



LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, LIC ROAD
MANANCHIRA, KOZHICODE 673001
PHONE 0495 2728710,2728711, 2728712
Email : os.kozhikode@licindia.com

COMMERCIAL SPACE FOR RENT

Life Insurance Corporation of India invites applications for letting out its vacant commercial spaces in **Kozhikode City, Tirur, Thamarassery, Kalpetta and Taliparamba** for rent on lease basis as per details given below.

Premises to Let out

Sl.No.	Building Name/Location	Area in Sq.Ft.	Floor
1.	Kozhikode Divisional Office, Mananchira, P.M. Taj Road, Near SM Street	1633(part/full)	Ground
2.	Kozhikode Divisional Office, Mananchira	80	“
3.	LIC of India,Taliparamba Branch Office	100	“
4.	LIC of India, Tirur Branch Office	744	“
5.	LIC of India,Wayanad road,Kozhikode	660	“
6.	LIC of India, Karadi, Thamarassery	875	“
7.	LIC of India, Madiyoorkuni,Kalpetta	1168	“

Full details are available in our website www.licindia.in under the link “Tenders”.

Note: Brokers will not be entertained

The last date of receipt of application is 26/12/2023 up to 3 pm.

KOZHICODE

09/12/2023.

Senior Divisional Manager



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LETTING OUT OF VACANT COMMERCIAL SPACES

LIC of India, Divisional Office, Kozhikode intends to let out on lease basis , vacant commercial space available on “ as is where is basis”.

1. The prescribed application form may be downloaded from our website www.licindia.in under the link “Tenders” . The attached Terms and conditions may be referred for details. The list of premises is also attached.
2. One can apply for a single space or multiple spaces. If more than one space is applied, separate application is to be submitted.
3. The filled in application in the prescribed format along with instructions to bidders, terms and conditions duly signed and the required documents should be submitted in sealed cover, superscribed “ APPLICATION FOR VACANT COMMERCIAL SPACE” addressed to THE MANAGER (E&OS) , LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, JEEVAN PRAKASH, KOZHICODE-673 001 (Tel.No.0495-2728710,2728711,2728712)
4. Applicants for premises measuring above 500 sq.ft must submit copies of Income Tax Returns and/or Audited Profit & Loss A/c, Balance Sheet as applicable for the past 3 years failing which their application will be deemed invalid and will be rejected. Applications without proof of adequate Income / revenue will be rejected.
5. Joint applications by two or more persons/firms will be rejected
6. Actual chargeable area will be subject to Joint measurement.
7. LIC of India reserves the right to accept / reject any application at its own discretion without assigning any reason. The decision of the Competent Authority will be final.
8. The last date for submission of the applications is upto 3.00 p.m. on 26/12/2023.
9. Validity of the application is for a period of six months from the date of application.
10. Selected applicants will be called for discussion for finalization of Terms and Conditions.
11. Preference will be given to public sector undertakings/Banks/Financial Institutions of outstanding repute.
12. Other terms and conditions will be applicable as per prevailing Estate Policy of LIC of India.
13. Brokers will not be entertained.
14. For inspection of the space or for any other query one may contact at 0495-2728710,2728711,2728712

Sr. Divisional Manager



LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, PB NO.177, JEEVAN PRAKASH, LIC ROAD
MANANCHIRA, KOZHICODE 673001
PHONE 0495 2728712 Email : os.kozhikode@licindia.com

Instructions to Bidder/Applicant

1. The Tender/Application forms will be available between 11/12/2023 to 26/12/2023 11.00 am to 5.00 pm on week days (Excluding Saturday, Sundays and Holidays). The Tender forms can be downloaded from our website www.licindia.in/tender
2. **The last date of receipt of application is 26/12/2023 upto 3.00 pm.**
3. Premises can be inspected from 11/12/2023 to 26/12/2023 between 11.00 am to 4.00 pm. The intended/interested bidder/applicant may contact following official for inspection of premises purpose.
Manager (E&OS)
Life Insurance Corporation of India,
Divisional Office, Estate Department,
KOZHICODE-673 001.
Telephone No. 0495-2728710,2728711, 2728712
4. The offer received after the last date and time mentioned above shall be rejected. In case the 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.
5. The application **along with instructions to bidders, terms and conditions duly signed and the required documents** should be sent in sealed cover superscribed.
"Application for Vacant Commercial space" addressed to
The Manager (E&OS),
Life Insurance Corporation of India,
Divisional Office, 3rd Floor,
KOZHICODE - 673 001.
6. **The Bids will be opened on 26/12/2023 at 4.00 pm** in the presence of the bidders or their authorized representatives, if any, who choose to attend.
7. The Applicant should state the nature of intended usage of premises, giving full Name, Address, Tel. No. of the person for contact.
8. The Rent per month should be quoted per Sq.ft. area exclusive of Taxes separately for the interested premises.
9. **Brokers will not be entertained.**
The Sr. Divisional Manager, Kozhikode reserves the right to accept any Bid Tender/Application or to reject any or all Bid/Tender/Application at his sole discretion without assigning reasons thereof.

