



Instructions to Bidder/Applicant.

1. The Tender/Application forms will be available between 7.10.2024 to 25.10.2024 between 11.00 am to 5.00 pm on week days (Excluding Saturdays, Sundays, and Holidays). The Tender forms can be downloaded from our website www.licindia.in from 7.10.2024
2. The application should be sent in sealed cover super scribed, "Application for leasing Residential Flats on Leave & Licence Basis in Mumbai" addressed to:

**The Regional Manager (Estates)
Life Insurance Corporation of India,
Western Zonal Office, Estate Department,
1st floor, West Wing, Yogakshema,
Jeevan Bima Marg, Mumbai 400 021.**

The hard copies of the forms are also available in the department at the above mentioned address:

A. Time Line

Sr. no	Event	Schedule
1.	Date of Advertisement	06.10.2024
2.	Last date for submission of Bid	25.10.2024
3.	Opening of Technical Bid	28.10.2024
4.	Opening of Financial Bid of qualified bidders	To be announced after the opening of Technical Bid.

B. Procedures:

Procedure for submission of Tenders :

This tender consists of two parts, viz., Technical Bid including terms and conditions and Financial Bid containing price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid and Financial Bid to be sealed in Envelope marked I & II separately.

I) **Envelope marked as I** - The duly completed **Technical Bid** be put in this Envelope and sealed.

II) **Envelope marked as II** - The duly completed **Financial Bid** be put in this Envelope and sealed.

III) **Envelope marked as III** – The above two sealed envelopes be placed in envelope marked –III and sealed (i.e. Envelopes marked as III, will contain two envelopes marked as I & II)

Envelope III will be super scribed as "Application for leasing Residential Flats on Leave & Licence Basis in Mumbai"

Procedure for opening the tenders:

The Bids will be placed before the Committee constituted for the purpose and will be opened on **28.10.2024 at 11 a.m.** in the presence of the bidders or their authorized representatives, if any, who choose to attend.

- i) First Envelope No.III will be opened.
- ii) After opening of envelope No.III, the envelope No.I will be opened containing the technical bid.
- iii) Scrutiny of the Technical Bid will be done.
- iv) Inspection of the premises will be conducted.
- v) Financial Bid of only qualified bidders will be opened considering technical bid and the score sheet.

C. Terms & Conditions As per Annexure I,

D. Technical Bid As per Annexure II.

All the documents enclosed with the bid document shall be duly signed and sealed by the firm or authorized partner.

The Technical Bid should not contain any details of Financial Bid/Quote if found mentioned/referred in Technical Bid section, shall lead to disqualification of Bidder

E. Financial Bid As per Annexure III.

All the columns in financial bid should be correctly filled.

F. Assessment of Bids As per Annexure IV.

Short listing of the flats on leave and licence shall be done on the basis of marks obtained in the score card vis-à-vis rate quoted per square feet by the bidder. The format of score card is enclosed for ready reference.

The Regional Manager (Estates) reserves the right to cancel/reject any or all bids/tender/application at his sole discretion without assigning any reason thereof.

N.P :The last date of receipt of application is 25.10.2024 up to 5.00 p.m.
The applications received after the due date will not be considered.

Regional Manager (Estates)

Place:

Date:

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

Signature of Bidder with seal