

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE: "JEEVAN PRAKASH"
B-12/120, GAURIGANJ, BHELUPUR,
VARANASI-221001
E-MAIL: estate.varanasi@licindia.com

Instructions to Bidder

1. The tender forms will be available from 11-08-2025 to 01-09-2025 between 11.00 am to 3.00 pm, on week days (excluding holidays, Saturdays and Sundays).
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is 01-09-2025 up to 3 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:
Manager(Estate)
LIC of India,"Jeevan Prakash"
B-12/120, Gauriganj, Bhelupur
Varanasi-220001
4. The Technical bid will be opened on the next day i.e. on 02-09-2025 at 12.00 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 on only those bidders, whose offers are found suitable to the Corporation, will be opened at a later stage. 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 required information called for in the questionnaire and shall contain inter alia, the details regarding the property viz., name of the property/ies, location, area of plot, copy of sanctioned plan with completion/occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usage of property, title reports to confirm ownership and clear marketability and other terms and condition relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover envelope (Market Envelop-1) super-scribing

as 'Technical Bid' for Hiring of Officer Premises at **Mughalsarai**. The envelop shall contain the addressee's details and details of bidder also.

6. The Financial Bid shall contain only financial details i.e. rate/rent per sq ft on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelop-2 and super-scribed with addressee and bidders details. All the three envelops (envelop-3 containing Earnest Money Deposit Rs.10000/- and cost of tender fee) will be placed in a fourth envelop (Envelop-4) and sealed and submitted to the Manager(Estate) at the address given above. The envelop must be super-scribed with 'Bids for Hiring of Office Premises at **Mughalsarai** and the last date for submission 01-09-2025 and to be opened 02-09-2025.
7. **Earnest Money Deposit Rs. 10000/- as per details given below in the form of Demand Draft/Pay Order in favour of 'Life Insurance Corporation of India' payable at Varanasi and the cost of tender fee (Non refundable) of Rs. 295/- (Rs.250.00 + GST @18%), the Miscellaneous Receipt of the tender fee deposited or Demand Draft or Pay Order shall be submitted in sealed cover (Market Envelop-3) super-scribing as 'Earnest Mondey Deposit for Hiring of Office Premises at Mughalsarai. Please note that no interest is payable on the Earnest Money Deposits.**
8. In case the tender form is downloaded from the Corporation 's web site, the non refundable tender fee of Rs. 295/-(Rs. 250.00+ GST @18%) may be remitted in the form of Demand Draft or Pay Order in favour of 'Life Insurance Corporation of India' payable at Varanasi.
9. Refund of Earnest Money Deposit:-
 - 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.
 - b) Earnest Money Deposit of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.
 - c) Earnest Money Deposit of lowest bidder shall be refunded separately or adjusted along with the payments towards rent of the premises.
 - d) In case the lowest vendor/bidder refused to offer 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.
10. The following documents should be enclosed with the offers:
 - a) A set of floor plans, sections, elevations and site plan of the premises officered showing the detailed dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the properties.
 - b) A copy of the title investigation and search report along copies of title deed documents.

- c) Documents related to conversion of Non-agricultural land to commercial from the Competent Authority.
 - d) Proof of commercial usage.
 - e) Proof of having paid all taxes if any applicable.
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 Financial Bids). Incomplete bids and bids lacking in details and without signature all liable to be rejected.
12. Tenderers should note that their tenders should remain open for consideration for a Minimum period of 3 (three) months from the date of opening the '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.

Signature of Vendor with Seal

Please:

Date :