT Road,  
Aligarh-202001**

**Wanted Office Premises  
on Lease at Mathura-2**

Life Insurance Corporation of India intends to hire office premises from the individual/ firms on lease basis admeasuring lump-sum 4000 sq.ft. carpet area which is in ready to occupy condition preferably on Ground or First floor for Branch Office at Mathura . The preferred location of the premises shall be preferably on main road or in Market from Railway Station/Bus Stand, Banks etc. The interested bidders can obtain Tender documents on payment of Rs 118/- only (Non-refundable) from Branch Office Mathura-2 or above address from 18.09.2024 to 08.10.2024 between 10.00 AM to 4 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. Mathura 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



### किराये (लीज़) पर भवन की आवश्यकता

भारतीय जीवन बीमा निगम, अलीगढ मण्डल को मथुरा में शाखा कार्यालय-2 के नवीन भवन हेतु लगभग लगभग 4000 वर्ग फुट कारपेट एरिया के निर्मित भवन/हाल की आवश्यकता है। प्रस्तावित भवन मुख्य मार्ग पर स्थित हो एवम बैंक तथा डाकघर के निकट होना चाहिये। भवन में विद्युत, पानी, पार्किंग स्थल 1000 वर्ग फुट, जेनरेटर हेतु स्थान, शौचालय इत्यादि सुविधायें अलग से उपलब्ध होनी चाहिये।

उपरोक्त भवन किराये (लीज़) पर लेने हेतु टू-बिड सिस्टम के अंतर्गत निविदायें आमंत्रित की जाती हैं। निविदा प्रपत्र दिनांक 18.09.2024 से 08.10.2024 तक कार्यालय दिवसों (सार्वजनिक अवकाश, शनिवार व रविवार छोड़कर) में कैश घंटों (प्रातः 10 बजे से साँय 4 बजे तक) के दौरान जारी किये जायेंगे। पूर्ण रूप से भरे हुए निविदा प्रपत्र उपरोक्त पते पर कार्यालय सेवा विभाग, मण्डल कार्यालय, अलीगढ मे दिनांक 09.10.2024 को साँय 03.30 बजे तक प्राप्त हो जाने चाहिये। निविदा प्रपत्र हमारे वर्तमान शाखा कार्यालय मथुरा-2 (निकट सौंख अड्डा), मथुरा में भी उपलब्ध है।

टेण्डर की अधिक जानकारी एवम निविदा प्राप्ति हेतु हमारी वेबसाइट [www.licindia.in](http://www.licindia.in) में Tender Link पर उपलब्ध हैं अथवा उपरोक्त पते/दूरभाष/मेल : os.aligarh@licindia.com पर प्रबंधक(का.सेवा) से सम्पर्क कर सकते हैं। अंतिम तिथि एवम समय के पश्चात प्राप्त किसी भी निविदा पर विचार नहीं किया जायेगा। निगम के पास किसी भी निविदा को बिना कारण बताये निरस्त करने का अधिकार सुरक्षित है।

दिनांक : 13.09.2024

वरिष्ठ मण्डल प्रबंधक



## TENDER SCHEDULE

Sr.	Description	
1	Name of Tender :	Tender for Hiring of Premises for Branch Office at Mathura -2
2	Cost of Tender document ( Non-refundable- Tender fee)	100/-+ GST 18/- = 118/- (Rupees One hundred eighteen only).
3	Earnest Money Deposit (Along with Technical Bid)	5000/- (Rupees Five thousand only) by Demand Draft / Pay Order in favour of “ <b>Life Insurance Corporation of India</b> ” payable at Aligarh.
4	Sale of Tender document	From 18.09.2024 to <b>08.10.2024</b> between 10.00 AM and 4.00 PM on week days ( excluding Saturday, Sunday & Holidays) at Divisional Office Aligarh & Branch Office Mathura <b>or</b> above address on payment of non- refundable tender cost by Cash or Demand Draft /Pay Order in favor of “ <b>Life Insurance Corporation of India</b> ” payable at <b>Aligarh</b> .
5	Last Date & Time of receiving / submission of Tender document.	09.10.2024 up to 03.30 PM.
6	Date & Time of opening of Technical Bids	09.10..2024 at 4.00 PM
7	Date & Time of opening of Financial Bids.	Will be intimated to the successful Bidders.
8	Time Limit for handing over possession of the premises.	Within 2 week from the date of issue of acceptance letter.
9	Lease period / Contract period	Minimum period of lease will be 12 (Twelve years) with 9 years lock - in - period
10	Notice period for Termination of contract.	06 (Six) months on either side.
11	Validity of Tender	03 (Three) months from the date of opening of Technical Bid.

