

Tender for Hiring of Office Premises for Branch Office Poonch (JK- UT) under LIC of India Srinagar Division

Ref: OS/Office Premises-14D

Date: 24.12.2025

“TENDER DOCUMENT”

HIRING OF OFFICE PREMISES FOR BRANCH OFFICE – POONCH (J&K UT)

**LIFE INSURANCE CORPORATION OF INDIA
SRINAGAR DIVISION**

Last Date of Submission: 13.01.2026 up to 1600 Hours



Tender for Hiring of Office Premises for Branch Office Poonch (JK- UT) under LIC of India Srinagar Division

TENDER NOTICE

Life Insurance Corporation of India, Divisional Office, Srinagar intends to invite sealed tenders in a closed envelope under **TWO BID SYSTEM** for HIRING of Office premises for branch office Poonch in JK-UT, under Life Insurance Corporation of India-Srinagar Division, from the Individual(s)/Firms, should be in ready to occupy condition and should be free from any dispute and should be situated at a place as mentioned in the Tender Document. Tender document containing terms and conditions is available at our web site www.licindia.in>Bottom-Links>>Tenders. The last date of submission of Tenders is **13.01.2026 up to 1600 Hours**. For further details please log on to www.licindia.in>Bottom-Links>>Tenders

Senior Divisional Manager, LIC of India, Divisional Office, Srinagar reserves the right to accept or reject any or all offers/ tenders in full/ part without assigning any reason whatsoever.

SENIOR DIVISIONAL MANAGER



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The details of various Annexures are as under:

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Kindly Note:-

Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

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Salient Features of the TENDER

S.NO.	Title	Description
1	Tender	Tender for HIRING of Office Premises for Branch Office-Poonch under Life Insurance Corporation of India, Srinagar Division
2	Area where office premises is required	Within the Municipal limits of Poonch town (J&K- UT)
3	Required Area for the Office	<u>3600 Square Feet (with ± 5% Variation)</u>
4	Name and address to whom the tender is to be submitted	Tender Receiving Officer Life Insurance Corporation of India, D. O. Cell, Jeevan Jyoti Building, 18-A, Rail Head Complex, Jammu-180012
5	Tender Fee	₹590- (Rupees 500/- as tender fee + 18% GST) (non- refundable) by way of Demand Draft only , in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu.
6	Last Date and time of submission of tender	<u>13.01.2026 by 1600 Hours.</u> Applicants to ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay.
7	Date of opening of Tender	The sealed tenders will be opened by the Tender Opening Committee on <u>14.01.2026 at 11.00 AM</u> in presence of the bidders or one of their authorized representatives (Authorization letter as per the format provided, with ID proof) who wish to attend at their own cost.
8	Date of opening of Financial Bids	Bidders who qualify on Technical Grounds will only be eligible for opening of Financial Bid. The Financial Bids will be opened on a later date that will be communicated to the bidders.
9	Time Limit for Handing over the possession of the Premises	Within 60 days from the date of Issuance of Acceptance Letter
10	Lease Period	The Lease Period shall be initially for a period of 15 Years, with minimum <u>Lock in Period of three years</u> from the date of actual possession of premises.

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11	Notice for termination of Lease agreement.	The lease agreement is subject to termination at any time if not found satisfactory by LIC or for any other reason whatsoever by serving 90 days' notice in writing by LIC and 180 days' notice by the landlord/landlady.
12	Validity of Tender	06 (Six) months from the date of opening of Technical Bid
13	Earnest Money Deposit	₹20000-(Rupees Ten Thousands only-) by way of Demand Draft only in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu.
14	Tender Specifications	Tender mainly consists of three parts as: a) Instructions to bidders, Eligibility Criteria, General Terms and Conditions b) Technical Part c) Financial Part
15	Official Website where Tender document is available	www.licindia.in >Bottom-Links>>Tenders

SENIOR DIVISIONAL MANAGER

Tender for Hiring of Office Premises for Branch Office Poonch (JK- UT) under LIC of India Srinagar Division

