



**LIFE INSURANCE CORPORATION OF INDIA**  
**Surat Divisional Office “ Jeevan Prakash”, Mugalisara, Surat – 395 003**

**WANTED VACANT LANDS/PLOTS**

Life Insurance Corporation of India intends to purchase vacant Lands / Plots **from Individuals / Firms only** under Two Bid system as per details given below :

<b>Area of Plot</b>	<b>Location</b>	<b>Remarks</b>
<b>1. 10000 Sq.Ft. to 12000 Sq.Ft.</b>	1.Within Municipal Limit of Valsad on Main roads (Dist.Valsad)	Plot should be located preferably in the main market area at the prime location of the township having availability of all public amenities like Banks , Post Offices, Railway Station / Bus Stops etc.
<b>2. 10000 Sq Ft to 12000 Sq.Ft.</b>	2. Within Municipal Limit of Bardoli on Main Roads ( Dist.Surat)	
<b>Status of Land / Plot</b>	Free Hold / Lease Hold with clear marketable Title .	
<b>Usage of the Property</b>	Commercial or Multi – Use Plots. ( Score out whatever not required).	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs. 250/- ( Rupees two hundred and fifty only) from the office at the above address. The tender documents will be issued from 18.11.2011 to 07.12.2011 between 11.00 AM and 3.00 PM on week days and between 11 AM and 12.30 PM on Saturdays ( excluding Holidays and Sundays) . The last date for submission of filled in offers is 08.12.2011 upto 12.30 PM. The “Technical Bids” will be opened on the same day at 3.00 PM in the presence of bidders or their authorized representatives. For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) or [www.licindia.com](http://www.licindia.com) and go to tenders and click on the link “ **Tender - Advertisement for purchase of plots**”.

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

**Sr. Divisional Manager**

## **INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available from 18.11.2011 to 07.12.2011 between 11.00 AM and 3.00 PM on week days and between 11.00 AM and 12.30 PM on Saturdays ( excluding Holidays and Sundays ) .
2. The last date for submission of filled in tenders ( both technical and financial bids) is 08.12.2011 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 :  
**Sr. Divisional Manager,  
Life Insurance Corporation of India,  
Surat Divisional Office,  
“Jeevan Prakash”, Mugalisara,  
Surat - 395 003.**
4. The technical bid will be opened on the same day i.e. 08.12.2011 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 **VALSAD /BARDOLI**. 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 **Sr. Divisional Manager** at the address given above. The envelope must be superscribed with “Bids for purchase of Plots / premises in **VALSAD**

**/BARDOLI** and the last date for submission 08.12.2011 up to 12.30 pm and to be opened at 3.00 pm on 08.12.2011.

7. **EMD of L/S amount of Rs. 10,000/- ( Rupees ten thousand only) for BO / OQ plot in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at SURAT 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/ plots at VALSAD / BARDOLI 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 SURAT.**
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.
  - (iii) EMD of lowest bidder shall be refunded separately or adjusted alongwith the payment towards cost of the plot or premises.
  - (iv) 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 ( Zonal Manager in case of bids invited at Zonal Office level ) 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**

**Place :Surat**

**Date : 18.11.2011**

### **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 at **VALSAD / BARDOLI** to be opened on 08.12.2011 at 3.00 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 upto 12.30 PM on 08.12.2011 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 :

**Sr. Divisional Manager,**  
**Life Insurance Corporation of India,**  
**Surat Divisional Office,**  
**“Jeevan Prakash”, Mugalisara,**  
**Surat - 395 003.**  
Tel.No.0261 2801002/ 2418447

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.**
  - (i) 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.
  - (ii) 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.
  - (iii) 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.
- (iv) 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 VALSAD / BARDOLI**

**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.

<b>1</b>	<b>Details of Individuals / Firms</b>	<b>Remarks</b>
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:	
<b>2</b>	<b>Details of the property :</b>	
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	
	Annual lease rents.	

Contd. To P / 2.