**Sr. Divisional Manager**



**Life Insurance Corporation of India.**  
**Divisional Office "Jeevan Prakash"**  
**Masoodabad, GT Road, Aligarh-202001**

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>Mathura (Preferably near existing Mathura - 2 Branch, Sonkh Adda, Mathura)</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.118/- (Rupees one hundred eighteen only) from the office at the above address. The tender documents will be issued from **18.09.2024 to 08.10.2024 between 10.00 AM and 4.00 PM** on week days (excluding Saturday, Sunday & Holidays). The last date for submission of filled in offers is **09.10.2024 up to 03.30 pm**. The "Technical Bids" will be opened on **09.10.2024 at 4.00 pm** 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 Mathura 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 for Hiring of Office Premises**

This tender consists of two parts, namely, the Technical Bid (including Instructions to Bidders, Terms, and Conditions) and the Financial Bid (containing the expected price only). Separate Technical and Financial bids must be submitted for each proposal. The Technical Bid, Financial Bid, and Earnest Money Deposit (EMD) should be sealed in separate envelopes. The use of envelopes will be as follows:

- (a) **Envelope marked as I:** The duly completed Technical Bid should be placed in this envelope and sealed.
- (b) **Envelope marked as II:** The duly completed Financial Bid should be placed in this envelope and sealed.
- (c) **Envelope marked as III:** The Demand Draft or Banker's Cheque for the Earnest Money Deposit and the cost of the tender document or the Money Receipt (M.R.) of the required value, should be placed in this envelope and sealed.
- (d) **Envelope marked as IV:** All three envelopes (I, II, and III) should be placed in this envelope and sealed. This outer envelope should be super scribed as "Tender for Hiring of Office Premises in/at Mathura-2 to be opened on 09.10.2024 at 04.00 PM" and submitted to LIC of India.

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#### **Terms and Conditions:**

1. The terms and conditions, along with the instructions, will form part of the tender submitted by the tenderer to LIC of India, hereafter referred to as the Corporation.
2. Tenders received after the expiry of the submission deadline (i.e., 09.10.2024 UP TO 03.30 PM), regardless of the reason, including postal delay, will be considered 'LATE' and will not be considered. Such tenders will be returned unopened to the concerned party without opening the same.
3. All Bidders are requested to submit the tender documents in the tender box (Technical and Financial Bids) duly completed with relevant documents/information to the following address:  
**LIFE INSURANCE CORPORATION OF INDIA**  
"JEEVAN PRAKASH" BLDG.,  
DIVISIONAL OFFICE, MASOODABAD,  
G.T. ROAD, ALIGARH (UP), 202001  
Tel. No. 0571-2420056, 2420070
4. **All columns of the tender documents must be completed, and no column should be left blank. All pages of the tender documents must be signed by the authorized signatory of the tenderer.** Any overwriting or use of correction fluid must be initialed by the tenderer. The Corporation reserves the right to reject incomplete tenders or those with incorrect information.
5. If the space in the tender document is insufficient, Bidders may attach separate sheets.