Instructions to Bidders

1. LIC of India, Srinagar Division invites tender for Hiring of office premises for Branch office Poonch (J&K-UT) under LIC of India Srinagar Division, in sealed envelope from the Individual(s)/ firms, should be in ready to occupy condition and should be free from any encumbrances/dispute and should be situated at a prominent place in the area as mentioned above.
2. For complete details and formats of Tender document please log on to LIC's website www.licindia.in>**Bottom-Links**>>**Tenders**. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.
3. **TENDER FEE:** Tender document may be downloaded from the website, should be duly filled in and accompanied by a **Demand Draft only of ₹590/- (₹500+18% GST)** favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu, towards non-refundable Tender Fee.
4. **EARNEST MONEY DEPOSIT:** The tender should be accompanied by a refundable **Earnest Money Deposit** of ₹20000/- (Rupees Twenty Thousands only-) in the form of **Demand Draft only** favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu. Kindly note:
 - A) The Earnest Money shall not carry any Interest.
 - B) The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month after finalization of the tender.
 - C) EMD of the successful bidder shall be refunded separately after approval by the Competent Authority
 - D) In case the L1 bidder(s) refuses to offer premises after issue of Acceptance letter, a notice shall be served to him/her/them giving 30 days' time failing which EMD deposited /retained with LIC of India shall be forfeited without any further correspondence.
 - E) Sr. Divisional Manager is the Competent Authority to refund/retain/forfeit the EMD amount.
5. **TECHNICAL BID:** The bidders are requested to submit the **Technical Bid (Annexure A)** in a sealed cover super scribed as **"Technical Bid for Hiring of Premises for branch office Poonch"**. The envelope shall contain the name, contact no., E-Mail ID and address of the bidder. The following documents are to be submitted along with the Technical Bid.
 - a) Demand Draft for Rs590-(non-refundable) as cost of Tender Fee as mentioned in the Tender.
 - b) Demand Draft for ₹20000- as EMD.
 - c) Technical Bid Annexure-A
 - d) Signed copy of Pre-Contract of Integrity Pact (to be downloaded separately from LIC website)
 - e) Signed copy of tender document (page-1 to page-13) as token of acceptance of tender terms and conditions
 - f) Certified papers of the land as per revenue records(Copy of Registration, Nakal-i-Intikhab/ Jamabandi)
 - g) Certified copy of approved building plan/Map
 - h) Self-attested copy of PAN card
 - i) Self-attested copy of GST registration certificate.(If applicable)
 - j) Self-attested copy of ITR as required in the tender.
 - k) All other documents required as per Technical Bid.
 - l) NEFT form duly filled along with cancelled Blank cheque leaf/bank statement
6. **FINANCIAL BID:** The bidders are requested to submit Financial Bid containing **Rate / Rent per Square Feet of Carpet Area** (Annexure-B) separately in a sealed cover super scribed as **"Financial Bid for Hiring of**



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premises for branch office Poonch.”

7. These two Sealed Cover Envelopes (Envelop-1, containing Technical Bid, Tender Fee, EMD and all other documents mentioned at S. No 5 above and Envelop-2, containing Financial Bid, are to be placed in a bigger sealed cover super scribed as **“Tender for Hiring of Premises for Branch office Poonch (JK- UT) under LIC of India under Srinagar Division.”** The sealed cover containing the Tender papers is to be addressed to:

**Tender Receiving Officer,
Life Insurance Corporation of India,
D.O. Cell, Jeevan Jyoti Building,
18-A, Rail- Head Complex, Jammu - 180012.**

8. The duly filled in tenders along with all relevant enclosures should be submitted by the Bidder either by Regd. Post / Speed Post /Courier or in person at the address given below:

**Tender Receiving Officer,
Life Insurance Corporation of India,
D. O. Cell, Jeevan Jyoti Building,
18-A, Rail Head Complex, Jammu -180012.**

