



Pune Divisional Office-1, 6/7, Jeevan Prakash Building, University Rd., Shivajinagar, Pune-411005.
Ph No. 020 25510870

Terms and Conditions for submission of bid in Introductory Form

These terms and conditions along with any other instructions, issued by LIC of India in relation to this bidding process will form part of the bid to be submitted by the Bidder/Applicant to LIC of India. All columns of introductory form must be duly filled in and no column should be kept blank. All the pages of the introductory document are to be signed by the authorized signatory of the bidder/applicant. **Use of correction fluid is not permitted.**

1. The Bidder/Applicant have to pay all Municipal Taxes, GST, Maintenance Charges (if any), cess and other levy including penalties, if any, and any other statutory charges/fees etc. imposed or revised from time to time by the Central Government, State Government, or other local or civic authorities in addition to monthly rent in respect of the premises taken on lease.
2. **EMD amount of Rs.2000/-** for premises having area up to 999 sq. ft. **and Rs.4000/-** for premises having area 1000 sq. ft. and above is payable by DD in favour of **LIC of India** along with bid.
3. Highest Bidder/Applicant will be called for negotiations with RNC.
4. Along with application the Bidder/Applicant will be required to submit documentary proof about financial stability (last 3 years ITR) and identification.
5. The allotment of premises shall be made to the party who is prepared to pay the **Highest Rent** provided it is otherwise acceptable and as per the rate of rent recommended by the Fair Rent Committee/ Divisional Negotiation Committee.
6. If the premise is allotted to any bidder, amount equal to six month's rent will be required to be deposited with LIC of India. Such Deposit amount will not carry any interest and no interest will be given in case of refund.
7. EMD amount of bidders other than Highest Bidder (H1) will be refunded without interest once the allotment is finalized in RNC on decided terms. If the successful Bidder refuses to accept the premises bid for, EMD amount will be forfeited.
8. Kindly provide NEFT details (cancelled cheque or first page of passbook) for refund of EMD amount.
9. Canvassing in any form will disqualify the Bidder/Applicant.
10. **Bidder/Applicant can bid for maximum TWO premises. For each bid Bidder has to pay separate EMD amount with separate DD No.**
11. **Leave & License Agreement / Lease Agreement of the premises will be executed immediately after finalization of the deal. No deviations in Leave and License agreement / Lease Agreement are acceptable to us. Draft of the Leave and License/Lease Agreement is uploaded on the site. Bidders can download the above Draft from the site for their information.**
12. If all the required documents are not submitted, along with Introductory Form, application will be treated as void.
13. These are brief terms and conditions of letting out the premises to bidders. Other conditions will be informed if bidder is called for negotiation.

Sr Divisional Manager

Place: Pune
Date:14.07.2025.

Declaration by the Bidder/Applicant: -

I _____ (Name of the Bidder) hereby declare that I have seen the premises proposed above and agree to accept it on rent in **"as is where is"** condition. I also agree to abide by all the rules, terms and conditions forming part of this bid or imposed later on.

Signature of Bidder/Applicant with seal