

LIC

Pune Divisional Office –II, S.No, 688 A+B2, 4th Floor, Mahaveer Park Building, , Pune– Satara Road,
Bibvewadi, Pune -37. Tel No. 020 – 24509041, e-mail : estate.pune2@licindia.com

Date- 19.11.2025

Wanted office premises on lease

Life Insurance Corporation of India intends to hire office premises from the individual/ firms on lease basis admeasuring 1200 sq.ft. carpet area (\pm 5% variation in area is acceptable) which are in ready condition preferably on Ground / First floor with parking facility for **LIC Kondhwa satellite Office, Pune city** . The preferred location of the premises shall be within a radius of 5 km. (approx) in Kondhwa with accessibility to Bus Stop/banks/markets . For complete details and bid documents please log on to www.licindia.in and go to 'Tender' and click on the link '**Advertisement for Requirement of office premises at Kondhwa , Pune city on lease basis**'. LIC of India reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.


Sr. Divisional Manager

Pune Divisional Office –II, S.No, 688 A+B2, 4th Floor, Mahaveer Park Building, , Pune– Satara Road, Bibvewadi, Pune -37. Tel No. 020 – 24509041, e-mail : estate.pune2@licindia.com

Life Insurance Corporation of India intends to hire premise for **Satelite Office at Kondhwa , Pune city** which are ready to occupy condition from **Individuals/ Firms** only under 'Two Bid system' as per details given below;

Sr No	Carpet Area required	Location	Usage of the Property
1	1200 sq ft. on Single floor, preferably on ground/first floor. (+ - 5% variation in areas is acceptable)	Kondhwa , Pune city	Should be located preferably on ground /first floor in the main market area with spacious parking (minimum 1 car and 15 two wheelers) at the prime location having accessibility to all public amenities like banks, post offices , Bus Stop etc. The premise offered for lease / rent should be in ready to occupy condition and suitable for use as office premises
2	Status of Premises		Free Hold/ Lease Hold with clear marketable title.
3	Usage of the Property		Commercial or Multi–Use Plots.

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of **Rs.118/- per tender** (Rupees one hundred and eighteen only) from the office at the above address. The tender documents will be issued from 21.11.2025 to 04.12.2025 between 11.00 am. and 3.00 pm. on week days (excluding holidays ,Saturdays and Sundays). The last date for submission of filled in offers is 05.12..2025 up to 12.30 pm. The 'Technical Bids' will be opened on the same day at 3.00 pm. in the presence of bidders or their authorized representatives. In case 05.12.2025 happens to be holiday declared later , the last date of submission and technical bid opening will be postponed to next working day with time 12.30 pm and 3 pm respectively .

For complete details and bid documents please log on to www.licindia.in and go to tenders and click on the link '**Tender-Advertisement for requirement of Office premises at Kondhwa ,Pune city on Lease basis** '. No Brokers/ Intermediaries 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.

Date-19.11.2025


Sr. Divisional Manager (I/C).

LIFE INSURANCE CORPORATION OF INDIA

Pune Divisional Office-II

S No- 688, A+B2-, Mahaveer Park Building, 4th Floor
Pune-Satara Road, Opp Walvekar's Lawn, Bibvewadi, Pune-411037

TENDER SCHEDULE

SI No	Description	
1	Name of work :	Tender for Hiring of Office Premises at Kondhwa, Pune city
2	Cost of tender document (Non refundable)	` 118/- (Rupees one hundred and eighteen only).
3	Earnest Money Deposit	` 2000/- (Rupees Two thousand only)
4	Date of sale of tender document	From 21.11.2025 to 04.12.2025 between 11.00 AM and 3.00 PM on week days (excluding Holidays, Saturdays and Sundays) from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of " Life Insurance Corporation of India " payable at Pune.
5	Last Date & Time of receiving / submission of tender document.	On 05.12.2025 upto —12.30 PM
6	Date & Time of opening of Technical Bids	As on the last date of submission of tender i.e. on 05.12.2025- at 3.00 pm
7	Date & Time of opening of Financial Bids.	Shall be intimated later on.
8	Time Limit for handing over possession of the premises.	Within one month from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for Termination of contract.	04 (Four) months on either side..
11	Validity of tender	Six months from the date of opening of Technical Bid.

Date : 19.11.2025


SENIOR DIVISIONAL MANAGER

]

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED

ENVELOPE -1

1. Instructions to bidders
2. Terms & conditions
3. Technical bid
4. A set of floor plans , sections , elevations and site plan of the premises offered 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.
5. A copy of the title investigation and search report along with copies of title deed documents.
6. Documents related to conversion of Non – agricultural land from the Competent Authority
7. copy of property card & latest receipt of municipal /other taxes paid
8. **original/copy of letter authorizing the signatories to sign documents on behalf of firm –ONLY FOR OWNER OTHER THAN INDIVIDUAL**
9. **PAN CARD & AADHAR of owners-copy**
10. **Cancelled cheque leaf of owner for refund of EMD**
11. **Any other documents**

ENVELOPE -2(should be compulsorily sealed and earmarked as " financial bid " . However if the cover found open it gets rejected)

1. financial bid

ENVELOPE -3

1. DD for tender fee for Rs 118.00 or Miscellaneous receipt issued by LIC for receipt of tender fee
2. DD for EMD for Rs 2000.00 or Miscellaneous receipt issued by LIC for receipt of EMD

ENVELOPE -4

ENVELOPES 1,2& 3 to be kept in Envelope 4



Handwritten signature and initials, possibly reading 'P.S. DM'.