



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office: Jeevan Prakash, M G Road, PB No. 1133

Ernakulam, ERNAKULAM DISTRICT – 682011, Ph: 0484-2362361

**Tender For Hiring of Premises for
NORTH PARAVOOR BRANCHOFFICE
UNDER ERNAKULAM DIVISION.**

Last Date & Time of Submission of Tender: 05.04.2023 at 03.30 PM

Date & Time of Opening of Technical Bid: 06.04.2023 at 11.00 AM



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TENDER FOR HIRING OF PREMISES FOR BRANCH OFFICE NORTH PARAVOOR UNDER ERNAKULAM DIVISION

Life Insurance Corporation of India intends to hire premises which are in “Ready to Occupy Condition” from Individuals/ Firms only under ‘Two Bid system’ at **NORTH PARAVOOR** under Ernakulam District as per details given below:

Sl No	Carpet area required	Location	Remarks
1	5500 Sqft (± 5% variation in Carpet area is acceptable Preferably in one floor-Ground or First)	<u>NORTH PARAVOOR</u> Ready Built Premises in <u>NORTH PARAVOOR</u> TOWN Limits, within a radius of 2 K.M. from NORTH PARAVOOR Muncipal Office.	1.Should be located preferably in the main township area in the prime location having availability of public amenities like Banks, Post Office, Bus Stop etc. 2. Preferably single hall type, should be in ready to occupy condition. 3.Suitable and permitted for Commercial usage for Office purpose. 4. Exclusive covered parking area should be provided for 4 four wheelers and 20 two wheelers 5.Basic amenities like electricity, water supply for drinking/general use should be available..
Status of the Premises		Free Hold with Clear Marketable Title.	

The prospective bidders, meeting the above requirements, are requested to collect the tender documents by paying the fees as mentioned below, from the office at the above address
.Rs.295 (Tender Fee Rs. 250/- plus GST @ 18% Rs. 45/-

The tender documents will be issued from **15.03.2023 to 04.04.2023**, between 11.00 am. and 3.00 pm. on all working days (excluding Public holidays, all Saturdays and all Sundays). The last date for submission of filled in tenders is **05.04.2023 up to 03.30 pm**. The ‘Technical Bids’ will be opened on **06.04.2023 at 11.00 AM** . in the presence of bidders or their authorized representatives.

For complete details and bid documents please log on to www.licindia.in and go to “Tenders” and click on the link ‘**Tender-Advertisement for Requirement of office premises for NORTH PARAVOOR BRANCH Office under Ernakulam Division on lease basis**’

No Brokers/ Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all tenders in full/ part without assigning any reason whatsoever.

Date:15.03.2023

Senior Divisional Manager.



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TENDER SCHEDULE

Sr.	Description	
1	Name of Tender	Tender for Hiring of Premises for NORTH PARAVOOR BRANCH OFFICE ,UNDER ERNAKULAM DIVISION.
2	Cost of Tender document (Nonrefundable- Tender fee)	Rs. 295/- [(Rupees two hundred and ninety five only) [Tender Fee Rs. 250/- plus GST @ 18% Rs. 45/-].
3	Earnest Money Deposit (Along with Technical Bid)	Rs. 10000/- (Rupees Ten thousand only) by Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India ” payable at Ernakulam
4	Issue of Tender document	The tender documents will be available on payment of Rs. 295/- [(Rupees two hundred and ninety five only) [Tender Fee Rs. 250/- plus GST @ 18% Rs. 45/-]. from the office at the above address. The tender documents will be issued from 15.03.2023 to 04.04.2023 between 11.00 am. and 3.00 pm. on all working days (excluding Public holidays, all Saturdays and Sundays).
5	Last Date & Time of receiving / submission of Tender document	Up to 3.30 PM on 05.04.2023
6	Date & Time of opening of Technical Bids	06 .04.2023 Time 11.00 AM
7	Date & Time of opening of Financial Bids	Shall be intimated to the Bidders of selected technical Bids later.
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 Lease .	04 (Four) months on either side.
11	Validity of Tender	06 (Six) months from the date of opening of Technical Bid.