9. The rates quoted shall be written in **FIGURES & WORDS** without any correction. The bidders are instructed not to round off the rates. Rates to be quoted should be strictly as per the Performa of Financial Bid enclosed in the Tender document.
10. Tenderers should note that their tender submitted should remain open for consideration for a minimum period of six (6) months from the date of opening of Technical Bids.
11. LIC reserves the right to reject incomplete bids, bids lacking in the required details, bids submitted without signatures or without relevant enclosures.
12. Tenders received late, not in properly sealed cover, received telegraphically, through mail or conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.
13. The last date for submission of tenders is as stipulated in the ‘Salient features of the Tender’. If the last date of receipt of tenders as mentioned in the ‘Salient features of the Tender’ happens to be a holiday, tenders shall be accepted on the next working day by 3.00PM.
14. The tenders will be opened by the “Tender Opening Committee” on the day as mentioned in the ‘Salient features of the Tender’ in the presence of bidders or one of their authorized representatives if they are willing to attend at their own cost, after production of authorization letter and Identity proof.
15. Please note that only Technically Qualified Bidders will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be communicated to qualified bidders separately.
16. If two or more bidders quote the same rate, the lowest bid after negotiations, will be considered.
17. In case of joint ownership, all owners have to sign all the pages of the Tender document including both Technical and Financial bids

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18. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website www.licindia.in/Bottom-Links/Tenders and will form part of the tender.
19. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to reject or to accept any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for her/his actions and decisions. The Senior Divisional Manager, LIC of India Srinagar Division also reserves the right to accept or reject any bid. The Senior Divisional Manager, LIC of India, Srinagar Division does not bind himself to accept the lowest tender.
20. The LIC reserves the right for inclusion / exclusion of terms and conditions of the contract as per the requirement.

SENIOR DIVISIONAL MANAGER



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Eligibility criteria for the participating bidders

1. Only those bidders, who offer premises which are in ready to occupy condition, shall participate in the tendering process.
2. The Land upon which the building stands constructed, should be free from all encumbrances.
3. The land and building should be on the name of the bidder/bidders participating in the tendering process.
4. The Land and Building should be free from any dispute, pending in any Court of Law.
5. Only those bidders, who offer office premises at a prominent place within the desired area, as mentioned in the Salient Features of the tender document, can participate in the tendering process.
6. The bidder/bidders must possess a valid PAN Card issued by Income Tax Department.
7. Bidders who offer office premises on **Ground or 1st Floor only**, are eligible to participate in the tendering process. Premises beyond 1st floor shall not be considered and such tenders shall not be evaluated for technical qualification.
8. Bidders should ensure that available let out space should be on the same floor i.e, either on the Ground floor or on the 1st floor. Bidders who offer space divided on two floors shall not be considered for evaluation. However bidders having separate space with area of 450-550 Sq. Ft., to be used as Training centre, can participate in the tendering process. Bidders to ensure that total let out area should as per **Point-3** of salient features of the Bid.
9. Bidders who are black listed/removed by any Govt. office/PSU or any office of the Corporation are not eligible to apply for participation. If applied their applications will not be considered for technical evaluation.