Place:Kozhikode
Date:09/12/2023

Declaration by the bidder.

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

Signature of the bidder with seal



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TERMS AND CONDITIONS

1. The space will be offered on 'as is where is basis' only for running regular offices engaged in commercial activities. Other amenities like parking, generator, V-sat antenna etc. will depend on availability of space and subject to negotiation.
2. Space will be offered on Lease basis for a period of 3 years as per the terms and conditions of the Corporation.
3. The Lease deed is to be executed and registered as per the standard proforma and the cost is to be borne by the Lessee. The Lease may be renewed and rent revised through negotiation at the end of the term. A fresh lease deed to be executed for the revised terms.
4. Six months rent has to be kept as interest free Security Deposit and must be deposited by Demand Draft at our cash counter which is refundable at the time of vacation of premises.
5. The rent is payable in advance before 10th of every month failing which a simple interest of 12% is payable.
6. The Municipal Tax, Water and Drainage charges are to be borne by the tenant. Any other tax or any hike imposed by the appropriate authority is to be borne by the tenant.
7. Maintenance Charges for common services like lift, cleaning, Security Services etc will be levied separately.
8. Goods and Service Tax (GST) at the prescribed rates as applicable is to be borne by the tenant.
9. The selection of bids will be done as per the rules and guidelines of the Corporation and acceptance of the same will be subject to approval by the Competent Authority.
10. Tenants have to approach EB and get power supply on their own. However, NOC will be given in this regard. Underground cables of sufficient capacity are laid from transformer yard of EB to the EB metering panel location in the building basement. These cables can be used by the tenants to bring power from transformer yard to respective floors.
11. All the tenants must follow the Estate Policy of LIC of India with regards to maintaining the property let out, display of Boards, name of business, etc.
12. Mere receipt of a tender form doesn't confer any right for allotting the premises to a person or institution. Only applications that satisfies Corporate Policy and Estate Policy of LIC of India, and its social responsibilities with regard to purpose, Nature of Business for which the premises is requested, Environmental hazards, etc only will be considered for allocation.
13. For any other query/assistance you may get in touch with us at 0495-2728710, 2728711, 2728712 or e-mail us at os.kozhikode@licindia.com

Sr. Divisional Manager.

Declaration by the bidder.

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

Signature of the bidder with seal



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TENANCY APPLICATION FORM

1. Details of Applicant (For individual)		
a.	Name of the Applicant	
b.	Age / Date of Birth	
c.	Name of Father / Husband	
d. (i)	Permanent Address (Attach Identity & Address Proof)	
(ii)	Whether Owned or Rental	
2. For Company / Partnership		
a.	Full particulars of business along with copies of Trade License and particulars of Company (Deed / Memorandum & Articles of Association)	
b.	Copy of Last 3 years Audited Balance Sheet, P&L A/C & Income Tax Returns of the Company/Firm	
3. In case of Individual		
a.	Name & address of two references with Full address, Contact No (Other than close relatives)	1.
		2.

b.	Photo Identify Proof (Self)	
c.	ITR & Bank A/c details (Self) SB/ Current A/c No & Name of Bank & Branch Name (Attach ITR for last 3 years & last 3 months Bank Statements)	
4.	GST No. wherever applicable (copy to be enclosed)	
5.	PAN No. (copy to be enclosed)	
6.	Details of premises sought	
a.	Serial No of the premises (as given in attached List of vacant space)	
b.	Area (sq.ft)	
c.	Location: Building Name, Floor, etc	
7.	Purpose for which the premises will be utilised	
8.	Rent offered: Only Basic rent per sq.ft to be quoted. All taxes and other charges will be separate	Rs. per sq.ft
9.	Details of contact person	
a.	Name & Designation	
b.	Address	
c.	Phone No.	
d.	Email id	
10.	Whether the applicant is related to any Employee / Retired Employee/Agent of LIC, If so, give details	

11.	Details of immovable properties owned (other than the one mentioned in 1 d(ii). If it is plain land then detail like Survey No., Village, etc to be mentioned. (Latest land tax paid receipt is to be attached)	
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Declaration: The information given above is true to the best of my knowledge and belief.

Date:

signature of the Applicant

(Company Seal)

All the columns should be filled in. Incomplete applications are liable to be rejected. LIC of India reserves the right to reject any application without assigning any reason.