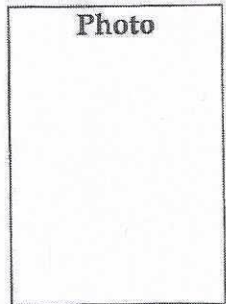


**INTRODUCTORY FORM FOR LEASING SPACE**



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. GST No 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: \_\_\_\_\_  
\_\_\_\_\_
14. Preference particulars of the space required:-
  - a. Address of premises : \_\_\_\_\_
  - b. Area (sqft) : \_\_\_\_\_
  - c. Floor : \_\_\_\_\_
  - d. Intended usage of space : \_\_\_\_\_

15.

**Financial Bid**

<b>Name of the Building &amp; Address</b>	<b>Area(sq ft) Approx</b>	<b>Floor No</b>	<b>Basic Rate offered for carpet area per sq ft in Rs. (Exclusive of all taxes and levy)</b>

**16. Documents to be submitted are as under:**

- a. Proof of Income (Last 3 years): \_\_\_\_\_
- b. ID Proof: \_\_\_\_\_
- c. Address Proof: \_\_\_\_\_
- d. PAN Number: \_\_\_\_\_

17. Contact No: 1. Mobile \_\_\_\_\_ 2. Landline \_\_\_\_\_

18. 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 : \_\_\_\_\_

Signature of the Applicants/Bidders

Date: \_\_\_\_\_

Address :



Estate Department, Ahmadabad D.O  
7<sup>th</sup> Floor, Jeevan Prakash building,  
Relief road Ahmedabad 380001,  
Tel.no. 25508832. 25500233.  
Email:estate.ahmedabad@licindia.com.

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**Annexure-B**

**Instructions to Bidder/Applicant.**

Life Insurance Corporation of India invites offers/Bids from:  
State/Central Government Organizations, Subsidiaries of GIC,  
Nationalized Banks and Other Public Sector undertakings, other  
Scheduled Banks, Reputed Pvt Sector firms, other firms and individuals  
for letting out commercial space on Rent in the Commercial  
Complex/office premises available in various Buildings at Relief Road  
area and other areas of Ahmedabad.

1. The Tender/Application forms will be available from 17.12.2023 to 05.01.2024 between 10.00 am to 4.00 pm on week days excluding Saturdays, Sundays and Public Holidays. The Tender forms can be down loaded from our website [www.licindia.in/tender](http://www.licindia.in/tender) or you may collect the same in person from our office at the address mentioned below :

Manager (Estate)  
Life Insurance Corporation of India,  
Estate Department, Divisonal Office,  
7<sup>th</sup> Floor, Jeevan Prakash Building,  
Relief Road, Near S V College, Ahmedabad. 380001  
Tel No : 25508832, 25500233

2. The application should be sent in a sealed cover :

“APPLICATION/TENDER FOR LEASING OFFICE SPACE”

Sr. Divisional Manager,  
Life Insurance Corporation of India,  
Estate Department, Divisonal Office,  
7<sup>th</sup> Floor, Jeevan Prakash Building,  
Relief Road, Near S V College, Ahmedabad. 380001  
Tel No : 25508832, 25500233

3. The last Date for submission of Tender is 05.01.2024 up to 5.00 pm
4. The Tender received after the last date and time as mentioned above shall be rejected. In case the last date of Issue/receipt/opening of tender form is declared/happens to be a Public Holiday, the tender will be issued/received/opened on the Next working day at the same time.
5. The Bids will be opened on 08.01.2024 at 11.30 AM in the presence of the bidders or their authorized representatives, if any who choose to attend.
6. Separate Tender is to be submitted in case more than one premise is required.
7. The Premises can be inspected from 18.12.2023 to 04.01.2024 between 11.00 am to 4.00 pm. The interested bidder may inspect the premises during these days by contacting the Manager (Estate) on the address mentioned above in Para I.
8. The applicant should state the nature of intended usage of premises, giving full Name, Address and Telephone No of the person to be contacted.
9. The Rent per month should be quoted in Financial Bid portion as Basic Rent per sq feet for carpet area exclusive of all Government Taxes and levy.
10. **No Brokeage will be paid to Agents/Brokers from our side.**

**Sr. Divisional Manager Ahmedabad Division reserves the right to accept any Bid/Tender/applications or to reject any part or all Bids/Tender/Applications at his sole discretion without assigning any reason thereof.**

**Place: Ahmedabad**

**Date : 17.12.2023**

**Sr. Divisional Manager**

**Declaration by the bidder:**

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

**Signature of the Bidder with seal**

Annexure C



**Terms and Conditions for submission of bid in Introductory Form**

- a. **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 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 is not permitted.
1. The bidder/Applicant have to pay all Municipal Taxes, Service Tax, 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. Lease agreement of the premises will be executed immediately after finalization of the deal. No deviations on the lease agreement are acceptable to us. Standard Draft of the Lease is uploaded on the site. Bidder can download the standard Draft of lease from the site for their information.
  7. In the absence of documents to be submitted along with Introductory Form, application will be treated as void.
  8. These are brief terms and conditions of letting out the premises to bidders. Other conditions will be informed if bidder is called for negotiation.

**Sr Divisional Manager**

**Place:Ahmedabad**

**Date : 17.12.2023**

**Declaration by the bidder:-**

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.

**Declaration by the bidder:**

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

**Signature of the Bidder with seal**



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Estate Department, Ahmadabad D.O  
7<sup>th</sup> Floor, Jeevan Prakash building,  
Relief road Ahmedabad 380001,  
Tel.no. 25508832. 25500233.  
Email:estate.ahmedabad@licindia.com.

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**Annexure-D**

**Details of the Vacant Space available for letting out:**

<b><u>Sr No</u></b>	<b><u>Name of the Building</u></b>	<b><u>Floor</u></b>	<b><u>Space available In Sqft</u></b>
<b><u>1</u></b>	<b>Jeevan Prakash Building, Patharkuva,Relief Road.</b>	<b>Ground Floor</b>	<b>522</b>
<b><u>2</u></b>	<b>Jeevan Prakash Building, Patharkuva,Relief Road.</b>	<b>Ground Floor</b>	<b>2000</b>
<b><u>3</u></b>	<b>Jeevan Prakash Building, Patharkuva,Relief Road.</b>	<b>Sixth Floor</b>	<b>4200</b>
<b><u>4</u></b>	<b>Jeevan Prabha Building, Patharkuva,Relief Road.</b>	<b>Second Floor</b>	<b>3600</b>
<b><u>5</u></b>	<b>Jeevan Prabha Building, Patharkuva,Relief Road.</b>	<b>Third Floor</b>	<b>2700</b>
<b><u>6</u></b>	<b>Jeevan Prabha Building, Patharkuva,Relief Road.</b>	<b>Fifth Floor</b>	<b>3700</b>
<b><u>7</u></b>	<b>Jeevan Prabha Building, Patharkuva, Relief Road</b>	<b>Ground Floor</b>	<b>320</b>
<b><u>8</u></b>	<b>Jeevan Abha Building, Opp Ratan pol Ahmedabad.</b>	<b>Basement+G.F+ Mezzanine</b>	<b>3500</b>
<b><u>9</u></b>	<b>Jeevan Abha Building, Opp Ratan pol Ahmedabad</b>	<b>First Floor</b>	<b>1300</b>
<b><u>10</u></b>	<b>Jeevan Abha Building, Opp Ratan pol Ahmedabad</b>	<b>Second Floor</b>	<b>1100</b>
<b><u>12</u></b>	<b>Jeevan Jyoti (Oriental ) Building, Relief Road, Ahmedabad</b>	<b>First Floor/Mezzanine</b>	<b>900</b>
<b><u>13</u></b>	<b>Jeevan sadan Building, Ashram Road, Ahmedabad</b>	<b>3<sup>rd</sup> Floor</b>	<b>590</b>

**All these Buildings are located on main roads. The measurements shown are approximate. Letting out of space will be based on actual measurements taken in presence of LIC Officials & authorized representative of the bidder.**

**Place: Ahmedabad**

**Date : 17.12.2023**

**Sr. Divisional Manager**