

**Instructions to Bidder/Applicant for letting out of vacant premises at Pune**

The Tender/Application forms will be available between 15.7.2025 TO 28.7.2025 between 11.00 am to 5.00 pm on week days (Excluding Saturdays, Sundays & Holidays). The Tender forms can be downloaded from our website [www.licindia.in/tender](http://www.licindia.in/tender).

The last date of receipt of application is **29.07.2025** up to 5.00 p.m.

1. Premises can be inspected with prior appointment from 15.7.2025 to 28.7.2025 between 11.00 a.m. to 4.30 p.m. (Excluding Saturdays, Sundays & Holidays). The intended/interested bidder/applicant may contact following official for inspection of premises purpose.

**Sri.Surendra Kalyanikar, Manager (Estates)**

**And/or Sri i P R INKAR, A.O [Estate]**

Life Insurance Corporation of India,  
Pune Divisional Office-1, Estate Department,  
2<sup>nd</sup> floor, Jeevan Prakash,6/7,University Road,  
Shivajinagar,  
Pune 411 005.  
Tel No. 020 25510870

2. The offer received after the last date and time mentioned above shall be rejected. In case the last date of issue/receipt/opening of tender form is declared/happens to be public holiday, the tender will be issued/received and opened on the following/next working day at the same time.
3. The application should be sent in sealed cover superscribed “**Application for leasing office space**” addressed to:  
**Manager (Estates)**  
Life Insurance Corporation of India,  
Pune Divisional Office-1, Estate Department,  
2<sup>nd</sup> floor, Jeevan Prakash, 6/7, University Road,  
Shivajinagar,  
Pune 411 0005.
4. The Bids will be opened on the 30.07.2025 at 11.00 a.m. in the presence of the bidders or their authorized representatives, if any, who choose to attend.
5. The Applicant should state the nature of intended usage of premises, giving full Name, Address, Tel. No. of the person for contact.
6. The Rent per month should be quoted per sq.ft. area exclusive of Taxes separately for the interested premises.
7. Once the premises is finalized to any highest bidder, through RNC, the procedure of Agreement, Stamp Duty, Registration etc., has to be completed within a period of 45 days from the date of allotment. In case of non-cooperation and delay over above period, the offer can be cancelled by the Competent Authority.

The Sr Divisional Manager reserves the right to accept any Bid Tender/Application or to reject any or all Bid/Tender/Application at his sole discretion without assigning reasons thereof.

**Sr Divisional Manager**

**Place: Pune**

**Date: 14.7.2025**

Declaration by the bidder:-

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

**Signature of bidder with seal**