6. The offer should remain valid for at least 3 (three) months from the date of opening of the Technical Bid.
7. No deviations from the stipulated terms and conditions will be accepted. However, if any other conditions are imposed, leading to deviations from the tender terms, the bidder must provide a separate sheet titled “**List of Deviations.**”
8. Technical bids will be opened on 09.10.2024 at 04.00 PM in the presence of tenderers at the above office. Tenderers are advised to be present on that date at the specified time.
9. The Corporation reserves the right to accept or reject any or all tenders without assigning any reason thereof.
10. Canvassing in any form will disqualify the tenderer.
11. Shortlisted Bidders will be informed in writing by the Corporation for site inspections of the offered premises.
12. Income tax and statutory clearances must be obtained by the Bidders at their own expense, as and when required. All payments to the successful Bidder will be made via Neft.
13. The property should be situated in a good commercial area of the town/city, with proximity to public amenities such as bus stops, banks, markets, hospitals, schools, etc.
14. The title report proving ownership and clear marketability must be enclosed.
15. Financial bids will only be opened if at least two Technical Bids are found suitable. A single Financial Bid will not be opened unless it is from State/Central Government agencies or undertakings, which may be opened by the Zonal or Divisional Purchase Committees.
16. Freehold property is preferred. However, if leasehold property is offered, details regarding the lease period, copy of lease agreement, initial premium, and subsequent rent must be provided.
17. There should be no water logging inside the premises or in surrounding areas.
18. The premises should have good frontage and proper access.
19. The lessor shall permit and provide suitable space to the lessee to install an exclusive DG set for use of lessee use at no extra cost. The space must be sufficient for the running and servicing of the DG Set.
20. The latest tax clearance certificates must be provided by the lessor, indicating all relevant details of the property offered for leasing out to LIC.
21. Offers from Government bodies, Public Sector Undertakings, or State Housing Boards will be given preference.
22. Details of all amenities provided or proposed must be included in the technical bid.
23. The Lessor shall arrange for repairs and maintenance, white washing / colour washing/ OBD painting / painting to doors, windows and treatment etc. as and when informed by the lessee.
24. The bids 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.

26. The premises offered must be in good and ready-to-occupy condition. The owner(s) of the premises will have to hand over the possession of the premises within two weeks of offer acceptance.
27. No negotiations will be carried out, except with the lowest tenderer, so the 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, GST and Municipal taxes etc.) Maintenance charges and Service charges like society charges, maintenance of lifts, building premises, parking, common areas or any other 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 before 10th of the following month.
29. Lease period: Minimum period of lease will be 12 (Twelve years) with 9 years lock - in period and minimum notice period of six 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 & 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: The lease agreement will be with the property owner which is to be executed in the LIC's standard lease format, and rent will be paid to them directly.
32. Income tax: Income tax will be deducted at source as per prevailing rates.
33. GST (any other prevailing tax in lieu of GST) will be paid by the lessee on production of GST invoice only.
34. Registration and stamp duty charges will be shared equally between the lessor and the lessee (50:50).
35. Deposit:
  - i. LIC will pay the interest free advance rent, which should be restricted to 06 (six) months rent. However, in no case the amount of advance should exceed ` 20,00,000/- ( Rupees twenty lacs only) .
  - ii. Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition.
  - iii. The payment shall be made only after occupation of the premises or after the possession is handed over to us.
  - iv. 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.
  - v. The advance rent paid to the landlord should be recovered in not more than 36 (Thirty six) months in equal monthly instalments. The recovery of advance rent should be effected from the month following the date from which such advance is paid.



36. Possession of the premises: Possession of the premises must be handed over within the agreed timeframe of 2 weeks from the acceptance of the offer by the Corporation, in a habitable and painted condition.
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 must have sufficient sanctioned electrical / power load and made available to the Corporation.
  - (b) Additional power, if required, must be arranged by the lessor at their own 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, the lessee will note the electricity meter reading in presence of lessor / authorized representatives. The electrical charges will have to be borne by the owner up to that point.
39. Parking: At-least 1000 sq. ft. covered parking space for cars and two-wheelers must be provided, as specified:  
Car parking – 6 nos, Two-wheelers – 30 nos.
40. Carpet area measurement: Measurements will be per Bureau of Indian Standards (IS No. 3861: 2002). Joint measurements will be taken in the presence of LIC officials and the Bidder / Bidder's representative.

**Place:**

**Date:**

**Signature of proposer with seal**