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GENERAL TERMS & CONDITIONS RELATED TO HIRING OF OFFICE PREMISES

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, Srinagar Division.
2. Tender which is received late on account of any reason whatsoever including postal delay etc. after expiry of time and date i.e. fixed for submission of tenders shall be termed as **"LATE"** tender and will not be considered. Such tenders shall be returned to the concerned party without opening the same.
3. 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 (**page-1 to page-13**) are to be signed by the authorized signatory of the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted/ furnished is found incorrect.
4. Overwriting/corrections in the tender document are not allowed.
5. Incomplete, conditional tenders and fax/ e-mail/ telegraphic tenders will not be considered and will be rejected.
6. The offer shall remain valid at least for a period of six (6) months to be reckoned from the date of opening of "Technical Bid".
7. There should not be any deviation in terms and conditions that have been stipulated in the tender documents. Tenders received with imposed conditions which may lead to a deviation with respect to the terms and conditions mentioned in the tender document will not be considered and will be rejected.
8. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be rejected.
9. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of the tender will result in the rejection of the tender.
10. The short-listed bidders will be informed by the Corporation for arranging site inspection of the offered premises.
11. Property should be situated with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals.
12. Surroundings – should be free from disturbing noises, smoke, fumes, odour etc.
13. The title report proving ownership and clear marketability of the property is to be enclosed.
14. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, detail regarding lease period, copy of the lease agreement, initial premium and subsequent rent shall be furnished.
15. There should not be any water logging inside the premises and surrounding areas.
16. The premises should have a good frontage and proper access.
17. Once occupied, the lessor shall have no objection for installing exclusive D. G. Set, whether owned by LIC or taken on hire from a third party, for the use of lessee, the lessor/s shall also provide suitable and safe space for installation of Genset without any extra cost, to the LIC.
18. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the detail of the property offered for leasing out to LIC is to be enclosed.
19. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
20. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
21. The landlord/landlady shall arrange for repairs and maintenance, white washing/ colour washing/ OBD painting/ painting to doors, windows etc. once in four (04) years.
22. The bids will be evaluated on techno commercial basis giving weightage to the equivalent aspects in various parameters like location, amenities available exclusively, nearby surroundings, proneness to water logging/ flood etc., quality of construction, efficacy of the internal layout of buildings in the complex.
23. **Tenders from intermediaries or brokers will not be entertained.**

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24. The premises offered should be in good and ready to occupy condition. The owner of the premises will have to handover the possession of the premises within 60 (sixty) days after the acceptance of their offer by the department.
25. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rate should be offered.
26. **Rate Per Sq. Ft. 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 over the possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent shall be paid by 10th of every month.
27. **Lease period:** Minimum period of the lease will be 15 years with three years lock-in period and minimum notice period of four months from either side for termination of agreement. However LIC of India shall have the right to retain the occupied premises or till arrangement of new premises for the said office is finalized. The lease period will be extendable on the basis of mutually agreed terms and conditions.
28. **Addition and alteration works:** During the period of tenancy, if LIC of India desires to carry out any addition and alterations works at its own cost as per the requirement of the department, the landlord/landlady will permit the same on the existing terms and conditions.
29. The landlord/landlady shall give permission to LIC for Modernization of the premises, if LIC desires to do so.
30. The landlord/landlady shall execute lease agreement with LIC as per the terms and conditions of LIC.
31. Lease agreement will be with the owner/owners and rent will be paid to respective owner/owners.
32. Income Tax will be deducted at prevailing rate.
33. GST will be reimbursed to the owner if registered under GST Rule and claimed in GST invoice.
34. The payment shall be made only after occupation of the premises or after possession is handed over to LIC of India.
35. No advance will be made for a building under construction or for putting up an extension to an existing building on a vacant plot of the landlord.
36. **Possession of premises:** Within 60 (sixty) days from the date of receipt of acceptance of offer/letter. The premises 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/her own cost.
38. **Electricity:**
 - a) Electrical connection of the building, along with 60-65 KVA dedicated transformer, shall be arranged by the landlord/landlady from the energy suppliers exclusively for LIC, at his /her/ their own cost, prior to handing over the premises to LIC of India.
 - b) Electricity consumption charges will be borne by the LIC for the area taken on lease, as actual expenses based on the separate meter.
 - c) Any additional cost on the electrical connectivity will be borne by the owner/ lessor.
39. **Parking:** The landlord shall provide sufficient and safe car and two wheeler parking space, open / covered (number to be decided by LIC) for staff without any extra cost.
40. **Carpet area measurements:** The carpet area measurements shall be as per Bureau of Indian Standards IS No 3861:2002. Joint measurement will be taken in the presence of LIC official and the Bidder/ authorized representative of the Bidder for finalizing the carpet area.
41. Evaluation of the tender will be on the basis of **Rate per Square Feet** of the carpet area offered by the bidder.
42. The Landlord has to arrange for repairs and maintenance, white washing/ colour washing/ OBD Painting/ painting of doors, windows etc. at his/her own cost once in 4 years. If the Landlord fails to carry out such repairs including periodical whitewashing and painting, LIC may call upon the Landlord/Landlady in writing