Place:ERNAKULAM

Date: 15.03.2023

Sr. Divisional Manager



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Instructions to Bidders

1. The tender documents will be available on payment of Rs.295/- (Rupees two hundred and ninety five only) [Tender Fee Rs. 250/- plus GST @ 18) from **15 .03.2023 to 04.04.2023** between 11.00 am. and 3.00 pm. on all working days (excluding Public holidays,all Saturdays and Sundays).
2. The last date for submission of filled in Tenders (both Technical and Financial) is **05.04.2023 up to 03.30 pm**.The tenders 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:

**LIFE INSURANCE CORPORATION OF INDIA
E&OS DEPARTMENT, DIVISIONAL OFFICE,
JEEVAN PRAKASH, M.G. ROAD, ERNAKULAM – 682011**

4. The technical bid will be opened on **06.04.2023 at 11.00 AM** in the presence of bidders or their authorized representatives. After scrutiny of the Technical Bids, visits to the sites, assessment of the tenders, the Financial Bids of only those bidders, whose tenders 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 tenders are found suitable.
5. The tender form consists of the following documents. i.e.,
 - a. Instructions to bidders
 - b. Terms and Conditions.
 - c. Technical Bid.
 - d. Financial Bid.
 - e. Draft Lease Deed

The tenders 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, usages of the property, title reports and documents 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-Hiring of Office Premises for BRANCH OFFICE at NORTH PARAVOOR under ERNAKULAM Division 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- Hiring of Office Premises for BRANCH OFFICE at NORTH PARAVOOR under ERNAKULAM Division on Lease Basis**" with addressee and bidders details.
7. Earnest Money Deposit of Rs. 10000/- (Rupees Ten Thousand only) in the form of Demand Draft/ Pay Order in favour of 'Life Insurance Corporation Of India' payable at ERNAKULAM and the cost of of Rs.295/- (Rupees two hundred and ninety five only) [Tender Fee Rs. 250/- plus GST @ 18), the Miscellaneous Receipt of the tender fee deposited or Demand Draft or Pay Order shall be submitted in sealed cover (Marked Envelope–3) super-scribing as '**Earnest Money Deposit - Hiring of Office Premises for BRANCH OFFICE at NORTH PARAVOOR under Ernakulam Division on Lease Basis**'. Please note that no interest is payable on the Earnest Money Deposits. In case the tender form is downloaded from the Corporation's web site, [Tender Fee Rs. 250/- plus GST @ 18% Rs. 45/-,] may be remitted in the form of Demand draft/ Pay order drawn in favour of 'Life Insurance Corporation of India' payable at ERNAKULAM.'



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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 - Hiring of Premises for BRANCH OFFICE at NORTH PARAVOOR under Ernakulam Division on Lease Basis**” submitted to the Life Insurance Corporation of India, E&OS Department, Divisional Office, ‘Jeevan Prakash’ M G Road, Ernakulam-682011 on or before the last date for submission i.e. 05.04.2023 03.30 PM
9. Refund of Earnest Money Deposit :-
 - a. Earnest Money Deposit of all unsuccessful Bidders/ bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by Divisional Purchase Committee 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 adjusted along with the payment towards rent of the premises.
 - d. In case the lowest Bidder/ 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 tenders:
 - a. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, and 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 conversion of Non-agricultural land from the Competent Authority.
 - d. A set of photographs depicting the floors, buildings and vicinity of premises.
 - e. Copy of Municipal/Local Authority Approval for construction of the premises.
 - f. Copy of Commercial use Certificate issued by local authority.
 - g. Structural stability certificate of the premises.
 - h. Upto date Encumbrance Certificate with copies of receipts of latest land and building tax paid.
 - i. Copy of PAN and passbook copy/Cancelled Cheque leaf.
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 Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 6 (Six) months from the date of opening of ‘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.
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.

Signature of Bidder with Seal.

