



**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office, Jeevan Prakash,**  
Kurian Uthup Road, Nagampadam, Kottayam – 686 001  
Tel. No. 0481 2567609 Fax: 0481 2584890  
E-mail: [os.kottayam@licindia.com](mailto:os.kottayam@licindia.com)

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

Area of the plot required	Locations	Remarks
Specification 30 to 40 cent with the frontage of minimum of 100 ft.	<b>PATHANAMTHITTA ADOOR RANNI THIRUVALLA CHANGANACHERRY KOTTAYAM THODUPUZHA PALA MAVELIKARA</b>	Plot should be within approximately 2KM from banks, Post Offices, railway station/ bus stands etc. Preferably in commercial area.
<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	

The prospective bidders meeting the above requirements are requested to collect two tender documents viz. Technical Bid & Financial Bid from **OS dept., Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, Kurian Uthup Road, Nagampadam, Kottayam – 686 001.** on payment non- refundable tender fee of ₹. 1,000.00 (Rupees one thousand only) in the form of Demand Draft/ Pay Order in favour of Life Insurance Corporation of India, **payable at Kottayam.** The tender document shall be issued from **27.10.2011 to 24.11.2011** between 11.00 am to 3.30 pm on the working days and from 11.00 am to 12 noon on Saturdays (Excluding Bank holidays & Sundays) at the above address. Other details will be enclosed with the tender form. The last date for submission of the tenders is **25.11.2011**

The tenders shall be opened on **25.11.2011 at 3.00 pm** at the above address in the presence of available bidders/ Tenderers. For complete details and bid documents please log on to [www.licindia.com](http://www.licindia.com) and go to tenders and click on the link Tender – Advertisement for purchase of plots under Kottayam Division” No brokers / Intermediates 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.

**Sd/-**

**SR. DIVISIONAL MANAGER**



**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office, Jeevan Prakash,**  
Kurian Uthup Road,  
Nagampadam, Kottayam – 686 001  
Tel. No. 0481 2567609 Fax: 0481 2584890  
**E-mail: [os.kottayam@licindia.com](mailto:os.kottayam@licindia.com)**

### **INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available from **27.10.2011** to **24.11.2011** 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 **25.11.2011** 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  
Divisional Office, Jeevan Prakash, Kurian Uthup Road,  
Nagampadam, Kottayam – 686 001  
Tel. No. 0481 2567609 Fax: 0481 2584890  
**E-mail: [os.kottayam@licindia.com](mailto:os.kottayam@licindia.com)**

4. The technical bid will be opened on the same day i.e. **24.11.2011** 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., Instructions to bidders and Terms & Conditions. Technical part.

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 Envelope1) superscribing as “**Technical Bid**” for purchase of plots / premises at [REDACTED]. 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 LIC of India Kottayam at the address given above. The envelope must be superscribed with “Bids for purchase of Plots / premises in [REDACTED] and the last date for submission 25.11.2011 and to be opened on 25.11.2011 at 3.00 pm.
7. EMD of Lump Sum amount of ₹.10,000/- ( Rupees ten thousand only) per plot in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Kottayam and the cost of tender fee of ₹.1,000/- (Rupees one thousand 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 \_\_\_\_\_ along with 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 ₹. 1000/- (Rupees one thousand only) may be remitted in the form of Demand draft / Pay order drawn in favour of " Life Insurance Corporation of India" payable at Kottayam.**
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 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. 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:**

**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.
- (c) **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 25.11.2011 at 15.00 Hrs.**

### **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. **25.11.2011 at 12.30 Hrs.** 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 Divisional Office, Jeevan Prakash,  
Kurian Uthup Road, Nagampadam, Kottayam – 686 001 Tel. No. 0481 2567609  
Fax: 0481 2584890 **E-mail:** [os.kottayam@licindia.com](mailto:os.kottayam@licindia.com)

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 , 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.

<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	
	West	
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.	
3.2	Marketability of the title. Please enclose copies of agreements/sale deeds establishing ownership/ development rights.	
	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  
Jeevan Prakash, Kurian Uthup Road, Nagampadam, Kottayam – 686 001  
Tel. No. 0481 2567609 Fax: 0481 2584890 E-mail: [os.kottayam@licindia.com](mailto:os.kottayam@licindia.com)

**PRICE BID**

(Excluding Stamp Duty & Registration charges)

**TO BE SUBMITTED IN ENVELOPE – II**

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

Sr.No.	Location	Area of Plot in Cents	Rate per Cent (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 :**

**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.**