

INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from 07/03/2011 to 29/3/2011 between 11.00 AM and 3.00 PM on week days and between 11.00 AM and 1.00 PM on Saturdays (excluding Holidays and Sundays) .
2. The last date for submission of filled in tenders (both technical and financial bids) is 30/3/2011 upto 12.30 PM. The offers 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 :
LIC OF INDIA, OFFICE SERVICES DEPT
CHENNAI DIVISION I, LIC BUILDING,5TH FLOOR
153, ANNA SALAI,
CHENNAI - 2
4. The technical bid will be opened on the same day i.e. 30/3/2011 at 3.00 PM in the presence of bidders or their authorized representatives. After scrutiny of the technical bids, visits to the sites, assessment of the offers, the financial bids of only those bidders, whose offers 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 offers are found suitable.
5. The tender form consists of the following documents. i.e.,
 - i) Instructions to bidders and Terms & Conditions.
 - ii) Technical part.
 - iii) Financial part.The offers 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 plot , location, area of the plot , title reports to confirm ownership and clear marketability, dimensions of the plot and other terms and conditions relevant to the sale of plot (other than the price). The TB shall be submitted in sealed cover (Marked Envelope – I) superscribing as “Technical Bid” for purchase of plots / premises at The envelope shall contain the addressee’s details and details of the bidder also.
6. The price bid shall contain only financial details i.e., rate and other financial implications. The Financial Bids will be placed in the Envelope - II and superscribed with addressee and bidders details. All the three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the Manager (Office Services) at the address given above. The envelope must be superscribed with “Bids for purchase of Plots / premises in -----
-- and the last date for submission 30/3/2011 and to be opened on 30/3/2011.

7. **EMD** of L/S amount of Rs. 10,000/- (Rupees ten thousand only) for BO / OQ plot and Rs. 25,000/- (Rupees twenty five thousand only) for D.O and other plots **in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Chennai and the cost of tender fee of Rs. 250/-** (Rupees two hundred fifty only), the **Miscellaneous Receipt** of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover (Marked Envelope – III) **superscribing as “Earnest Money Deposit” for purchase of vacant lands at alongwith the “Technical and Financial Bid ”. Please note that no interest is payable on the EMDs.**
8. In case the tender form is downloaded from the corporation’s web site, **the non refundable tender fee of RS . 250/- (Rupees two hundred fifty only) may be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at Chennai .**
9. **Refund of EMD :-** EMD shall be refunded as under :
- (i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by DPC to the Sr. Divisional Manager.
 - (ii) EMD of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.
 - (i) EMD of lowest bidder shall be refunded separately or adjusted alongwith the payment towards cost of the plot or premises.
 - (ii) In case the lowest vendor / bidder refused to offer / sale the plot / premises after issue of allotment letter , a notice shall be served to them by giving 30 (thirty) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence.
- Sr. Divisional Manager is the competent authority to refund / forfeit the EMD amount.**
10. The following documents should be enclosed with the offers:
- a) A copy of site plan of the land / plots offered showing the detailed dimensions of the plot , main approach road to the plot/s , road on either side of the plot if any , width of the road/s and adjacent properties etc. around the plot . In case any structures , light post , well , trees etc. exists inside / within the plot the same shall also be indicated in the site plan.
 - b) A copy of the title investigation and search report along with copies of title deed documents.
 - c) Documents related to conversation of Non – agricultural land from the Competent Authority.
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 Price bids). Incomplete bids and bids lacking in details and with out signatures are liable to be rejected.

12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 (Six months) 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.

Sr. Divisional Manager (I / C)

Place :

Date :

Tender for purchase of Plot / premises

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders , Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid , Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes . The use of envelopes will be as under :

- (a) **Envelope marked as I :** The duly completed **Technical Bid** be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed **Financial Bid** be put in this envelope and sealed.
- © **Envelope marked as III :** The DD or Bankers cheque for “ Earnest Money Deposit” and “Cost of tender document” or the M.R of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition “ Superscribing as “ Tender for purchase of Plots / premises at ----- to be opened on 30/3/2011 at 3 PM

Terms and conditions:

1. The terms and conditions along with the instructions 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 12.30 PM on 30/3/2011 fixed for submission of tenders shall be termed as '**LATE**' tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. All vendors are requested to submit the tender documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address :

THE MANAGER (OFFICE SERVICES)
LIC OF INDIA, CHENNAI DIVISION I
LIC BUILDING, 5TH FLOOR, 153, ANNA SALAI
CHENNAI – 600 002
Tel.No.23450333/23450334
4. 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.

5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
6. The offer should remain valid at least for a period of 06 months (Six) to be reckoned from the date of opening of “ Technical Bid”.
7. 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 vendor is required to attach a separate sheet marking “list of deviations”.
8. The Technical bids will be opened on (Date & Time) in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
10. Canvassing in any form will disqualify the tenderer.
11. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. **All payments to the successful vendor shall be made by Account Payee Cheques only.**
13. Any over writing should be initialed by the authorized signatory of the bidder. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted is found incorrect.
14. No advance payment will be made. The payment will be made as full and final settlement after verification of the plot area through joint measurements and on execution of Sale Deed
15. The title report proving ownership and clear marketability is to be enclosed.
16. The plot shall be preferably freehold. Alternatively, if it is leasehold , in case of such plots , details regarding lease period , copy of lease agreement , initial premium and subsequent rent shall be furnished.
17. 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.
18. No high tension line should pass through the plot.
19. The plot should have good frontage and proper access.
20. It should be free from encroachment , litigation and have clear title.
21. Certificate from the competent authority indicating the Zone in which the plot is lying (Commercial , Residential or Commercial cum Residential).
22. It should have easy access of Municipal waterline and also Municipal sewerage line.
23. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for sale.

24. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. will be considered on merits.
25. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
26. The Corporation may issue public notice in the leading newspapers inviting claims from the public , if any, before entering into the conveyance deed / MOU for the offered property. The vendor should not have any objection for issuance of public notice by the Corporation.

Signature of vendor with seal

**Signature of the authorized officer
With seal**

ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM
PURCHASE OF VACANT LAND / PLOTS AT

TECHNICAL BID

TO BE SUBMITTED IN ENVELOPE - I

Reference of Technical Bid No. -----.

Note : This reference no. to be filled up by the vendors for the particular plot and shall be quoted in the Price Bid also.

1	Details of Individuals / Firms	Remarks
1.1	Name :	
1.2	Address & Phone No	
	Fax No.	
	E - Mail ID	
1.3	Name of the contact person.	
	Phone No.	
1.4	Constitution of vendor / firm (Proprietary/Partnership/Private / Pvt. Ltd./ Public Ltd/PSU etc)	
1.5	Solicitors/Advocates name	
	Address,	
	Phone	
	Fax no	
1.6	Detailed report of the Solicitor/Advocate for marketability of title is to be enclosed:	
2	Details of the property :	
2.1	CTS No	
2.2	Survey No	
2.3	Ward NO	
2.4 (a)	Whether the plot is free hold or lease hold?	
2.4 (b)	If lease hold, please mention the details of	
	Lessor	
	Tenure of the land	
	Residual lease period	

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2.5	Area of the Plot Sft. / Sqm)	
	Location	
	Old structure /s if any (sft)	
	Built up area of the structure (sft)	
2.6	Topography of the Land	
	Level	
	Undulated	
	Sloping	
	Low lying or raised	
2.7	Character / Type of locality	
	(a) Residential	
	(b) Commercial	
	© Commercial cum Residential	
	(d) Industrial	
2.8	(e) Slum	
	Locality's proximity to the following places in Kms.	
	(i) Railway (local) station	
	(ii) Bus Stand	
	(iii) Banks	
	(iv) Post Office	
	(v) Hospital	
	(vi) Market	
	(vii) School / College/ University	
(viii) Airport		
2.9	Size of the plot	
	Frontage in metres	
	Depth in metres	
3.0	Schedule of the plot i.e. boundaries of the plot on	
	North	
	East	
	South	
3.1	West	
	Do any easement rights exist on the plot (including like water supply line, sewer, storm water drains, electric cables etc)? If yes, please give details.	
3.2	Marketability of the title. Please enclose copies of greements/sale deeds establishing ownership/ development rights.	
	Please enclose copy of PR card.	

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3.3	Schedule of the plot i.e. boundaries of the plot on	
	North	
	East	
	South	
	West	
3.4	Ground coverage and FSI permissible	
3.5	What is the Zone (Residential / Mixed) in which the subject property is located?	
3.6	Usage of property (as approved by the Competent Authority)	
	a) Residential	
	b) Commercial	
	c) Commercial cum Residential	
	d) Shopping Centre	
3.7	Does the site or portion fall within railway / National highway and whether underground cable / high tension over head wires traverse the site.	
3.8	Please give details of sewerage system and for storm water disposal.	
3.9	Site plan of the land to be enclosed.	

Place :

Signature of vendor with seal.

Date :

LIFE INSURANCE CORPORATION OF INDIA

CHENNAI DIVISION I

LIC BUILDING, 5TH FLOOR, 153, ANNA SALAI

CHENNAI – 600 002

PRICE BID

(Excluding Stamp Duty & Registration charges)

TO BE SUBMITTED IN ENVELOPE – II

RE: Tender for purchase of plots for LIC of India.

Reference of Technical Bid i.e..... No. of plots offered.

Sr. No.	Location	Area of plot / in Sq.ft.	Rate per sq.ft. (Rs.in figures & words)	Amount (Rs.in figures & words)

NOTE :

- i. Vendors shall quote rate and amount excluding Registration and Stamp Duty charges.
- ii. Vendors offering more than one plot shall submit separate “ Technical Bid” & “Financial Bid” using Xerox copies for each proposal.

Place :

Signature of vendor with seal

Date :

Annexure - 3.

**LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE , " YOGAKSHEMA"
JEEVAN BIMA MARG , NARIMAN POINT
MUMBAI - 400021.**

**ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM
PURCHASE OF READY BUILT PREMISES / FLATS AT
TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE - I**

Reference No.

NOTE : The reference no. to be filled up by the tenderers for the particular flat no.ready built area offered and shall be quoted in **Price Bid** also - for easy and correct identification.

SI No	Details of vendor / Owner / Builder / Firm	Remarks
1.1	Name :	
1.2	Address	
	Phone No.	
	Fax No.	
	E - Mail ID	
1.3	Name of the contact person duly authorised.	
	Phone No.	
1.4	Constitution of vendor / firm (Proprietary/Partnership/Private / Pvt. Ltd./ Public Ltd/PSU etc)	
1.5	Copy of registered Memorandum of Understanding between Developers and the land owners if the land does not belong to the developers.	
1.6	Solicitors/Advocates name	
	Address,	
	Phone	
	Fax no	
1.7	Detailed report of the Solicitor/Advocate for marketability of title is to be enclosed:	

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2	Details of the property :	
2.1	Name of the Owner	
2.2	Address :	
	Phone No.	
2.2	Name of the building	
2.3	Details of encumbrances , if any ?	
2.3	Location and address of the property	
	(a) Name of the scheme	
	(b) Sector No. etc.	
	© Street No. etc.	
2.4	Usage of the property (as approved by the Competent Authority). Whether any other special regulations like CRZ / MOEF act were applicable?	
	(a) Residential	
	(b) Commercial	
	© Residential cum Commercial	
	(d) Shopping centre	
2.5	Whether the proposal is for sale of Residential Flats / Office premises in a multi - storied building.	
	(a) No. of floor levels in the building.	
2.6	At which floor, the premises (Flats) / Office are offered.	
2.7	No. of residential flats offered in the building.	

2.8	CTS No	
2.9	Survey No	
2.10	Ward NO	
2.11 (a)	Whether the plot is free hold or lease hold?	
2.11 (b)	If lease hold, please mention the details of	
	(i) Name of the Title Holder / Lesser	
	(ii) Tenure of the land	
	(iii) Residual lease period	
	(iv) Annual lease rents and amount.	
	(v) Consent of Lesser for sale of flats	
2.12	Topography of the Land	
	(a) Level	
	(b) Undulated	
	(c) Sloping	
	(d) Low lying or raised	
2.13	Character / Type of locality	
	(a) Residential	
	(b) Commercial	
	© Commercial cum Residential	
	(d) Industrial	
	(e) Slum	
2.14	Area of the plot	
2.15	Size of the plot	
	(a) Frontage in metres	
	(b) Depth in metres	

Contd. P - 4

Signature of vendor with seal & date.

2.16	Schedule of the plot i.e. boundaries of the plot on	
	North	
	East	
	South	
	West	
2.17	Do any easement rights exist on the plot (including like water supply line, sewer, storm water drains, electric cables etc)? If yes, please give details.	
2.18	Does the site or portion fall within Railway/ National Highway and whether underground cable traverse the site.	
2.19	Whether the locality is free from Special hazards like fire / flood etc.	
2.20	Whether the locality has protection from adverse influence such as	
	(a) Encroachment.	
	(b) Industrial nuisance , smoke , noise etc.	
2.21	Marketability of the title. Please enclose copies of agreements/sale deeds establishing ownership/ development rights.	
2.22	Please enclose copy of PR card.	
2.23	Ground coverage and FSI permissible	
2.24	FSI consumed	
2.25	Details of TDR used, if any	
2.26	Please also indicate distance from the nearest	
	(i) Railway (local) station	
	(ii) Bus Stand	
	(iii) Airport	
	(iv) Hospital	
	(v) Schools / Colleges / Universities.	
2.27	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt. Bodies.	

Contd. P - 5

Signature of vendor with seal & date.

2.28	(a) Incase 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.	
2.29	If the project is under construction , please indicate the :	
	(a) Stage of construction.	
	(b) Probable date of completion	
2.30	Date on which all the flats ----- nos./ Office premises can be handed over to LIC after finalization of the deal.	
2.31	Built up area of the flats / Office being offered for sale now. Please enclose copies of approved plans.	
2.32	What is the carpet area (for consideration purpose).	
2.33	If flats are not identical and vary in built up areas, a separate sheet statement for all the flats may be enclosed.	
2.34	No of storeys and the height of the each floor including basement.	
2.35	Total number of flats in the building/wing and No of flats in each floor.	
2.36	Number of flats offered for sale.	
3	Specifications	
3.1	Type of building (Residential/Semi commercial)?	
3.2	Type of structure (RCC / Steel framed / load bearing).	
3.3	Type of foundation. Please indicate for how many storeys the foundation is designed and whether scope for vertical extension is available? Whether the building is designed for earthquake and wind loads?	
3.4	Details of Flooring (M.M.Tiles/Ceramic/ Vitrified / Marble) or any other.	

Contd. P - 6

Signature of vendor with seal & date.

3.5	Details of Door frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
3.6	Details of Door shutters (Flush door / Teak wood/ Aluminum / PVC) or any other.	
3.7	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
3.8	Details of window shutters (Teak wood / Aluminum / steel) or any other.	
3.9	Details of Floors & Dado in Bathrooms / Toilets	
3.10	Details of Kitchen	
	(i) Floors.	
	(ii) Kitchen platform finishing i/c walls.	
	(iii) Storage cabinet if any or any other.	
3.11	Details of Toilet water proofing and terrace water proofing (if the water proofing work carries guarantee period, please mention the details)	
3.12	(a) External Walls i/c finishing.	
	(b) Internal Walls i/c finishing.	
3.13	Amenities Provided	
	(a) No of light points.	
	(b) No. of fans including Size.	
	(c) No. of exhaust fan.	
	(d) No. of Geysers.	
	(e) Type of Geyser.	
	(f) Capacity of Geyser.	
	(g) No. of wardrobes.	
	(h) Wash basins and mirrors.	
	(i) Any other facilities like Telephones, Dish Antena, Intercom.	
4	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer of Municipal Corporation)	

Contd. P - 7

Signature of vendor with seal & date.

5	SERVICES:	
5.1	If Lift facility is available, please give details of Number of lifts, capacity , make and the year of installation.	
5.2	Please indicate source of water supply. Water meter installed? Please give details.	
5.3	Is bore well provided? If so what is the yield and depth of bore well.	
5.4	Please indicate the type of plumbing (GI/Copper/Composite like Kitec/PP)	
5.5	Capacity of the over head tank feeding to the flats office premises under consideration for sale.	
5.6	Please give details of sewerage system and for storm water disposal.	
5.7	Please indicate whether the building is prone to flooding.	
6	Electricity	
6.1	What is the connected load to the flats?	
6.2	Pl. indicate the type of wiring used , Aluminum or copper?	
6.3	Whether ELCB is provided	
7	Common services	
7.1	Car parking	Reserved ----- nos./ Open ----- nos.
7.2	Two wheeler parking	Reserved ----- nos./ Open ----- nos.
7.3	Power / Electricity supply.	Yes / No
7.4	24 Hrs. water / Overhead tanks.	Yes / No
7.5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
7.6	Anti lightening device	Yes / No
7.7	Security arrangements, please give details.	
8	Other Information	
8.1	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 and total cost of such sales to clients to be given.	

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8.2	No of years in the construction business.	
8.3	Turnover in last 3 years (in crores).	
8.4	Details of last 5 projects completed	
	(i) Date of completion	
	(ii) Total value of the project	
9	Details of Plan / Blue Prints / Sanctioned Plan	
9.1	Whether the plan of the property is sanctioned by the Competent Authority.	
9.2	If sanctioned , please enclose copy of approved Floor Plan/s and Site Plan.	
9.3	Name/s and Address Phone No. of the Architect / Engineer.	
10	Provision for proper arrangement of fire safety.	
10.1	Are the safety measures taken?	
10.2	If yes , give details of arrangement.	
10.3	Is No Objection certificate obtained / Secured from fire control authorities.	
10.4	If yes , produce copies of proof / certificates.	
12	List of Enclosures	

I / We declare that the information furnished above is true and correct to the best of my knowledge.

Place

Date:

Signature of vendor with seal & date.



Annexure – 4.

**ANNEXURES TO BE SUBMITTED BY THE VENDOR
UNDER TWO BID SYSTEM**

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THE ENVELOPE – II CONTAINING FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS, INSPECTION OF THE PROPERTIES AND SHORTLISTING THE PROPERTIES.

Financial bid for purchase of ready built premises to be submitted by the vendor

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

Sl. No	Details of the property	Carpet area of Office premises (sft)	Rate per sq ft of carpet area (Both in figures and words)	Amount in Rs in figures and words

PARKING FACILITY

Sl. No	No of covered car parking space offered	Cost per covered parking space	Total cost of covered parking spaces
Sl. No	No of open car parking space offered	Cost per open car parking space	Total cost of open car parking spaces
Sl. No	Total number of parking for two wheelers offered (please indicate whether covered or open)	Cost per two wheeler parking space	Total cost of two wheeler parking spaces

Place:

Date:

Signature of vendor with seal.

Note: Applicable for Office premises.

1. Vendors shall quote rate and amount excluding registration and stamp duty charges.

2. Rate and Carpet area:

The bidder should quote his rate for sq ft of carpet area. The carpet area should be as per actual measurements and includes internal partition walls, internal area of wardrobes, internal bathrooms, lavatories, kitchen and pantry. The wash area provided in the ducts for water supply and Sanitary installations, ducts for electrical installations, fire hydrants, flower beds, sit outs shall not be considered. Joint measurements will be taken in the presence of LIC official and vendor/authorized representative for finalizing the carpet area. The carpet area will be measured from wall to wall excluding thickness of plaster.

Place

Date:

Signature of vendor with seal.

