

**Instructions to Bidders**

1. The tender forms will be available from **04.08.2025 to 18.08.2025** between **11.00 am** and **3 pm** on all working days(excluding holidays, Saturdays and Sundays).
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is **20.08.2025** up to **1 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:

**The Senior Divisional Manager  
Life Insurance Corporation of India  
Divisional Office, Jeevan Prakash  
Pattom, Thiruvananthapuram-PIN: 695004**



4. The technical bid will be opened on the same day i.e. on **20.08.2025** at **3 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.,
  - a. **Instructions to bidders and Terms and Conditions.**
  - b. **Technical part.**
  - c. **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 Technical Bid shall be submitted in sealed cover (Marked Envelope-1) super-scribing as **'Technical Bid' for purchase of plots at Kottarakara**. The envelope shall contain the addressee's details and details of the bidder also.

6. The Financial Bid shall contain only financial details i.e., rate and other financial implications. The Financial Bids will be placed in the Envelope-2 and super-scribed with addressee and bidders details. PAN Number, Bank account Number, IFSC CODE, Bank Branch Name of Bidders should be mentioned. Copies of PAN and PASS BOOK/CANCELLED CHEQUE LEAF should be attached.

7. **Earnest Money Deposit** of Lump-sum amount of **Rs.10,000/-** (Rupees ten thousand only) for Branch Office plot in the form of **Demand Draft/ Pay Order** in favour of **'Life Insurance Corporation of India'** payable at **Thiruvananthapuram** and the cost of **tender fee of Rs. 295/-** (Rupees two hundred and ninety five only) (Tender document fee Rs.250/- and Rs.45/- towards GST @18%), the Miscellaneous Receipt of the tender fee deposited or Demand Draft or Pay Order shall be submitted in sealed cover (Marked Envelope-3) super-scribing as **'Earnest Money Deposit for purchase of vacant lands at Kottarakara'**

8. All the three envelopes will be placed in a fourth envelope (Envelope-4) and sealed and submitted to the **Sr.Divisional Manager** at the address given above. The envelope must be super-scribed with **'Bids for purchase of Plots Kottarakara** and the last date for submission **20.08.2025** up to **1 pm** and to be opened on **20.08.2025** at **3 pm**.

**Please note that no interest is payable on the Earnest Money Deposits.**

9. In case the tender form is downloaded from the Corporation's web site, the non refundable tender fee of **Rs. 295/-** (Rupees two hundred and ninety five only) (Tender document fee Rs.250/- and Rs.45/- towards GST @18%), may be remitted in the form of Demand draft/ Pay order drawn in favour of 'Life Insurance Corporation of India' payable at **Thiruvananthapuram**

10. Refund of Earnest Money Deposit :-

- a.a) Earnest Money Deposit of all unsuccessful Vendors/ bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by Divisional Purchase Committee to the Sr.Divisional Manager.
- a.b) Earnest Money Deposit of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.
- a.c) Earnest Money Deposit of lowest bidder shall be refunded separately or adjusted along with the payment towards cost of the plot or premises.
- a.d) 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 Earnest Money Deposit amount lying/ retained with us shall be forfeited without any further correspondence.

11. The following documents should be enclosed with the offers:

- a.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.
- a.b) A copy of the title investigation and search report along with copies of title deed documents.
- a.c) Documents related to conversation of Non-agricultural land from the Competent Authority.

12. 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 without signatures are liable to be rejected.*

13. Tenderers should note that their tenders should remain open for consideration for a minimum period of 6 (Six) months from the date of opening of 'Technical Bids'.

14. Separate tender forms are to be submitted in case more than one property is offered.

15. 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.



**Manager(Estates/OS)**

Place : Thiruvananthapuram

Date : 30.07.2025

