

## **Hiring of Office Premises.**

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### **INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available from 02-04-2012-----to -16-04-2012 between 11.00 AM and 3.00 PM on week days and between 11.00 AM and 1.00 PM on Saturdays ( excluding Holidays and Sundays ) .
2. The last date for submission of filled in tenders ( both technical and financial bids) is 16-04-2013 upto 03.30 PM. The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted to the address given below :  
Sr. Divisional Manager,  
LIC of India,  
Divisional Office,  
P.B. No.177,  
LIC Road,  
KOZHIKODE.
4. The technical bid will be opened on the same day i.e. ON 16-04-2012 at 4.00 PM in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials , site inspection of the shortlisted premises offered by them, 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 in writing to those bidders whose offers are found suitable.
5. The tender form consists of the following documents. i.e.,
  - i) Instructions to bidders and Terms & Conditions.
  - ii) Technical part.
  - iii) Financial part.

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 properties, 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 , 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 TB shall be submitted in sealed cover ( Marked Envelope – I ) superscribing as “Technical Bid for Hiring of Office Premises in / at Satellite Office **TRIKARIPUR / CHERUKUNNU**” . The envelope shall contain the addressee’s details and details of the bidder also.

6. The price bid shall contain only financial details i.e., rate / rent per sft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope - II and superscribed with addressee and bidders details. All the three envelopes ( envelope – III containing EMD amount and Cost of tender fee) will be placed in a fourth envelope ( Envelope – IV) and sealed and submitted to the The Sr. Divisional Manager- at the address given above. The envelope must be superscribed with “ Bids for Hiring of Office Premises in / at Satellite Office **TRIKARIPUR / CHERUKUNNU** a and the last date for submission on 16-04-2012 (03.30pm) and to be opened on 16/04/2012 at 4 pm. .

7. **EMD** as per the details given below **in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at – Kozhikode and the cost of tender fee ( Non refundable) of Rs. 100/- ( Rupees One Hundred only )**, the **Miscellaneous Receipt** of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover Marked Envelope – III) **superscribing as “Earnest Money Deposit” for Hiring of Office Premises” in / at Satellite Office, TRIKARIPUR / CHERUKUNNU alongwith the “Technical and Financial Bid ”.**

i) L/S amount of ` 2,000/- ( Rupees Two thousand only) for SO's

**Please note that no interest is allowed or accrue on the EMDs.**

8. In case the tender form is downloaded from the corporation's web site, **the non refundable tender fee of RS . 100/- ( Rupees One Hundred only) may be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at Kozhikode.**

9. **Refund of EMD :-** EMD shall be refunded as under :

- (i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by DPC to the Sr. Divisional Manager.
- (ii) EMD of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.
- (iii) EMD of lowest bidder shall be refunded separately or adjusted alongwith the payment towards cost of the plot or premises.
- (iv) 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 EMD amount lying / retained with us shall be forfeited without any further correspondence.

**Sr. Divisional Manager is the competent authority to refund / forfeit the EMD**

**amount.**

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 copy of the title investigation and search report along with copies of title deed documents.
  - c) Documents related to conversation of Non – agricultural land from the Competent Authority.
11. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids ( Technical and Price bids). Incomplete bids and bids lacking in details and with out signatures are liable to be rejected.
12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 03 ( Three months) months from the date of opening of T.B's ( i.e. Technical Bids) .
13. Separate tender forms are to be submitted in case more than one property is offered.
  - 14 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.

**Place :**

**Signature of vendor with seal**

**Date :**