



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

Tender for letting out of vacant premises on lease basis at
Ponda & Canacona

Reference : GDO/Est/Tender/Letting out/2023-24

TENDER No: 8/2023-24

Life Insurance Corporation of India, Goa Divisional Office is letting out the following vacant premises on Lease Basis →

1. First Floor of LIC of India, Govardhan Building, Khadapabandh, Ponda, Goa (Approx. **1168.00** Sq.ft)
2. First floor LIC of India, Canacona Palace, Chawdi, Canacona, Goa (Approx. **554.00** Sq.ft).

The proposed Tender Program is as below :

- Advertisement Date 06.06.2023
- Issue of Tender Forms from **06.06.2023 to 26.06.2023**
- Last date of receipt of tender shall be **27.06.2023 up to 1.30 pm**
- Opening of tenders shall be on **27.06.2023 at 03.30 pm**
- The tender forms can be downloaded from our website <https://licindia.in>
- Applications will be accepted at Estate Department, Goa Divisional Office.
- EMD amount of Rs.1000/- for premises having area up to 600 sq.ft. and Rs.2000/- for premises having area, above 1000 sq.ft. is payable by DD in favour of LIC of India along with Bid.

Tenderer

Divisional Manager (I/C)



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Financial Bid for LIC of India, Govardhan Building, Khadapabandh, Ponda, Goa premises

Name of the bldg. and Address	Area(sq.ft.) Approx.	Floor No.	Rate per sq.ft.for Carpet Area in Rs. (Excluding all Taxes)
LIC of India, Govardhan Building, Khadapabanch, Ponda, Goa-403401	1168.00 Sq.ft	First Floor	

Please give below the detail of Bidder – (All fields are mandatory)

Full Name Of Individual / Firm	
Present Address	
Name of Contact Person	
Designation	
Contact No. Office	
Mobile No.	
Email Id	
Nature of Business to be conducted in the premises	
Are you related to any employee or ex-employee of the LIFE INSURANCE CORPORATION OF INDIA?	

I _____ (Name of the bidder) hereby declare that I have seen the premises proposed above and agree to accept it on rent in “**as is where is**” condition. I also agree to abide by all the rules, terms and conditions forming part of this bid or imposed later on.

Authorized Signatory :

Name of Person :

Seal (In case of firm / organization)



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Financial Bid for LIC of India, Canacona Palace, Canacona, Goa premises

Name of the bldg. and Address	Area (sq.ft.) Approx.	Floor No.	Rate per sq.ft.for Carpet Area in Rs. (Excluding all Taxes)
LIC of India, Canacona Palace, Canacona, Goa-403702	554.00 Sq.ft	First Floor	

Please give below the detail of Bidder – (All fields are mandatory)

Full Name Of Firm/Organization/Individual	
Present Address	
Name of Contact Person	
Designation	
Contact No. Office	
Mobile No.	
Email Id	
Nature of Business to be conducted in the premises	
Are you related to any employee or ex- employee of the LIFE INSURANCE CORPORATION OF INDIA?	

I _____ (Name of the bidder) hereby declare that I have seen the premises proposed above and agree to accept it on rent in **“as is where is”** condition. I also agree to abide by all the rules, terms and conditions forming part of this bid or imposed later on.

Authorized Signatory :

Name of Person :

Seal (In case of firm / organization)



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Instructions to Bidder / Applicant

1. The Tender / Application forms will be available between **06.06.2023 to 26.06.2023** between 11.00 a.m. to 5 p.m. on week days (Excluding Saturdays , Sundays and Holidays).
- 2 The last date of receipt of Application is **27.06.2023 up to 1.30 pm**
- 3 Premises can be inspected from **06.06.2023 to 26.06.2023 between 11.00 a.m. to 4.00 p.m.** on working days. The intended / interested bidder / applicant may contact Manager Estate, **Smt.Sangeeta Gaonkar, Phone: 9420165057 or Shri V.V.Tambi, Phone: 9405222194** for inspection of premises purpose.
- 4 **EMD amount of Rs.1000/- for premises having area up to 600 sq.ft. and Rs.2000/- for premises having area, above 1000 sq.ft.** is payable by DD in favour of LIC of India along with bid.
- 5 The offer received after the last date and time mentioned above shall be rejected. In case he last date of issue /receipt/opening of tender form is declared/happens to be public holiday, the tender will be issued/received and opened on the following/next working day at the same time.
- 6 The application should be sent in sealed cover super scribed
“Application for leasing office space” addressed to :
Divisional Manager (I/C)
Life Insurance Corporation Of India
Jeevan Vishwas Building,
Patto, Panaji,
Goa-403001.
- 7 The Bids will be opened on **27.06.2023 at 03.30 pm** in the presence of bidders or their authorized representatives, if any, who choose to attend.
- 8 The Applicant should state the nature of intended usage of premises, giving full Name, Address, Tel. No. of the person for contact.
- 9 **The Rent per month should be quoted per sq. ft. area exclusive of Taxes separately** for the interested premises.
- 10 Brokers will not be entertained.**

The Divisional Manager (I/C) reserves the right to accept any Bid Tender / Application or to reject or all Bid / Tender / Application at his sole discretion without assigning reasons thereof.