Place:

Date:



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Terms and Conditions

This tender consists of two parts, viz., a) Technical Bid including Instructions to Bidders, Terms and conditions and draft Lease deed .b) Financial Bid containing Expected Rate/sqft on Carpet Area basis.. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Receipts, DD/Pay Order for Earnest Money Deposit should be sealed in envelopes duly superscribed. The use of envelopes will be as under:

- a) Envelope marked as 1 - The duly completed Technical Bid with 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 Bankers cheque for 'Earnest Money Deposit' and 'Cost of tender document' 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 - Hiring of Office Premises for BRANCH OFFICE at NORTH PARAVOOR under ERNAKULAM Division on Lease Basis**' on or before the last date for submission i.e. **05.04.2023 up to 03.30 PM.**

Other Terms and Conditions

1. The terms and conditions along with the instructions and draft lease deed 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 **03.30 pm on 05.04.2023** fixed for submission of tenders shall be termed as 'late' tender and will not be considered. Such tender will be returned to the concerned party without opening the same.
3. All Bidders are requested to submit the tender documents (Technical Bid and Financial Bid) duly filled in with the relevant documents/ information at the following address:

a. LIFE INSURANCE CORPORATION OF INDIA

i. E & OS DEPARTMENT, DIVISIONAL OFFICE,

b. JEEVAN PRAKASH, M.G. ROAD, ERNAKULAM – 682011

4. **Only one rate irrespective of the floor levels is to be quoted in the Financial Bid.**
5. 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 tenderer. The Corporation reserves the right to reject the incomplete tenders.
6. **In case the space in the tender document is found insufficient, the Bidders may attach separate sheets.**
7. The Tender should remain valid at least for a period of 6 months to be reckoned from the date of opening of 'Technical Bid'.
8. 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 Bidder is required to attach a separate sheet marking 'list of deviations'.



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9. The Technical bids will be opened on **06.04.2023 at 11.00 AM** in the presence of tenderers available at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
10. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. Canvassing in any form will disqualify the tenderer.
12. The short-listed bidders will be informed in writing by the Corporation for arranging site inspection of the offered premises.
13. Income-Tax and Statutory clearances shall be obtained by the Bidders at their own cost as and when required. All payments to the successful Bidder shall be made by NEFT only.
14. Property should be situated in good commercial/ residential area of the town/ city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc.
15. **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. No Employee or immediate family member shall not receive anything of value or any kind in connection with the Lease.**
16. The title report and copies of documents providing ownership and clear marketability is to be enclosed.
17. The Financial bid will be opened only if at least two Technical bids are found suitable. In any case single Financial bid shall not be opened. Single valid tender or offer from State/ Central/ Agencies/ Undertakings may however, be opened by the Zonal Purchase Committee/ Divisional Purchase Committee.
18. The premises shall be freehold.
19. There should not be any water logging inside the premises and surrounding areas.
20. The premises should have good frontage and proper access.
21. The Lessor 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 generator platform of about 100 sqft for installation of Genset without any extra cost to the lessee.
22. 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 of India.
23. Tenders received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
24. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
25. The Lessor shall arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/Emulsion painting/ painting to doors, windows, grills etc. as and when informed by the lessee.
26. 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, not prone to water logging/ flood , quality of construction, efficacy of the internal layout of premises , layout of buildings in the complex etc.
27. **Tenders from intermediaries or brokers will not be entertained.**
28. 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 Corporation.
29. **It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.**



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30. **Rate per sq.ft. on carpet area:** The carpet area rate shall be inclusive of basic rent and all statutory charges (i.e. all taxes / cess present and future – House tax , Property tax, Urban Development Tax, Municipal taxes etc. and Maintenance charges/ Service charges like Society charges etc. but **excluding GST**, if applicable). 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 before 10th of every month
31. **Lease period:** The period of lease will be 9 years and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.
32. **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. Lessor will also provide space for display signboards without any extra cost.
33. **Lease agreement:** To be executed in duplicate in the LIC's Standard Lease Deed format (LIC as a tenant) and draft enclosed
34. **Income Tax:** will be deducted at source at prevailing rate.
35. **Goods and Services Tax:** Goods and Services Tax at the applicable rates will be borne by the Lessee for which the Lessor shall issue Invoices in the format approved by the GST Authorities.
36. **Registration and stamp duty charges:** will be shared equally between the Lessor and the Lessee(50: 50).
37. **Possession of premises:** within 30 days from the date of receipt of acceptance of offer/ letter. The premises have to be cleaned, painted and should be in habitable condition while taking over the possession. Adequate toilets, Gents/Ladies separately as per Municipal Bye- Laws shall be provided in each floor for our overall staff strength of 40. Nos.
38. **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.
39. **Electricity:**
 - a. The building should have sufficient electrical / power load sanctioned and made available to the Corporation. For every 100 sqft area, points shall be provided for a ceiling fan and light fitting.
 - b. If required, additional electric power will have to be arranged by the Lessor/ Offerer at his/ their cost from the energy suppliers. Wiring with ISI approved makes shall be done by the lessor.
 - 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 the presence of authorized representatives of lessor. The electrical charges will have to be borne by the owner up to that point.
 - e. The building should have 25 KW 3 Phase power connection from KSEB with separate meter.
 - f. Sufficient Lights and exhaust fan points to be provided for all Toilets.
40. **Parking:** The landlord shall provide designated Car and Two Wheelers parking space (Open/ Covered) as per the details given below without any extra cost: Exclusive covered parking area should be provided for 4 four wheelers and 20 two wheelers



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41. 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 Lessor / authorized representative for finalizing the carpet area.(All Toilet Areas will not be included in Carpet Area for rent purpose)

Signature of Bidder with seal

Date:
Place:.....



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Technical Bid for Hiring Premises for BRANCH OFFICE at NORTH PARAVOOR Under Ernakulam Division

(To be submitted in Sealed Envelope -1)

(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. Reference No.....)

Sr		Detail	Remarks
1	1	Name of the Lessor	
	2	a Address of the Lessor	
		b Phone No.	
		c Fax No.	
		d E - Mail ID	
		e Permanent Account Number (PAN)	
	3	a Name of the contact person duly authorized.	
		b Phone No.	
	4	a Constitution of Bidder/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		b PAN numbers of the Directors/ Partners/ Firms.	
2	Details of the property :		
	1	Name of the Owner	
	2	Address :	
	3	Phone No.	
	4	Name of the building	
	5	Details of encumbrances, if any?	
	6	Location and address of the property	
	7	Usage of the property (as approved by the Competent Authority).Residential/ Commercial/ Residential cum Commercial/ Shopping Centre	
	8	Whether the proposal for Office premises in a multi - storied building.	
		a Number of floors in the building.	
		b At which floor, the office premises are offered.	
	9	CTS No	



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10	Survey No	
11	Ward NO	
12	Whether the plot is free hold or lease hold?	
	a	If lease hold, please mention the details of
	i	Name of the Title Holder/ Lessor
	ii	Tenure of the land
	iii	Residual lease period
	iv	Annual lease rents and amount.
	b	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.
13	Character / Type of locality	
	a	Residential
	b	Commercial
	c	Commercial cum Residential
	d	Industrial
	e	Slum
14	Area of the plot	
15	Size of the plot	
	a	Frontage in meters
	b	Depth in meters
16	Schedule of the plot i.e. boundaries of the plot on	
	a	North
	b	East
	c	South
	d	West

17	Whether the locality is free from Special hazards like fire / flood etc.	
18	Whether the locality has protection from adverse influence such as	
a	Encroachment.	
b	Industrial nuisance, smoke, noise etc.	
19	Please enclose copy of Property Card or Patta etc.	
20	Please also indicate distance from the nearest	
i	Railway (local) station	
ii	Bus Stand	
iii	Bank (Nearest)	
iv	Airport	
v	Hospital/ Schools/ Colleges/ Universities.	
21	Year of construction. Enclose an attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies for the building.	
22	a In case of old constructions, NOC from the Society may be enclosed	
b	Mention year of completion (as given in Completion Occupancy Certificate issued by the Authority) .	
c	Indicate in whose name, the conveyance deed is executed.	
23	Date on which Office premises can be handed over to LIC after finalization of the deal.	
24	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans for the entire building.	
25	What is the carpet area (for consideration purpose). Offered excluding toilet area.	
3	Specifications	
1	Type of building (Residential/Semi commercial)?	
2	Type of structure (RCC / Steel framed/ load bearing).	
3	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.	
4	Details of Flooring (Vitrified/ Marble) or any other.(Vitrified floor tiling required in case cement flooring)	
5	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum) or any other.	
6	Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.	
7	Type of Entrance door(Rolling Shutter required for Front entrance, Safety grill required for all exit doors)	

	8	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
	9	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
	10	i No of toilets in each floor.(Total 6 to 8 numbers required as per site condition)	
		ii Details of Floors and Dado in Toilets.	
4	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer of Municipal Corporation)		
5	Service		
	1	If Lift facility is available, please give details of Number of lifts, capacity, make, license 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 overhead tank feeding to the office premises under consideration for leasing.	
	5	Please give details of sewerage system and for storm water disposal.	
	6	Please indicate whether the building is prone to flooding.	
6	Electricity		
	1	i What is the connected load to the entire building in KW / KVA?	
		ii Type of electric connection.	Commercial / Residential.
	2	Please indicate the type of wiring used , Aluminum or copper? Is it with FRLS?	
	3	Whether ELCB is provided	Yes / No
	4	No of Light Points	
	5	No of Fan Points	
7	Common services		
	1	Car parking	Reservednos. Open.....nos.
	2	Two wheeler parking	Reservednos. Open.....nos.
	3	Power / Electricity supply available.	Yes / No
	4	24 Hrs. water / Overhead tanks available.	Yes / No
	5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
	6	lightening arrester/protection..	Yes / No
	7	Security arrangements, please give details.	



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	8	Whether Fire Sprinkler system available?	Yes / No
	9	Whether Fire Alarm System available	Yes / No
8	Whether any ready built flats / 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.		
9	Details of Plan / Blue Prints / Sanctioned Plan		
	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.	
	4	Provision for proper arrangement of fire safety.	
10	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.	
11	Bank details of Bidders		
	1	Name of Beneficiary/Account Holder	
	2	Account Number	
	3	Name of the Bank and Address	
	4	IFSC Code of the Bank	
	5	Nature and Type of Bank Account (SB/Current etc.)	
12	List of Enclosures (To be attached separately)		

Signature of Bidder with seal and date.

Date:.....

Place:.....



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office: Jeevan Prakash, M G Road, PB No. 1133
 Ernakulam, ERNAKULAM DISTRICT – 682011, Ph: 0484-2362361

**Financial Bid for Hiring Premises for NORTH PARAVOOR
 BRANCHOFFICE UNDER ERNAKULAM DIVISION**

(To be submitted in sealed Envelope -2)

(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner/ Bidder/ Firm:
 Reference No.:.....

Details of the property (as per technical bid)	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area excluding toilet area (in figure and words)(inclusive of all taxes / cess, House tax , Property tax, Urban Development tax, Municipal taxes etc. but excluding GST)	GST, as per prevailing rates (converted into Per sq.ft., if applicable)	Total Gross Rent- Rate per sq. ft. of carpet area (inclusive of all taxes / cess and GST)Total of Column (5 + 6)
(1)	(2)	(3)	(4)	(5)	(6=4+5)
(Rupees in Figures)					

Note: Only one rate irrespective of the floor levels is to be quoted in the Financial Bid

- Bidders shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50:50).
- Carpet area rate: 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, Service tax and Municipal taxes etc.) Maintenance charges and Service charges like Society charges 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 next month.
- 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 Lessor / authorized representative for finalizing the carpet area.(All toilet areas will not be considered in carpet area for rent purpose.
- Validity of offer: The offer should remain valid at least for a period of 6 (six) months to be reckoned from the date of opening of 'Technical Bid'.
- Only one rate irrespective of the floor levels is to be quoted in the Financial Bid.**

Signature of Bidder with seal.

Date :
 Place:.....



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DRAFT LEASE DEED – Office premises

THIS DEED OF LEASE made on this day of 20 at
.....

Between

..... D/S/o. residing hereinafter referred to as the Lessor (which term shall mean and include wherever the context so requires or admits his/ their heirs, successors, administrators, executors, attorneys and assigns) of the **One part**

And

THE LIFE INSURANCE CORPORATION OF INDIA, a Corporation established under section 3 of the Life Insurance Corporation Act 1956 (Act 31 of 1956) having its Central Office at 'Yogakshema' Jeevan BimaMarg, Mumbai 400021 and Zonal Office at Or Divisional Office at (as the case may be) hereinafter referred to as the Lessees (which term shall mean and include wherever the context as admits or requires its successors, administrators, assigns, liquidator and receivers and assigns) of the **Other Part** represented by its Manager Sri, D/S/o.....witnesseth as follows ;

WHEREAS, the Lessor/s is/ are the lawful owner/s of the building bearing No.....situated at

AND WHEREAS, the Ground floor/ First floor/ Second floor measuringsq. ft. (carpet area) in the said building more fully described in the schedule hereto and hereinafter called the 'Said Premises' was/ were vacant and ready for occupation and whereas the Lessee being in need of accommodation for its use and occupation approached and requested the Lessor/s to grant lease in its favour in respect of the 'Said Premises'.

AND WHEREAS both the parties now desired to reduce the terms into writing and whereas the Lessor/s agreed to grant lease in favour of the Lessee in respect of the 'Said Premises'. It is now hereby agreed as follows and :

AND WHEREAS both the parties now desired to reduce the terms into writing, it is now hereby agreed as follows and :

I. WITNESSETH

1. That the lease, for purposes of payment of rent and period of lease, shall be deemed to have commenced from
2. That the lease period will be for 5 years with 3 years locking period and minimum notice period of 4 months from either side for termination of Lease. The Lessee shall however have the option to continue the lease thereafter at mutually agreed escalation in rent for a mutually agreed period.



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II. THE LESSOR DOETH HEREBY COVENANT WITH THE LESSEE AS FOLLOWS:

3. That the Lessor agrees to be responsible for the payment of all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the 'said premises', such as Corporation/ Municipal/ Panchayat Tax, Urban Land Tax, Property Tax, etc., due to the State Government, Central Government or other local or other civic, including enhancements and new introductions and any tax imposed in future The Lessee shall be at liberty to pay the above tax, rate or cess or other levy including penalties, if any, charged thereon in case of default or delay by the Lessor and adjust the amount so paid together, with interest and other incidental expenses from out of rents in respect of the 'said premises' becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @.7.% per annum from the date of such payments until realization by the Lessee.
4. The Lessor agrees to discharge all its duties and obligations relating to structural repairs and replacements of worn-out, unserviceable equipments, plants and machinery etc. installed in the building.
5. The Lessor agrees to arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting of doors, windows etc. at his cost once in 4 years. If the Lessor fails to carry out such repairs including periodical whitewashing and painting, the Lessee may call upon the Lessor in writing to do the same within one month from the date of receipt of such request and if the Lessor fails to carry out the same within that time, the Lessee shall be at liberty to get it done and adjust the amount spent or expended or such repairs, etc., (with interest 7% per annum from the rent payable starting from the month following the month in which such job is done by LIC).
6. Additions and alteration work – 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, the Lessor agrees to lessor will permit the same on the existing terms and conditions and obtain any permission if required from the local authority.
7. The Lessor agrees to give permission to LIC for 'Modernization of the premises' if LIC desires to do so. Modernization of premises, means improving the ambience of the premises by installing air conditioners, providing work stations for staff, inbuilt filing system, false ceiling and change of flooring etc.
8. The Lessor agrees that the Lesseeshall be at liberty to allow the use of the 'said premises' or part thereof to any of its subsidiaries.
9. The Lessor agrees to grant all rights of way, water, air, light and privy and other easements appertaining to the 'said premises'.
10. The Lessor agree with the Lessee that the latter paying the rent hereby observing and performing the conditions and stipulations herein contained on the Lessee's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any



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renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

11. The Lessor agrees not to object to the Lessee in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Lessee or taken on hire from a Third Party for the exclusive use of the Lessee. Further, the Lessor agrees to provide suitable space with proper enclosures for installation of generator set free of cost.
12. The Lessor agrees that he/she has no objection to the Lessee installing V-SAT antenna in the said premises at any time without additional rent (free of cost) to the Lessor.
13. The Lessor agrees to ensure that sufficient Electrical/ Power load sanctioned and made available to the Corporation. If required, additional electric power will have to be arranged by the Lessor at his cost from the energy suppliers.
14. Water supply – the Lessor agrees to ensure and provide adequate supply of drinking water and water for W.C. and Lavatory throughout the lease period.
15. The Lessor agrees that the Lessee shall have exclusive right on the parking space for parking of the vehicles (car/ jeep/ two wheelers) of staff members and customers of Lessee and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever.
16. The Lessor agrees that the Lessee shall have the absolute & exclusive right to use the entire space in 'said premises' both outside and inside for making full use of frontages and the side walls in displaying Lessee's signboards/ advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Lessee over the space which is specifically meant for usage of the Lessee, the Lessor on receipt of such Notice from the Lessee shall take all possible legal actions against such violations including criminal action, if necessary. If the Lessor fails to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Lessee, the Lessee shall be at liberty to take legal action against the violators and recover the cost/ expenses incurred for such removal out of the rent payable to the Lessor or from any other monies payable to the Lessor.
17. The Lessor agrees that the Lessee shall have the right to remove at the time of vacating the 'said premises', all electrical fittings and fixtures, counters, safes, partitions and all other furniture put up by Lessee

