



**Life Insurance Corporation of India
Kolkata Metropolitan Divisional Office-II
Jeevan Tara,
23A/44X, Diamond Harbour Road,
Kolkata -700053.**

Terms and Conditions

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

- a) Envelope marked as 1: The duly completed Technical Bid to be put in this envelope and sealed.
- b) Envelope marked as 2: The duly completed Financial Bid to be put in this envelope and sealed.
- c) Envelope marked as 3: The Demand Draft for "Earnest Money Deposit" and "Cost of tender Document" of the required value to 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. Envelope marked 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 for Ghatakpur Satellite Office at Ghatapukur, P.S.: Bhangar, Dist: 24 Parganas (South)" to be opened on 00/00/00/ at 3.30 p.m.

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., 00/00/0000 at 3.00 p.m. fixed for submission of tenders shall be termed "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 relevant documents/information at the following address:

**Life Insurance Corporation of India
Kolkata Metropolitan Divisional Office-II
Jeevan Tara, 5th Floor, O.S. Dept.,
23A/44X, Diamond Harbour Road,**

Kolkata -700053.

4. All columns of the tender documents must be duly filled in and no column should be kept blank. All pages of the tender documents are to be duly signed by the authorized

signatory of the tenderer. Any overwriting or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders 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 tender should remain valid for at least for period of 6 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 any imposition of any other condition, which may lead to a lead 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 (00/00/0000 at 3.30 p.m.) 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. At the time of opening of Financial Bid, all the Technically qualified tenderers must be present at the stipulated time on the stipulated date. **If any of them is/are unable to be present, then he must inform us in writing that he/she has no objection in opening of the Financial Bid in his/her absence.**
10. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. Canvassing in any form will disqualify the tenderer.
12. The short-listed will be informed in writing/e-mail by the Corporation for arranging site inspection of the offered premises.
13. 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 NEFT only.**
14. 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.
15. **The title report providing ownership and clear marketability is to be enclosed.**
16. The financial bid shall be opened only if at least two Technical bids are found suitable. In case of single Technically suitable bid, Financial bid shall not be opened. Single valid tender or offer from State/Central/Agencies/Undertakings may however, be opened by the Zonal Hiring Committee/Divisional Hiring Committee.
17. 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.
18. There should not be any water logging inside the premises and surrounding areas.
19. The premises should have good frontage and proper access.
20. The Lesser shall have no objection to the lessee installing exclusive D.G. Set for the use of the lessee of its own. If so desired, the Lessor shall provide suitable space for the installation of D.G. Set **without any extra cost to the lessee for installing D.G. Set of its choice.**
21. 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.

22. Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards etc. would be given preference.
23. The particulars of amenities provided/proposed to be provided in the premises shall be furnished in the technical bid.
24. The Lessor shall arrange for repairs and maintenance, white washing/colour washing/OBD painting/painting of doors, windows, etc. as and when informed by the lessee.
25. The bid will be evaluated on techno commercial basis giving weightage to the equivalent aspects in various parameters like location, distance from the main bus stand, amenities available, exclusivity, nearby surroundings, proneness to water logging/flood etc., quality of construction, efficacy of the internal layout of the premises and layout of buildings in the complex.
26. Tenders from intermediaries of brokers will not be entertained.
27. The premises offered should be in good and ready to occupy condition. The owner/s of the premises will hand over the possession of premises immediately after the acceptance of the offer by the department. **Two months fit out period must be allowed by the Lessor.**
28. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore the most competitive rates should be offered. **The rate must be compatible with that of the banks/public sector undertakings running in hired premises in the area.**
29. **Rate per sq. ft. will be fixed on the carpet area.** The carpet area rate shall be quoted in two parts, i.e.,
 - a) Basic rent of the premises
 - b) Proportionate amount of the statutory charges/taxes like Municipal taxes, House taxes, Property tax (excluding arrear prior to the date of agreement) GST, cess and/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, Central Government, or other civic authorities.
Revision of the aforesaid taxes/charges proportionate to the carpet area let out to 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 by 7th of the following month.
30. **The rent will be paid from the date of taking possession of the premises, after the fit-out period(2 months) is over.**
31. Lease period: Minimum period of lease will be 15(Fifteen) years with 5(Five) years lock in period and minimum period of 4(four) months from either side for termination of agreement. The lease period will be extendable for mutually agreed period and escalation in rent.
32. Addition and alteration work: During the period of tenancy, if the lessee desires to carry out any addition and alterations at its own cost as per requirement of the Corporation, Lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. **Lessor must provide space for display signboards without any extra cost.**
33. Lease agreement:
 - To be executed in the LIC's Standard Lease Deed format (LIC as a tenant)

- Will be with the Owner and Rent will be to the respective owner.
34. Income Tax will be deducted at source at prevailing rate.
 35. GST: GST9 (if applicable) will be payable as per rule.
 36. Registration and stamp charges: Will be shared equally between the Lessor and the Lessee (50: 50)
 37. Possession of premises: Immediately after the date of acceptance of the offer letter. The premises must be painted and should be in habitable condition while taking the possession.
 38. 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.
 39. Electricity:
 - a) The building should have sufficient electrical/power load sanctioned and made available to the Corporation- minimum 16 KW supply must be given.
 - b) If required, additional electric power will be arranged by the Lessor/Offered at his/her/their cost from the energy suppliers.
 - c) Electricity charges will be borne by the lessee for the area taken on lease, on the actual separate electric meter which will be provided by the Lessor. No sub-meter will be allowed. Any additional cost on the electrical connectivity will be borne by the owner/Lessee.
 - d) At the time of taking over the possession of the premises, LIC will note the electrical meter reading provided by the in the Lessor's presence or his/her/their representative. The electrical charges to be borne by the Lessor up to that point.
 40. Parking: The Lessor shall provide Car and two wheelers dedicated parking space (Open/Covered) 300sq.ft. to 400sq.ft. along with the offered premises without any extra cost- within the same premises.
 41. Carpet Area Measurement: 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 lessee or his representative for finalizing the carpet area.