

**भारतीय जीवन बीमा निगम, मंडल कार्यालय, सम्पदा एवं कार्यालय सेवा विभाग, शहडोल**

सन्दर्भ : का.सेवा/सम्पदा/2025-2026

दिनांक : 26.11.2025


आलेख एवं निर्णय

वरिष्ठ मण्डल प्रबंधक महोदय,


विषय: शाखा कार्यालय, शहडोल हेतु नया भवन किराये पर लेने बाबत।

उपरोक्त विषय में लेख है कि भारतीय जीवन बीमा निगम, मण्डल कार्यालय, शहडोल, द्वारा शाखा कार्यालय, शहडोल, का नया परिसर किराये पर लेने हेतु निविदा जारी किया जाता है। किराये के भवन में किराये के भवन में स्थानांतरण हेतु क्षेत्रीय कार्यालय से प्राप्त मेल दिनांक 23.10.2025 द्वारा सूचित किया गया है, कि उक्त भवन के परिवर्तन हेतु प्रशासनिक अनुमोदन प्राप्त हो गया है। हमने अभियांत्रिकी विभाग क्षेत्रीय कार्यालय भोपाल से स्टाफ स्ट्रेथ के अनुसार कितने वर्गफीट की आवश्यकता होगी, मार्गदर्शन माँगा था, जिसके प्रत्युत्तर में दिनांक 11.11.2025 को मेल द्वारा बताया गया, कि स्टाफ स्ट्रेथ हिसाब से 4200 से 4400 वर्ग फीट की आवश्यकता होगी। क्षेत्रीय कार्यालय से प्राप्त मेल आपके अवलोकनार्थ संलग्न है।

शाखा कार्यालय, शहडोल के लिए नया भवन किराये पर लिए जाने हेतु नया निविदा जारी किया जाना आवश्यक है। अतः निविदा जारी किये जाने की अनुमति के आदेशार्थ आलेख एवं निर्णय प्रस्तुत।

  
चन्द्र मोहन वर्मा (प्र.अ.)  
वे.. क्र. 703773

शाखा कार्यालय, शहडोल के नये भवन किराये पर लेने हेतु निविदा जारी करने के अनुशेख की जाती है।

  
मार्ग 1.12.2025

अनुशेख के अनुसार  
अनुमोदन  
सुट्टिपाद  
कम 040

वरिष्ठ मण्डल प्रबंधक  
भारतीय जीवन बीमा निगम  
मण्डल कार्या. शहडोल (म.प्र.)



**Life Insurance Corporation of India.**  
**Divisional Office, 'Jeevan Prakash', By Pass Road**  
 New Housing Board Colony, Shahdol (MP) Ph. 07652-231847

**NOTES & ORDER**

Date: 27/11/2025

**Subject: Tender for hiring of new premises for Branch office:Shahdol**

Permission was sought from Zonal office for shifting of the rented premises of BO. Shahdol to another rented premises. The permission was received through Zonal office e-mail dated- 23.10.2025 ( copy attached herewith ).

An advertisement is to be placed in the local newspaper of Surajpur area for hiring of the desired premises and tender notice for the same is as under :-

| S. No. | Description  |  |
|--------|--|--|
| 1      | Name of work   | Tender for Hiring of Premises for office use at Shahdol, Distt-Shahdol, M.P.   |
| 2      | Cost of tender document ( Non refundable)                      | Rs. 295/- (Rupees Two hundred ninety-five only)<br>(Inclusive of GST)  |
| 3      | Earnest Money Deposit  | Rs. 10,000/- ( Rupees Ten thousand only)   |
| 4      | Date of sale of tender document                                | Tender forms will be available with Manager (OS) from 28/11/2025 to 18/12/2025 between 11:00 AM and 3:00 PM on week days (excluding Holidays, all Saturdays and all Sundays) from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of ' <b>Life Insurance Corporation of India</b> ' payable at <b>Shahdol</b> or <b>in cash</b> at Cash Counter in Divisional Office, Shahdol. |
| 5      | Last Date & Time of receiving / submission of tender document. | On 18/12/2025 up to 4:30 PM  |
| 6      | Date & Time of opening of Technical Bids                       | On 19/12/2025 at 2:30 PM   |
| 7      | Date & Time of opening of Financial Bids.                      | Shall be intimated to the qualifying bidders in technical bid.   |
| 8      | Time Limit for handing over possession of the premises.        | Within 30 days 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.                     | 4 (Four) months on either side.  |
| 11     | Validity of Tender   | 3 (Three) months from the date of opening of Technical Bid.  |

The advertisement for the said Tender may be placed in 2 local daily newspapers which are most circulated in the Shahdol area. Rates were called for 5 most circulated daily newspapers for advertisement and the rates submitted are as under:

1. Dainik Bhasker @ ₹ 300/- per sq.cm. 3000 copy Circulation
2. Dainik Bharti @ ₹ 250/- per sq.cm. 1500 copy Circulation
3. Patrika @ ₹ 150/- per sq. cm. 2000 copy Circulation

2. Dainik Bharti @ ₹ 250/- per sq.cm. 1500 copy Circulation
3. Patrika @ ₹ 150/- per sq. cm. 2000 copy Circulation
4. Samay @ ₹ 120/- per sq.cm 200 copy Circulation
5. Janduniya @ ₹ 150/- per sq.cm 150 copy Circulation

Out of the above 5 newspapers, the widely circulated news papers in Shahdol area are Patrika & Nai Duniya and the rates for advertisement are also low. Therefore advertisements may be placed in them.

Matter for advertisement, in hindi:

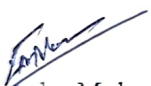
‘भारतीय जीवन बीमा निगम’ व्यक्तियों अथवा फर्म से शाखा कार्यालय, शहडोल, परिसर हेतु लगभग 4200 वर्ग फीट कार्पेट एरिया (+/-5%), लीज के आधार पर किराये पर लेने का इच्छुक है। ऐसा भवन जो कि तैयार स्थिति में हो तथा भूतल/प्रथम तल या अन्य तल में (Basements के अतिरिक्त) हो। परिसर कार्यालय के रूप में उपयोग के लिए उपयुक्त होना चाहिए। विस्तृत विवरण/जानकारी तथा टेंडर फार्म हमारे वेब साइट [www.licindia.in/tender](http://www.licindia.in/tender) पर 28/11/2025 से 18/12/2025 तक उपलब्ध रहेंगे जिसे download किया जा सकता है। टेंडर फार्म जमा करने की अंतिम तिथि 18/12/2025 को अपरान्ह 04:30 बजे तक है।


भारतीय जीवन बीमा निगम किसी या सभी निविदाओं को बिना कारण बताये स्वीकार या रद्द करने का अधिकार सुरक्षित रखता है।

दिनांक : 28.11.2025

Submitted for approval, please.

- Tender Notice
- Matter for Advertisement

  
Chandra Mohan Verma, AO (OS)  
S.R. No. 703773

  
07/12/2025  
अनुराग कुमार  
प्रतिपादक  
परिसर शहडोल क्षेत्र-नगर  
भारतीय जीवन बीमा निगम  
सहडोल कार्या. शहडोल (स.प्र.)




**Life Insurance Corporation of India.**  
**Divisional Office, 'Jeevan Prakash', By Pass Road**  
New Housing Board Colony, Shahdol (MP) Ph. 07652-231847

**TENDER SCHEDULE**

| S .No. | Description  |  |
|--------|--|--|
| 1.     | Name of work   | Tender for Hiring of Premises for office use of BO at <b>Shahdol Distt- Shahdol (M.P.)</b>   |
| 2.     | Cost of tender document<br>( Non refundable)                   | ₹ 295/- ( ₹ Two hundred ninety-five only)<br>(Inclusive of GST)  |
| 3.     | Earnest Money Deposit  | ₹ 10,000/- ( ₹ Ten thousand only)  |
| 4.     | Date of sale of tender document                                | From 28.11.2025 to 18.12.2025 between 11.00 Hrs. and 16.00 Hrs. on week days (excluding Holidays, all Saturdays and all Sundays) from the above office on payment of non refundable tender cost by Demand Draft/Pay Order in favor of ' <b>Life Insurance Corporation of India</b> ' payable at <b>Shahdol</b> or in cash at Cash Counter in Divisional Office, Shahdol. |
| 5.     | Last Date & Time of receiving / submission of tender document. | 18.12.2025 up to 16.30 Hrs.  |
| 6.     | Date & Time of opening of Technical Bids                       | 19.12.2025 at 14.30 Hrs.   |
| 7.     | Date & Time of opening of Financial Bids.                      | Shall be intimated to the qualifying bidders.  |
| 8.     | Time Limit for handing over possession of the premises.        | Within 30 days 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.                     | 4 (Four) months on either side.  |
| 11.    | Validity of tender   | 3 (Three) months from the date of opening of Technical Bid.  |

**Date: 28.11.2025**

**Signature of Officer (In – charge)**

  
महेश्वर मण्डल प्रबंधक  
भारतीय जीवन बीमा निगम  
मण्डल कार्या. शहडोल (म.प्र.)



परिसर को किराये पर लेने के लिए व्यक्तिगत रूप से सौंपने / बेबसाइट पर डालने के लिए विवरण

परिशिष्ट-जी-15



भारतीय जीवन बीमा निगम, मंडल कार्यालय, जीवन प्रकाश  
बाइपास रोड, न्यू हाउसिंग बोर्ड कॉलोनी, शहडोल म.प्र. - 484001

भारतीय जीवन बीमा निगम, व्यक्तियों/फर्मों से तैयार स्वामित्व वाले परिसर को 'द्विनिविदा प्रणाली' के अंतर्गत नीचे दिए गए विवरणों के अनुसार भाड़े पर / किराये से लेना चाहता है :

| आवश्यक कार्पेट क्षेत्रफल  | स्थान  | टिप्पणी   |
|---|--|---|
| 4,200 वर्गफीट<br>(क्षेत्रफल में $\pm 5\%$ का अंतर स्वीकार्य होगा) | शहडोल  | ऐसा भवन जो कि तैयार स्थिति में हो तथा भूतल/प्रथम तल या अन्य तल में (Basements के अतिरिक्त) हो। परिसर कार्यालय के रूप में उपयोग के लिए उपयुक्त होना चाहिए। |
| परिसर की स्थिति   | पूर्ण स्वामित्व/बिक्री योग्य हक के साथ पट्टाधृत भूमि |   |
| सम्पत्ति का उपयोग   | व्यवसायिक  |   |

उपर्युक्त आवश्यकताओं को पूरा करने वाले भावी निविदाकर्ताओं से अनुरोध है कि वे उपर्युक्त पते पर स्थित कार्यालय से ₹ 295/- (₹ दो सौ पचानवे मात्र जी.एस.टी. सहित) का भुगतान करके निविदा दस्तावेज प्राप्त करें। निविदा दस्तावेज सप्ताह के दिनों में 11:00 बजे से अपरान्ह 3:00 बजे तक दिनांक 28.11.2025 से दिनांक 18.12.2025 तक (अवकाश, समस्त शनिवार एवं रविवार को छोड़कर) प्राप्त किया जा सकता है। पूर्ण रूप से भरे हुए निविदा प्रपत्र जमा किये जाने की अंतिम तिथि दिनांक 18.12.2025 को अपरान्ह 04:30 बजे तक होगी। तकनीकी निविदा अगले दिन अपरान्ह 2:30 बजे निविदाकर्ताओं या उनके प्राधिकृत प्रतिनिधियों की उपस्थिति में खोली जाएगी।

विस्तृत विवरण के लिए [www.licindia.in](http://www.licindia.in) पर लॉग इन करें तथा टेंडर्स पर जाएं एवं 'Tender- Advertisement for Requirement of office premises at Shahdol (M.P.), on lease basis' पर क्लिक करें।

भारतीय जीवन बीमा निगम बिना कोई कारण बताए किसी भी निविदा या सभी निविदाओं को पूर्ण रूप से अथवा आंशिक रूप से स्वीकार या निरस्त करने का अधिकार अपने पास सुरक्षित रखता है।

नोट: सभी विधिक प्रकरणों हेतु प्रपत्र का अंग्रेजी संस्करण ही मान्य होगा।

वरिष्ठ मण्डल प्रबंधक

वरिष्ठ मण्डल प्रबंधक  
भारतीय जीवन बीमा निगम  
मंडल कार्यालय, शहडोल म.प्र.



**Life Insurance Corporation of India.**

**Divisional Office, 'Jeevan Prakash', By Pass Road**  
New Housing Board Colony, Shahdol (MP), PO Box No- 14; Ph. 07652-231847

**Instructions to Bidder**

1. The tender forms will be available from 28.11.2025 to 18.12.2025 between 11.00 Hrs. to and 15.00 Hrs. on week days (excluding Holidays, all Saturdays and all Sundays).
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is 18.12.2025 upto 16.30 Hrs. 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:

**Sr. Divisional Manager**  
**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office, 'Jeevan Prakash', By Pass Road**  
**New Housing Board Colony, Shahdol (MP) Ph. 07652-231847**

**And the same should be submitted to the Estate Department at above address.**

4. The technical bid will be opened on the same day i.e. 19.12.2025 at 14.30 Hrs. 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 property/ies, 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 shall be submitted in sealed cover (Marked Envelope-1) super-scribing as 'Technical Bid' for Hiring of Office Premises in/ at Shahdol, Distt- Shahdol (M.P.) 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/ rent per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope-2 and superscribed with addressee and bidders details. All the three envelopes (envelope-3 containing Earnest Money Deposit amount and Cost of tender fee) will be placed in a fourth envelope (Envelope-4) and sealed and submitted to the Estate Department at the address given above. The envelope must be super-scribed with 'Bids for Hiring of Office Premises in/ at Shahdol' and the last date for submission 09.12.2025 upto 16.30Hrs and to be opened on 19.12.2024 14.30 Hrs..
7. Earnest Money Deposit as per details given below in the form of Demand Draft/ Pay Order in favour of 'Life Insurance Corporation Of India' payable at **Shahdol** . and the cost of tender fee (Non refundable) of

Rs.250/- (Rupees two hundred fifty only), 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 Hiring of Office Premises in/ at Shahdol, Distt. Shahdol (M.P.). 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.250/- (Rupees two hundred fifty only) may be remitted in the form of Demand draft/ Pay order drawn in favour of 'Life Insurance Corporation of India' payable at **Shahdol**.

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 payment 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 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.

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 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 3 (Three) months from the date of opening of '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.

Arbitration in Shahdol Jurisdiction.

Signature of Vendor with Seal.

Place :

Date :





Life Insurance Corporation of India.  
Divisional Office, 'Jeevan Prakash', By Pass Road  
New Housing Board Colony, Shahdol (MP), PO Box- 14; Ph. 07652-231847

### Terms and 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 should be sealed in envelopes. The use of envelopes will be as under:

- a) Envelope marked as 1 - The duly completed Technical Bid 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 Demand Draft or Bankers cheque for 'Earnest Money Deposit' and 'Cost of tender document' or the 'Miscellaneous Receipt' 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 and 3) and submitted to LIC of India, in sealed condition super-scribing as 'Tender for hiring of premises at Shahdol, Distt. Shahdol (M.P.) to be opened on 19/12/2025 at 2.30 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 18/12/2025 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 Financial Bid) duly filled in with the relevant documents/ information at the following address:

**Manager (E&OS)**  
**Life Insurance Corporation of India.**  
**Divisional Office, Jeevan Prakash, New Housing Board Colony**  
**Bypass Road, Shahdol - 484001**

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.
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 3 months 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 (Date and Time) in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
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/ residential area of the town/ city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc.
- 14. The title report providing ownership and clear marketability is to be enclosed.**
15. The Financial bid will be opened only if at least two Technical bids are found suitable. In 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, detailed 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 Lesser 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 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 bid will be evaluated on techno commercial basis giving weightage 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 within 30 days 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 sq.ft. on carpet area: The carpet area rate shall be quoted in two parts i.e.

b. Basic rent of the premises

c. Proportionate amount of the statutory charges/ taxes like Municipal taxes, House tax,

Property tax, GST, Cess an/ or other levy and proportionate amount of maintenance charges (Society charges, if any) etc, in respect of the premises, due to the State Government, Central Government or other local or civic authorities.

Revision in the aforesaid taxes/ charges proportionate to the carpet area let out to LIC will be borne by LIC on submission of documentary evidence thereof. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable in advance before 7<sup>th</sup> of every month.

29. Lease period: Minimum period of lease will be 09 (Nine) years with 05 (Five) 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 and alteration works: During the period of tenancy, if the lessee desires to carry out any addition and alterations works at its own cost as per the requirement of the Department, 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:

- To be executed in the LIC's Standard Lease Deed format (LIC as a tenant), copy enclosed.- will be with the Owner and Rent will be paid to respective owner.

32. Income Tax: will be deducted at source at prevailing rate.

33. GST: will be borne by the Owner.

34. Registration and stamp duty charges: will be shared equally between the Lessor and the Lessee (50 : 50).

35. Possession of premises: within 30 days from the date of receipt of acceptance of offer/ letter. The premises has to be painted and should be in habitable condition while taking over the possession.

36. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C and Lavatory throughout the lease period at his own cost.

37. 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.

38. Parking: The landlord shall provide Car and Two Wheelers parking space (Open/ Covered) as per the details given below without any extra cost:

- a. For Divisional Office - Car parking ... NA ..... nos. and Two wheelers ..... NA ..... nos.
- b. For Branch Office - Car parking 06 nos. and Two Wheelers 50 nos.

39. 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.

40. Building structural stability certificate is to be provided with Tender form.

41. Airtel signal should be present surrounding the building area.

I agree to abide to all the term and conditions mentioned above and in all the tender documents

Signature of vendor with seal

Date : .....  
Place:.....





Life Insurance Corporation of India.

Divisional Office, 'Jeevan Prakash', By Pass Road  
New Housing Board Colony, Shahdol (MP) Ph. 07652-231847

**Technical Bid – Hiring of premises for office use at Shahdol, Distt- Shahdol (M.P.)**

Reference No.....

(Note: The reference number to be filled up by the tenderers for the particular Premises offered and shall be quoted in price Bid also for easy and correct identification.

| Sr | Detail                    |   | Remarks |
|----|---------------------------|---|---------|
| 1  | 1                         | Name of the Lessor  |         |
|    | 2                         | a Address of the Lessor   |         |
|    |                           | b Phone No.   |         |
|    |                           | c Mob. No.  |         |
|    |                           | d E - Mail ID   |         |
|    |                           | e Permanent Account Number (PAN)  |         |
|    | 3                         | a Name of the contact person duly authorized.   |         |
|    |                           | b Cell No.  |         |
|    | 4                         | a Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc) |         |
|    |                           | b PAN numbers of the Directors/ Partners/ Firms.  |         |
| 2  | Details of the property : |   |         |
|    | 1                         | Name of the Owner   |         |
|    | 2                         | Address :   |         |
|    | 3                         | Phone No.   |         |
|    | 4                         | Name of the building  |         |
|    | 5                         | Details of encumbrances, if any?  |         |
|    | 6                         | Location and address of the property  |         |
|    | 7                         | Usage of the property ( as approved by the Competent Authority).                                  |         |
|    | 8                         | a Residential   |         |

|    |   |  |  |
|----|---|--|--|
|    | b   | Commercial   |  |
|    | c   | Residential cum Commercial                                     |  |
|    | d   | Shopping centre  |  |
| 9  | Whether the proposal for the residential premises is in a multi-storied building. |  |  |
|    | a   | Number of floor in the building.                               |  |
|    | b   | At which floor, the residential premises are offered.          |  |
| 10 | CTS No  |  |  |
| 11 | Survey No   |  |  |
| 12 | Ward NO   |  |  |
| 13 | a   | Whether the plot is free hold or lease hold?                   |  |
|    | b   | If lease hold, please mention the details of                   |  |
|    | i   | Name of the Title Holder/ Lessor                               |  |
|    | ii  | Tenure of the land   |  |
|    | iii   | Residual lease period  |  |
|    | iv  | Annual lease rents and amount.                                 |  |
|    | c   | Whether the property is mortgaged? If yes mention the details. |  |
|    | i   | Name of the Organization where the property is mortgaged.      |  |
|    | ii  | Address of the Organization with phone no.                     |  |
|    | iii   | Amount of loan availed.  |  |
|    | iv  | Tenure of mortgage   |  |
|    | v   | Residual mortgage period                                       |  |
|    | vi  | EMI paid.  |  |
| 14 | Character / Type of locality  |  |  |
|    | a   | Residential  |  |
|    | b   | Commercial   |  |
|    | c   | Commercial cum Residential                                     |  |
|    | d   | Industrial   |  |
|    | e   | Slum   |  |
| 15 | Area of the plot  |  |  |
| 16 | Size of the plot  |  |  |

|    |   |  |  |
|----|---|--|--|
|    | a   | Frontage in meters   |  |
|    | b   | Depth in meters  |  |
| 17 | Schedule of the plot i.e. boundaries of the plot on   |  |  |
|    | a   | North  |  |
|    | b   | East   |  |
|    | c   | South  |  |
|    | d   | West   |  |
| 18 | Whether the locality is free from Special hazards like fire / flood etc.  |  |  |
| 19 | Whether the locality has protection from adverse influence such as  |  |  |
|    | a   | Encroachment.  |  |
|    | b   | Industrial nuisance, smoke, noise etc.   |  |
| 20 | Please enclose copy of Property Card or Patta etc.  |  |  |
| 21 | Please also indicate distance from the nearest  |  |  |
|    | i   | Railway (local) station  |  |
|    | ii  | Bus Stand  |  |
|    | iii   | Bank ( Nearest)  |  |
|    | iv  | Airport  |  |
|    | v   | Hospital/ Schools/ Colleges/ Universities.   |  |
| 22 | Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies. |  |  |
| 23 | a   | In case of old constructions, NOC from the Society may be enclosed                                   |  |
|    | b   | Mention year of completion ( as given in Completion Occupancy Certificate issued by the Authority) . |  |
|    | c   | Indicate in whose name the conveyance deed is executed.  |  |
| 24 | Date on which premises can be handed over to LIC after finalization of the deal.  |  |  |
| 25 | Built up area of the premises being offered now for residential usages on lease basis. Please enclose copies of approved plans.                 |  |  |
| 26 | What is the carpet area (for consideration purpose).  |  |  |
| 3  | Specifications  |  |  |
|    | 1   | Type of building (Residential/Semi commercial)?  |  |
|    | 2   | Type of structure (RCC / Steel framed/ load bearing).  |  |



|  |  |   |
|--|--|---|
| Technical Bid – (hiring of premises for office use at Shahdol (2025) |  |   |
| 3  | Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.                                  |   |
| 4  | Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.  |   |
| 5  | Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum) or any other.  |   |
| 6  | Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.   |   |
| 7  | Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.   |   |
| 8  | Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.              |   |
| 9  | i  | No of toilets in each floor.  |
|  | ii   | Details of Floors and Dado in Toilets.  |
| 4  | Whether Structural stability certificate enclosed ( Certificate shall be from Licensed Structural Engineer of Municipal Corporation) |   |
| 5  | Service  |   |
|  | 1  | If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation. |
|  | 2  | Please indicate source of water supply.   |
|  | 3  | Is bore well provided? If so what is the yield and depth of bore well.  |
|  | 4  | Capacity of the over head tank feeding to the premises under consideration for leasing.                             |
|  | 5  | Please give details of sewerage system and for storm water disposal.  |
|  | 6  | Please indicate whether the building is prone to flooding.  |
| 6  | Electricity  |   |
|  | 1  | i What is the current load to the building in KW / KVA?   |
|  |  | ii Type of electric connection. Commercial / Residential.   |
|  | 2  | Please indicate the type of wiring used, Aluminum or copper?  |
|  | 3  | Whether ELCB is provided Yes / No   |
| 7  | Common services  |   |
|  | 1  | Car parking Reserved .....nos.<br>Open.....nos.   |
|  | 2  | Two wheeler parking Reserved .....nos.<br>Open.....nos.   |
|  | 3  | Power / Electricity supply available. Yes / No  |
|  | 4  | 24 Hrs. water / Overhead tanks available. Yes / No  |
|  | 5  | Generator for emergency. If yes mention, capacity of the Generator. Yes / No  |

|    |   |          |
|----|---|----------|
| 6  | Anti lightening device arrangement.   | Yes / No |
| 7  | Security arrangements, please give details.   |          |
| 8  | Other Information   |          |
| 1  | Whether any ready built flats / Office or residential premises have been constructed and sold by the builder to any government and semi government institutions/Financial institutions? If so please give name and addresses of such clients. |          |
| 9  | Details of Plan / Blue Prints / Sanctioned Plan   |          |
| 1  | Whether the plan of the property is sanctioned by the Competent Authority.  |          |
| 2  | If sanctioned, please enclose copy of approved Floor Plan/s, Sections, Elevations and Site Plan of the building.  |          |
| 3  | Name/s and Address Phone No. of the Architect / Engineer.   |          |
| 4  | Provision for proper arrangement of fire safety.  |          |
| 10 | 1 Are the safety measures taken?  |          |
| 2  | If yes, give details of arrangement.  |          |
| 3  | Is No Objection certificate obtained / Secured from fire control authorities.   |          |
| 4  | If yes, produce copies of proof / certificates.   |          |
| 11 | List of Enclosures  |          |

Signature of vendor with seal and date.

Date:..



Divisional Office, 'Jeevan Prakash', By Pass Road  
New Housing Board Colony, Shahdol (MP) Ph. 07652-231847

**Financial Bid – Hiring of Premises for office use at Shahdol, Distt- Shahdol ,M.P.**

(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner/ Vendor/ Firm. ....

Reference No. ....

[illegible]

Note:

1. Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement.
2. Carpet area rate: 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, GST 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 within 10<sup>th</sup> working day of each succeeding calendar month.
3. 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.
4. Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bid'.
5. The decision of competent authority will be final and binding to all the applicants.

Signature of vendor with seal.

Date : .....  
Place: .....