Place : Panaji

Date : 06.06.2023

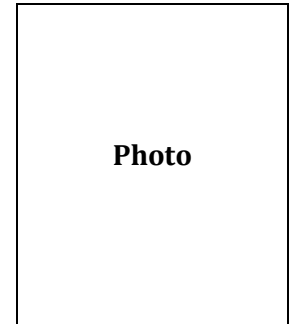
Divisional Manager (I/C)



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Annexure 'A'

INTRODUCTORY FORM FOR LEASING SPACE



1. Name of organization : _____
2. Name of individual (s) : _____
3. Type of organization (proprietorship/ partnership
firm/private/public ltd company)
: _____
4. Registration Number & Date of registration/ Incorporation: _____

5. Licence number (if any) : _____ Expiry Date : _____
6. Nature of Business: _____
7. Service Tax Registration number (if any) : _____
8. Duration of Business/Profession : _____
9. Particulars of last premises occupied (if any) : _____
10. Record of past tenancy with LIC (if any) : _____
11. Particulars of family members/ relatives working in LIC: _____

12. Turnover /Net Profit/ Income (Last three financial years) :
 1. _____
 2. _____
 3. _____
13. List of immovable properties owned by applicant(s) with address: _____



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14. Preference particulars of the space required:-

- a. Address of premises : _____
- b. Area (sqft) : _____
- c. Floor : _____
- d. Intended usage of space : _____
- e. Rate per sqft per month offered: _____ (Rate per sqft per month offered should be exclusive of all Govt taxes and as per prevailing market rent in the area).

15. Documents submitted as :-

- a. Proof of income (last 3 years) : _____
- b. ID Proof : _____
- c. Address Proof : _____
- d. PAN Number : _____

16. Contact No. : 1. Mobile _____ 2. Land line _____

17. Any other information: _____

I/ we hereby declare that the particulars furnished by me/us in this application are correct and that I/we have not concealed or misrepresented any fact in it.

Place : _____

Date : _____

SIGNATURE OF APPLICANT (S)

Address: _____

Seal: _____



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Declaration by the bidder :-

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

Signature of bidder with seal



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Terms and Conditions for submission of Bid in Introductory Form

These terms and conditions along with any other instructions, issued by LIC of India in relation to this bidding process will form part of the bid to be submitted by the bidder/Applicant to LIC OF INDIA. All columns of introductory form must be duly filled in and no of column should be kept blank. All the pages of the introductory document are to be signed by the authorized signatory of the bidder / applicant/ Use of correction fluid s not permitted.

1. The bidder/Applicant have to pay all Municipal Taxes, GST, Maintenance Charges (if any), cess and other levy including penalties, if any, and any other statutory charges/fees etc. imposed or revised from time to time by the Central Government, State Government, or other local or civic authorities in addition to monthly rent in respect of the premises taken on lease.
2. If the premise(s) is allotted to any bidder, **Six months' advance rent without interest will be required to be deposited** with LIC of India.
3. At the time of negotiation you will be required to submit documentary proof about your financial stability and identification.
4. The allotment of premises shall be made to the party who is prepared to pay the highest rent provided it is otherwise acceptable and as per the rate of rent recommended by the Fair Rent Committee/Zonal Negotiation Committee.
5. Canvassing in any form will disqualify the Bidder/Applicant.
6. Highest Bidder will be called for negotiations with DNC.
7. **EMD amount of Rs.1000/- for premises having area up to 600 sq.ft. and Rs.2000/- for premises having area, above 1000 sq.ft.** is payable by DD in favour of LIC of India along with bid. EMD amount of unsuccessful bidders will be refunded without interest within one month of the finalization of bid process. EMD amount of successful bidder will be adjusted towards advance deposit. If the successful Bidder refuses to accept the premises bid for, EMD amount will be forfeited.
8. Bidder/Applicant can bid for more than one premise. For each bid Bidder has to pay separate EMD amount with separate DD No.
9. **Lease Agreement** of the of the premises will be executed immediately after finalization of the deal. No deviations in **Lease Agreement** are acceptable to us. Expenses on Lease Agreement will be borne by the both Lessor & Lessee on mutual understanding.
10. In the absence of documents to be submitted along with Introductory Form, application will be treated as void.
11. These are brief terms and conditions of letting out the premises to bidders. Other conditions will be informed if bidder is called for negotiation.

Place : Panaji
Date : **06.06.2023**

Divisional Manager (I/C)



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Declaration by the Bidder :-

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Signature of Bidder