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	
	(e) Slum	
2.8	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	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.	
	Marketability of the title. Please enclose copies of agreements/sale deeds establishing ownership/ development rights.	
3.2	Please enclose copy of PR card.	

Contd. To P / 3.

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**  
**Surat Divisional Office “ Jeevan Prakash”, Mugalisara, Surat – 395 003**

**PRICE BID**

(Excluding Stamp Duty & Registration charges)

**TO BE SUBMITTED IN ENVELOPE – II**

**RE: Tender for purchase of plots for LIC of India.in VALSAD / BARDOLI.**

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 :**

**Salient points in respect of Scrutiny of proposal and documents to be enclosed for purchase of land / ready built premises – Check list.**

S I N o	Guide Lines / Procedure to be followed for purchase of plots/premises – Two Bid system and documents to be enclosed.	Whether checked & documents enclosed? Put tick mark.		Remarks
		Yes	No **	
1	Letter written to Govt. Authority for allotment of suitable land.			
2	Copy of approved office note for advertising the proposed purchase of plot.			
3	Copy of publications both in English & Vernacular language including corrigendum” if any indicating the names of Newspapers with date of publication in which the notice have appeared.			
4	All advertisements through Media including Corrigendum should be uploaded in our Website <a href="http://www.licindia.in">www.licindia.in</a> in after the due date, the advertisement should be removed from the website.			
5	(v) Whether minimum three tenders were received as on the last date of submission of tenders and opened on the same day.			
	(b) If not, whether approval for publication of corrigendum to the above advertisement indicating extension of issue / submission date of the tender ( minimum 15 days) was taken from the Competent authority. If so, a copy of the approved office note shall be enclosed.			
	( c ) Whether the letter was sent to all the tenderers who have purchased the tender document from the office informing the above changes ( except the applicants down loaded the application form from the web site) ? If yes, a copy of the above letter shall be enclosed.			
6	Even after extending the last date of submission of tender if less than three tenders (Minimum two tenders are required for opening) are received , whether approval was taken from the competent authority for opening the tender ( i.e Technical Bid) . If so a copy of approved office note shall be enclosed.			
7	Whether all the vendors have submitted the requisite EMD amount and the cost of tender document or Miscellaneous			

	receipt as stipulated in the tender condition ?			
8	Tenders of all bidders alongwith envelope – I Superscribing “Technical Bid” , Envelope – II Superscribing “ Price Bid” , Envelope – III ( EMD) and Envelope – IV i.e. Outer Cover containing (i) , (ii) & (iii) above and copy of tender opening register both for “Technical & Financial Bid” shall be enclosed.			
9	In case of poor response in first call , the condition of EMD shall be relaxed or removed after taking approval from Zonal Manager / SDM as the case may be. If so , furnish approved copy of the above O.N.			
10	Whether assessment report of Technical Bids ( i.e. ranking list ) and comparative statement of Financial Bids are prepared and enclosed ?			
11	Engineer’s site appreciation report for the selected property.			
12	Minutes of the pre bid meeting if any conducted with the bidders.			
13	Copy of D P C report with Sr. Divisional Manager recommendation.			
14	Copy of letter informing to the tenderer about the date and time of opening of Financial bid/s.			
15	Copy of Z P C report with Zonal Manager recommendation.			
16	(vi) Whether two independent valuers report enclosed? (ii) Whether Valuation report of Engg. Deptt. duly certified by the HOD of the Zonal Engg. Deptt. enclosed?			
17	Xerox copy of Site plan indicating the detailed dimensions & area statement of land / ready built premises offered for sale to be furnished.			
18	Title clearance in respect of plot / premises from the approved panel lawyer.			
19	No objection certificate from the respective Municipal Authority in case of purchase of ready built premises for office as well as for ready built flats.			

SI No	Name of committee members with designation & deptt	Signature
1		
2		
3		
4		
5		

**\*\* Note : If no, reasons may be mentioned in the remarks column.**