

## **Hiring of Office Premises- INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available from 21.11.2025 to 04.12..2025 between 11.00 AM and 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 05.12.2025 up to 12.30 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 Sr. Divisional Manager**  
**LIC of India , Pune Divisional Office-II,**  
**Sr No-688, Mahaveer Park Building ,4th Floor ,**  
**Pune -Satara Road, Opp Walvekar Lawns,Bibvewadi , Pune-411037**
4. The technical bid will be opened on the same day i.e. 05.12..2025 at 3.00 PM in the presence of bidders or their authorized representatives if any who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials , site inspection of the shortlisted premises offered by them, 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 in writing to those bidders whose offers are found suitable.
5. The tender form consists of the following documents. i.e.,
  - i) Instructions to bidders and Terms & Conditions.
  - ii) Technical part.
  - iii) 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 properties, location, area of the 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 , usages of the property , title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). **The technical bid along with instructions to bidders and Terms & conditions duly signed by bidder shall be submitted in sealed cover ( Marked Envelope – I ) super scribing as “**

**Technical Bid for Hiring of Office Premises at Kondhwa , Pune city.”** The envelope shall contain the addressee's details and details of the bidder also.

6. The price bid shall contain only financial details i.e., rate / rent per sft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope - II and super scribed with addressee and bidders details. All the three envelopes ( envelope – III containing EMD amount and Cost of tender fee) will be placed in a fourth envelope ( Envelope – IV) and sealed and submitted to the **Sr Divisional Manager, Pune Divisional Office-II** at the address given above. The envelope must be super scribed with “ **Bids for Hiring of Office Premises at Kondhwa , Pune city .** and the last date for submission –05.12..2025 ( up to 12.30 pm ) -and to be opened on –05.12..2025 at 3.00 PM .
7. **EMD of Rs 2000.00 ( rupees two thousand only)** as per the details given below in the form of Demand Draft / Pay Order in favour of “ **Life Insurance Corporation of India**” payable at Pune and the cost of tender fee ( Non refundable) of Rs. 118/- ( Rupees one hundred and eighteen only ) GST inclusive , the Miscellaneous Receipt of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover Marked Envelope – III) super scribing as “**Earnest Money Deposit**” for Hiring of Office Premises at **Kondhwa , Pune city.** along with the “**Technical and Financial Bid**”.
- i) **E M D amount for Satellite Office is Rs 2000/- ( Rupees two thousand only)**
- Please note that no interest is allowed or accrue on the EMDs.**
8. In case the tender form is downloaded from the corporation's web site, **the non refundable tender fee of RS . 118/- ( Rupees one hundred and eighteen only) inclusive of GST may be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at –Pune .**
9. **Refund of EMD :-** EMD shall be refunded as under :
- (i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by DPC to the Sr. Divisional Manager.
- (ii) EMD of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.
- EMD of lowest bidder shall be refunded separately or adjusted along with the payment towards cost of the plot or premises.
  - 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 EMD amount lying / retained with us shall be forfeited without any further correspondence.

- **Sr. Divisional Manager is the competent authority to refund / forfeit the EMD amount.**
10. The following documents should be enclosed with the offers :
- a) 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.
  - b) A copy of the title investigation and search report along with copies of title deed documents.
  - c) Documents related to conversation of Non – agricultural land from the Competent Authority.
  - d) copy of property card & latest receipt of municipal /other taxes paid
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 Price bids). Incomplete bids and bids lacking in details and with out signatures are liable to be rejected.
12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 ( six months) months from the date of opening of T.B's ( i.e. Technical Bids) .
13. Separate tender forms are to be submitted in case more than one property is offered.
14. **For bids from firms , original/copy of letter authorizing the signatories to sign documents on behalf of firm is to be submitted .**
15. **Tenderer should comply with all further requirements sought by LIC for evaluation of bids at any point of time .**
16. **Tenderer has to submit copies of their PAN, AADHAR and cancelled original cheque leaf**
17. 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.

**Place :**

**Date :**

**Signature of vendor with seal**



## **Tender for Hiring of Office Premises.- TERMS & CONDITIONS**

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes. The use of envelopes will be as under :

- a) **Envelope marked as 1 :** The duly completed **Technical Bid** along with instructions to bidders and Terms & conditions duly signed by bidder to be put in this envelope and sealed.
- (b) **Envelope marked as 2 :** The duly completed **Financial Bid** be put in this envelope and sealed.
- (c) **Envelope marked as 3 :** The DD or Bankers cheque for "Earnest Money Deposit" and "Cost of tender document" or the M.R of the required value be put in this envelope and sealed.
- (d) **Envelope marked as 4 :** All the three envelopes shall be placed in envelope marked – 4 and sealed ( i.e. Envelopes marked as 4 , will contain three envelopes marked as 1 , 2 &3) and submitted to LIC of India, in sealed condition " Super scribing as "**Tender for Hiring of Office Premises at Kondhwa , Pune city\_**" to be opened on **05.12..2025 at 3.00 PM ."**

### **Terms and conditions:**

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e on 05.12.2025 after 12.30 pm. fixed for submission of tenders shall be termed as '**LATE**' tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. All vendors are requested to submit the tender documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address :

**The Sr. Divisional Manager**

**LIC of India , Pune Divisional Office-II,**

**Sr No-688, Mahaveer Park Building ,4th Floor ,**

**Pune -Satara Road, Opp Walvekar Lawns,Bibvewadi , Pune-411037**

**Tel.No. :-020 - 24509041**

4. All columns of the tender documents must be duly filled in and no column should be kept blank.

- All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. **Any over writing or use of white ink is to be duly initialed by the tenderer.** The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
  6. The offer should remain valid at least for a period of 06 months ( six ) to be reckoned from the date of opening of " Technical Bid".
  7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".
  8. The Technical bids will be opened on 05.12..2025 at 3.00 pm in the presence of tenderers/authorized representatives if any at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time. However opening of tenders/ financial bids will be done as per stipulated schedule even if no tenderer /authorized representatives are present .
  9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
  10. Canvassing in any form will disqualify the tenderer.
  11. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
  12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. **All payments to the successful vendor shall be made by Account Payee Cheques only.**
  13. Property should be situated in good commercial area of the town / city with congenial surroundings & proximity to public amenities like bus stop/ banks/markets/hospitals/Schools etc.
  14. The title report proving ownership and clear marketability is to be enclosed.
  15. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened. Single valid tender or offer from State / Central / Agencies / Undertakings may however, be opened by the Zonal Purchase Committee / Divisional Purchase Committee.
  16. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement , initial premium and subsequent rent shall be furnished.
  17. There should not be any water logging inside the premises and surrounding areas.
  18. The premises should have good frontage and proper access.
  19. The Lessor shall have no objection to the Lessee installing exclusive D.G. Set for the use of the lessee. If so desired by the lessee , the lessor/s shall provide suitable space for installation of Genset without any extra cost to the lessee.
  20. Latest certificate from the competent authority of having paid all the updated relevant taxes



- indicating the details of the property offered for leasing out to LIC.
21. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preference.
  22. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
  23. The Lessor shall arrange for repairs and maintenance , white washing / colour washing/ OBD painting / painting to doors , windows etc. as and when informed by the lessee.
  24. **The bids will be evaluated on techno commercial basis** giving weight ages to the equivalent aspects in various parameters like location, distance from local railway station , amenities available , exclusivity , nearby surroundings , proneness to water logging / flood etc. quality of construction , efficacy of the internal layout of premises and layout of buildings in the complex.
  25. Tenders from intermediaries or brokers will not be entertained.
  26. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises maximum within 4 weeks after the acceptance of their offer by the department.
  27. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
  28. **Rate per sqft. on Carpet area :** The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges ( i.e. all taxes / cess present and future – House tax , Property tax, Service tax and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before 7<sup>th</sup> of every month.
  29. **Lease period : Minimum period of lease will be 9 years with 3 years lock - in period and minimum notice period of four months from either side for termination of agreement.** The lease period will be extendable for mutually agreed period & escalation in rent.
  30. **Addition & alteration works :** During the period of tenancy , if the lessee desires to carry out any addition & alterations works at its own cost as per the requirement of the Deptt., lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display signboards without any extra cost.
  31. **Lease agreement :** will be with the Owner & Rent will be paid to respective owner.
  32. **Income Tax :** will be deducted at source at prevailing rate.
  33. **GST:** GST (if applicable) will be borne by the Lessee and paid by the Lessor (Landlord). Lessor has to submit proper proof like invoice/ receipt
  34. **Registration & stamp duty charges:** will be shared equally between the Lessor and the Lessee ( 50 : 50).
  35. **Deposit:**
    - (i) **LIC will pay the interest free advance rent, which should be restricted to 06 ( six) months rent. However, in no case the amount of advance should exceed ` 20,00,000/-**

- ( Rupees twenty lacs only) .
- (ii) Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition.
- (iii) The payment shall be made only after occupation of the premises or after the possession is handed over to us.
- (iv) No advance should be made for a building under construction or for putting up an extension to an existing building or to construct a new building on a vacant plot of the landlord.
- (v) The advance rent paid to the landlord should be recovered in not more than 36 (Thirty six) months in equal monthly installments. The recovery of advance rent should be effected from the month following the date from which such advance is paid.
- 36) **Possession of premises :** within one month from the date of receipt of acceptance of offer / letter. The premises has to be painted & should be in habitable condition while taking over the possession.
- 37) **Water Supply :** The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.
- 38) **Electricity :**
- a) The building should have sufficient electrical / power load sanctioned and made available to the Corporation.
- b) If required , additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.
- c) Electricity charges will be borne by the lessee for the area taken on lease , on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner / lessor.
- d) At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be born by the owner up to that point.
- e) bidder should be ready to provide min 100 sq ft for installing DG set in the ground and permit for its allied connections /installations
- 39) **Parking :** The landlord shall provide Car & Two Wheelers spacious parking space ( Open / Covered) as per the details given below without any extra cost and should be marked specifically.: (i) **Car parking—1-one ( minimum )** (ii) **Two Wheelers –15 nos ( minimum )**
- 40) **Carpet area measurements :** The carpet area measurements shall be as per Bureau of Indian Standards IS No. 3861 : 2002. Joint measurements will be taken in the presence of LIC official and vendor / authorized representative for finalizing the carpet area.

**Place :**

**Date:**

**Signature of vendor with seal**

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