III. THE LESSEE DOETH HEREBY COVENANT WITH THE LESSOR AS FOLLOWS:

18. The Lessee agrees to pay to the Lessor/s in respect of the 'said premises' a monthly rental of Rs..... (Rupees only) within 10th working day of each succeeding calendar month.



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19. The Lessee agrees to deduct at source the income tax at prevailing rate from the Rent payable to the Lessor.
20. The Lessee agrees to pay all charges for electricity for the area taken on lease and water actually consumed by the Lessee during the occupation and calculated as per the reading recorded by the separate meters installed in the 'said premises' by the lessor.

IV. PROVIDED ALWAYS AND IT'S HEREBY AGREED AND DECLARED AS FOLLOWS:-

21. The Lessee shall not be liable for any kind of loss financial or otherwise arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
22. If the Lessee shall be desirous of taking a new lease of the said premises, after the expiry of term hereby granted, the Lessor will renew the lease for a period mutually agreed upon between the Lessee and the Lessor, in accordance with the covenant for renewal. Provided that in the event of expiry of the term of the lease, whenever an action for renewal described above is pending with the Lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be, and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the Lessee.

Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of 11 months after expiry of the term hereby granted.

23. Lessee shall be entitled to terminate the lease at any time giving to the Lessor 4 months previous notice in writing of its intention to do so.
24. Any notice to be made or given to the Lessee under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the Sr. Divisional Manager, LIC of India, Divisional Office, Ernakulam and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of Post.
25. If any dispute arises, such disputes can be settled by the provisions of Kerala Building Lease and Rent Control Act.
26. The Lessee shall hand over possession of the 'said premises' to the Lessor on the expiry of the period of lease fixed herein or on the expiry of the period of option should the Lessee avail itself of the same and on refund of deposit made by the Lessee, if any, in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.



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27. This lease agreement has been executed in duplicate. One counterpart of the lease agreement to be retained by the Lessee and the other by the Lessor.

SCHEDULE OF THE PROPERTY

(Here enter the boundaries and other details of premises leased out).

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned.

WITNESSESS

1)

LESSOR/ S

2)

LESSEE



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Check List

1. Envelope marked as 1 - The duly completed Technical Bid be put in this envelope and sealed.

Following documents should also be enclosed:-

1. Copy of terms and Conditions along with instructions all pages duly signed by Tenderer
2. Copy of Draft Lease deed all pages duly signed.
3. Copy of Approved Plan with a set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, and road on either side if any, width of the road/s and adjacent properties etc. around the properties.
- 4.. A copy of the title investigation and search report along with copies of title deed documents.
5. Documents related to conversion of Non-agricultural land from the Competent Authority.
6. A set of photographs depicting the floors, buildings and vicinity of premises.
7. Copy of Municipal /Local Authority Approval for construction of the premises
8. Copy of Commercial use Certificate issued by local authority.
- 9.. Structural stability certificate of the premises.
10. Copy of Property Card or Patta and upto date Encumbrance Certificate.
11. Attested copy of NOC or Occupancy certificate issued by the Municipality or any other Government Bodies for the building.
12. **Copy of PAN and passbook copy/Cancelled Cheque leaf**
13. Latest Certificate from Competent Authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to LIC
14. An attested copy of NOC or Occupancy certificate issued by the Local Govt Authority .
15. Copies of receipts of latest land and building tax paid.

2. Envelope marked as 2 - The duly completed Financial Bid be put in this envelope and sealed.

3. Envelope marked as 3 - The Demand Draft or Bankers cheque for 'Earnest Money Deposit' and 'Cost of tender document' or the 'Miscellaneous Receipt' of the required value and **Copy of PAN and passbook copy/Cancelled Cheque leaf** to be put in this envelope and sealed.

4. 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 - Hiring of Office Premises for BRANCH OFFICE at NORTH PARAVOOR under ERNAKULAM Division on Lease Basis'