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- to do the same within one month from the date of receipt of such request and if the landlord/Landlady fails to carry out the same within that time, LIC shall get it done and adjust the amount spent or expenses on such repairs, etc., with interest at prevailing bank interest rate from the rent.
43. The Competent Authority reserves the right to change the relevant dates to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.
 44. The Technical Bids of those bidders, where LIC after its scrutiny / inspection / investigation / verification is satisfied with regard to the compliance of technical criteria as laid down in the tender document, will be declared as found eligible for financial bid opening.
 45. The Financial Bids of only those bidders whose technical Bids are found responsive by LIC, will only be further processed and evaluated.
 46. LIC will communicate to the successful bidder by letter sent through Courier / Registered Post / E-mail that his/her bid has been accepted.
 47. **PERIOD OF CONTRACT:** The agreement will be signed by both the parties within 30 days from the date of Possession. The contract shall remain in force initially for a period of 15 Years from the date of Possession subject to minimum Lock-in Period of three years. Renewal of the contract is subject to mutually agreed enhancement/escalation of rent by both the parties. After expiry of the lease period up to renewal of the lease, if desired by LIC, rent paid for the last month of the agreed lease period shall continue to be paid by LIC without any enhancement and interest. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 90 days' notice in writing by LIC and 180 days' notice by the Landlord/Landlady.
 48. **PAYMENT PROCEDURE:**
Payment of lease rent to the landlord/Landlady shall be made through NEFT for which the bidder has to submit an enclosed NEFT mandate form along with cancelled Cheque of his/her Bank Account and a self-attested copy of PAN Card.
 - a) The demand /GST invoice will be submitted by the lessor every month to the Branch Manager of branch office Poonch.
 - b) The bills raised should be submitted by 3rd of the next month for release of payment.
 - c) Income Tax or any other applicable taxes shall be deducted at source at the time of release of rent payment in accordance with the provisions of the relevant Acts/Rules as applicable from time to time.
 49. The Lessor shall be responsible for their Personal taxes as applicable and shall indemnify and hold LIC harmless for any liability in this regard.
 50. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and the authorized representatives of the Lessor. Any dispute arising out of the Contract/Agreement shall come under the jurisdiction of the Honorable Courts in Jammu.
 51. The Lessor will indemnify and keep indemnified LIC from claim, loss or damage that may be caused to LIC on account of failure of the Lessor under various laws towards LIC due to acts of omissions of the Lessor. The successful bidder has to furnish an Affidavit to LIC on a Stamp Paper of appropriate value.
 52. In order to satisfy itself about the nature and quality of services to be rendered by the tenderer and required during the lease period, LIC of India may depute its officer(s) or authorized representative to visit the premises/location mentioned by the bidder. Besides, LIC may also arrange for verification of any document/testimonial submitted by the bidder in support and compliance of technical criteria as laid

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- down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification, it is revealed that bidder does not meet with the criteria as laid down in the tender document, his/her bid would be considered as non-responsive and his financial bid will not be processed any further and EMD will be forfeited.
53. The Bidder should affix authorized person's signature on all the pages of the tender (**page-1 to page-13**) as a token of acceptance of the terms and conditions.
54. **Advance Deposit:** No advance shall 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.
55. In case of any dispute arising with any State/ Central Agency, owing to happening of any incidence within or outside the hired Premises, the Lessor shall be solely responsible for it and LIC will not have any liability in this regard whatsoever.
56. **TERMINATION CLAUSE :**
If the Lessor refuses to provide the required facilities to LIC at any stage before the expiry of the lease period, the same shall be arranged by LIC and the amount so incurred shall be recovered from the lessor without giving any notice. Further LIC may also terminate the lease deed agreement by serving a notice of 90 days to the landlord/landlady and the decision of the Sr. Divisional Manager, LIC of India, Srinagar Division, in this regard shall be treated as final and binding on the Lessor. LIC reserves the right to terminate the said contract at any time on the ground of unsatisfactory facilities rendered by the Lessor or on any other ground detrimental to the interest of LIC.
57. **RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BID OR ALL BIDS:**
Every Bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly. The Sr. Divisional Manager, LIC of India, Srinagar Division, reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to finalization of contract. Decision of Sr. Divisional Manager, LIC of India, Srinagar Division shall be final and binding on the bidder.

SENIOR DIVISIONAL MANAGER





Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E-mail- os.srinagar@licindia.com

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ANNEXURE - 'A'

TECHNICAL BID

S. No	Information Sought by LIC	Information Provided the Bidder
1	Name of the Owner/Owners/Partners/Firm (in Block Letters)	
2	Full Residential Address(s):-	
3	Postal /Present Address(s):-	
4	Address of the Property/premises offered for Hiring	
5	Contact Details: 1. Land Line No 2. Mobile 3. E-Mail ID	
6	Details of the Land where the Building is Situated (Should be as per the Revenue Record specifying Khasra No, Exact Location, Area and Surroundings) Certified documents to be attached.	
7	Whether the Plot is Free hold or Lease hold? If Lease hold Kindly mention the detail as: 1. Name of the Title Holder/Lessor 2. Tenure of the Land 3. Residual Lease Period	Yes/NO 1. _____ 2. _____ 3. _____
8	Details of Encumbrances, if any	



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9	<p>Schedule of the Plot</p> <p>Boundaries of the Plot (Haddood-e-arba)</p>	<p>East:</p> <p>West:</p> <p>South:</p> <p>North:</p>
10	<p>Whether the area is prone to special hazards like Fire /Floods /Water logging etc. Please specify.</p>	
11	<p>Year of Construction of the Building-----></p> <p>(Approved Map, NOC or occupancy certificate issued by Municipal Authority or any other Govt. body to be attached)</p>	
12	<p>Whether the Property is mortgaged? If yes mention the details as:</p> <ol style="list-style-type: none"> 1. Name of the Organization where the property is mortgaged. 2. Address of the organization. 3. Amount of Loan Availed 4. O/s Loan as on date 5. EMI and source of Re-payment 	
13	<p>Usage of the property as approved by the Competent Authority as:</p> <ol style="list-style-type: none"> 1. Residential 2. Commercial 3. Residential cum Commercial 4. Shopping Centre <p>Attested documents to be attached.</p>	
14	<p>Character Type of Property:</p> <ol style="list-style-type: none"> 1. Residential 2. Commercial 3. Residential cum Commercial 4. Industrial 5. Slum 6. Other (Pl. specify) <p>Attested documents to be attached.</p>	
15	<p>Built up area of the building being offered as office premises on lease.</p>	
16	<p>Whether structural stability certificate obtained from Licensed structural engineer</p> <p>Attested documents to be attached</p>	

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17	Number of Toilets to be made available if the premises is occupied by LIC. (Not less than 3 toilets shall be offered with the office premises)	
18	Internal Layout of the space to be let out specifying number of Halls/Rooms with exact dimensions.	
19	Carpet Area to be let out:	
20	Whether the area to be let out is on Ground /1 st Floor of the Building. (To be Let out area beyond 1 nd Floor will not be considered and will be rejected)	
21	Whether the Area offered is : 1. Combined area OR 2. Separate 450-500 Sq. Ft. offered for Training centre as per Para-8 of Eligibility Criteria	
22	Status of the Land/Building as Whether 1. Full Ownership OR 2. Spouse Partnership OR 3. Joint Ownership other than spouse (Please Provide full details for S. No 2&3) Attested documents to be attached.	
23	Name(s) and Address of the Partner(s)	1. 2. 3. 4. 5.
24	Common Services: (Please specify number exclusively to be reserved for LIC)	Car parking: Two wheeler parking:
25	Whether proper arrangement made for fire safety. Whether NOC obtained from the controlling authority (Self-attested copy to be enclosed)	
26	Name(s) of Representative(s) who would be calling on us and attending to the jobs (With Mobile No and E-Mail ID).	

Tender for Hiring of Office Premises for Branch Office Poonch (JK- UT) under LIC of India Srinagar Division

27	<p>Name of Bank</p> <p>I F S C</p> <p>Address & Telephone Nos. of the Bank.</p> <p>Bank A/C Number</p>	
28	<p>State whether the owner/owners/ partners/firm is/ are Income Tax Assesse and if yes copies of IT Return of any 3 years to be attached.</p>	<p>AY 2023-24</p> <p>AY 2024-25</p> <p>AY 2024-25</p>
29	<p>Has the Owner/Owners/Partners/Firm ever been involved in any criminal act as decided by any Hon'ble Court of Law anywhere in India (Self Declaration to be submitted by the bidder).</p>	
30	<p>At present Is the Building let out for Lease/Hiring to any individual/ Govt./ Private Deptt. /PSU or others and if so Please give full details?</p> <p>Attested documents to be attached.</p>	
31	<p>PAN No (attach attested copy)</p>	
32	<p>GST No (if registered under GST rule) (attach attested Copy)</p>	
33	<p>Detail of Tender Fees</p>	<p>Amount</p> <p>Demand Draft No:</p> <p>Date:</p> <p>Bank:</p>
34	<p>Detail of EMD</p>	<p>Amount</p> <p>Demand Draft No:</p> <p>Date:</p> <p>Bank:</p>
35	<p>Any other suitable information the bidder wants to provide</p>	

I/We declare that the above information is correct and complete to the best of my/our knowledge and belief.

Authorized Signatory (Owner/Owners/Partners/Firm)

(Name):

Address:

Mobile:

Email Id:



ANNEXURE- 'B'

FINANCIAL BID

Financial bid for Hiring of premises for LIC of India, Branch office Poonch, to be submitted by the bidder.
(Rates quoted shall be excluding stamp duty, registration fees and other legal charges.)

Name of the Owner/Owners/Firm: _____

Tender Reference: _____

S. No	Details of the Property as per Technical Bid	Floor Level	Carpet Area of the Premises Offered (Sq. Ft.)	Rate per Sq. Ft of Carpet Area Offered (Excluding GST) (In Words and Figures) (Should be inclusive of all taxes Such as Municipal tax, House tax, Property tax, , Cess and/ or any other levy and proportionate amount of Maintenance charges (Society charges, if any))	Total Amount in Rupees (Excluding GST) (in words and figures)

Before quoting the rates kindly Note:

1. Bidders shall quote the Rates excluding GST as applicable.
2. Bidders shall quote the Rates and amount excluding registration fee, stamp duty and other legal charges for execution of lease agreement.
3. Carpet area rate: The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes / cess for present and future – House tax, Property tax and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc.
4. 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.
5. 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 the bidder/ authorized representative of the bidder for finalizing the carpet area.
6. Validity of offer: The offer will remain valid at least for a period of 06 (Six) months to be reckoned from the date of opening of " Technical Bid". If required offer validity shall be extended after approval by the Competent Authority.

I/ We hereby submit that the above conditions are acceptable to me/us and the quoted rates mentioned above have been offered after consideration of all the tender aspects.

Authorized Signatory

Name:

Mobile/Email Id:

Date:



ANNEXURE - 'C'

AFFIDAVIT

(TO BE GIVEN BY SUCCESSFUL BIDDER)

I/We _____, being Indian

Citizens residing at _____ do hereby

Solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India has floated tender for Hiring of office premises for branch office Poonch, under Life Insurance Corporation of India Srinagar Division and in respect of the same, I/we being one of the Bidder/Bidders, confirm that I / We strictly follow various laws as mentioned in the Terms & Conditions of the Tender.

I/We further state that I/ we shall indemnify Life Insurance Corporation of India against of all claims, which may be made upon Life Insurance Corporation of India and LIC shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due to or to become due to us.

I/We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me / us in this affidavit. I / We further state that non- compliance of any provisions shall be sufficient reason for Life Insurance Corporation of India to terminate the contract. Besides taking recourse to other legal remedies available in the Contract.

Solemnly affirmed at _____ this _____ Day of _____ 20____ before me.

Seal and Stamp of Notary





Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E- mail- os.srinagar@licindia.com

Tender for Hiring of Office Premises for Branch Office Poonch (JK- UT) under LIC of India Srinagar Division

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

The Manager (OS)
Life Insurance Corporation of India
DO Cell Jammu (Srinagar Division)

Sub: Authorization for attending bid opening on.....at.....Hrs

Following person is hereby authorized to attend the bid opening of Tender floated by Life Insurance Corporation of India, Srinagar Division, for Hiring of office premises for branch office Poonch, on behalf of:

..... (Bidder detail)

Name of the Person	Specimen Signature

Copy of I-card/Voter-card/AADHAR-card/Driving-Licence/Bank-passbook/Passport/ _____ (any identity proof) is also certified for permitting him/her to attend BID opening.

Authorized Signatory

(Name

Mobile/Email Id:

Date:

Note: Only one representative for any Bidder shall be authorized and permitted to attend the BID OPENING. Such person shall carry this authorization letter & I-Card along with him/her to be present during bid opening.





Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E-mail- os.srinagar@licindia.com

Tender for Hiring of Office Premises for Branch Office Poonch (JK- UT) under LIC of India Srinagar Division

ANNEXURE - 'D'

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Firm/Agency :
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :
.....

Phone / Mobile no. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :
(Full Digit 11-16)

Type of A/c : Saving A/c ☐ Current A/c ☐ OD A/c ☐ A/c ☐
(Tick)

Bank IFSC Code No.:
(11 DIGIT IFSC CODE)

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I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Authorized Signatory
(Name / Designation and Seal of the Firm /Agency)
Mobile/Email Id:
Date:

Kindly enclose blank cancelled cheque leaf/bank statement for verification of bank account detail.





Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E-mail- os.srinagar@licindia.com

Tender for Hiring of Office Premises for Branch Office Poonch (JK- UT) under LIC of India Srinagar Division

ENCLOSURE CHECK LIST

S. No	PARTICULARS	YES	NO
01	Demand Draft for Tender Fee & EMD enclosed with Technical Bid.		
02	All Annexures i.e. A, B, C, D duly signed and stamped are enclosed.		
03	Financial Bid is duly signed and enclosed in a separate envelope		
04	All Rates in the financial bid are covered with cello tape		
05	All documents are duly signed & stamped		
06	Self-attested copy of ITR for last 3 years(A.Y. 2023-24, 2024-25, 2025-26) enclosed		
07	Self-Attested copy of PAN Card enclosed		
08	Self-attested copy of GST registration certificate enclosed		
09	NEFT Details along with cancelled cheque enclosed		
10	Pre-Contract Integrity Pact duly signed enclosed		
11	Documents pertaining to revenue record of the Land are enclosed		
12	Copy of approved Map of the building is enclosed		
13	Signed copy of tender document (page-1 to page-13)		
14	All other documents required as per Technical Bid are enclosed		

Bidders are requested to ensure that the self-attested documents, as required in the Technical Bid for technical evaluation are enclosed while submitting the Tender to Life Insurance Corporation of India, Divisional Office Srinagar.

Authorized Signatory
(Name / Designation and Seal of the Firm / Company)
Mobile/Email Id:
Date:

