



Life Insurance Corporation of India.

**Divisional Office, 'Jeevan Prakash', By Pass Road
New Housing Board Colony, Shahdol (MP) Ph. 07652-231847**

Financial Bid – Hiring of Premises for office use at Surajpur, Distt- Surajpur,C.G.

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

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

Sr.	Details of the property	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area (in figure and words)	Outgoes Such as Municipal tax, House tax, Property tax, , cess and/ or any other levy and proportionate amount of Maintenance charges (Society charges, if any) etc per sq.ft. of carpet area (Rs. in figure and words)	Gross rent per Sq.ft. of carpet area (Rs. in figure and words)	Total Gross Rent
(1)	(2)	(3)	(4)	(5)	(6)	(7=5+6)	(8=4x7)
	Total						

Note:

- Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement.
- 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, GST 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 within 10th working day of each succeeding calendar 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 vendor / authorized representative for finalizing the carpet area.
- Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bid'.
- The decision of competent authority will be final and binding to all the applicants.

Signature of vendor with seal.

Date :
Place: