TENDER FOR HIRING OF PREMISES FOR SATELLITE OFFICE AT LALGANJ (DISTT. RAEBARELI) ON LEASE BASIS

(Ref. : FAIZABAD/ DO/E&OS/Lease/SO-LALGANJ/2025-2026)

LAST DATE & TIME OF SUBMISSION OF TENDER: 16.03.2026 BY 03.30 p.m.

DATE & TIME OF OPENING OF TECHNICAL BID : 16.03.2026 AT 04.00 p.m.

Life Insurance Corporation of India
Divisional Office- FAIZABAD

REQUIRED : Office Premises on Lease basis at LALGANJ (DISTT. RAEBARELI)

Life Insurance Corporation of India intends to hire office premises from the individual/ firms on lease basis admeasuring approximately 1300 sq. ft. carpet area which is in ready to occupy condition preferably on Ground for Sattelite Office at Lalganj (Distt. Raebareli). The location of the premises shall be preferably on main road or in Main Market, near Railway Station/ Bus Stand, Banks & Other Financial Institutions etc.

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The interested bidders can obtain Tender documents on payment of Rs 500/- + GST @18% (Non-refundable) from Sattelite Office Lalganj (Distt.: Raebareli) or above address from 27.02.2026 to 16.03.2026 between 10:00 am to 1:00 pm on Monday to Friday (excluding Saturday, Sunday & Holidays). Tender documents can also be obtained by downloading from the LIC website (www.licindia.in). For downloaded forms, the payment of Rs 590/- (inclusive of GST) towards the tender fee must be made at the cash counter of the Sattelite Office Lalganj/ Divisional Office Faizabad, or by submitting a Demand Draft or Banker's Cheque in favour of 'Life Insurance Corporation of India' payable at Faizabad, along with the tender submission.

For complete details and Tender documents please log on to www.licindia.in and visit "Tender" section and click on the link "Tender for hiring office space at Lalganj on lease basis"

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sr. Divisional Manager

TENDER SCHEDULE

Sr. No.	Description	
1	Name of Tender:	Tender for hiring of office space at Lalganj on lease basis
2	Cost of Tender document (Non-refundable-Tender fee)	Rs 500 + GST @18% = Rs 590/-(Rupees Five hundred ninety only).
3	Earnest Money Deposit (along with Technical Bid)	Rs 10000/-(Rupees Ten thousand only) by Demand Draft/ Pay Order in favour of **"Life Insurance Corporation of India" payable at Faizabad. No interest will accrue on EMD.**
4	Sale of Tender document	From 27.02.2026 to 16.03.2026 between 10:00 a.m. to 1:00 p.m. on week days (excluding Saturday, Sunday & Holidays) at Divisional Office Faizabad & Sattelite Office Lalganj on payment of non-refundable tender cost by Cash or Demand Draft /Pay Order in favour of **" Life Insurance Corporation of India" payable at Faizabad.**
5	Last Date & Time of receiving/ Submission of Tender document.	16.03.2026 up to 03:30 p.m.
6	Date & Time of opening of Technical Bids	16.03.2026 at 4:00 p.m.
7	Date & Time of opening of Financial Bids.	Bidders whose technical Bids are found suitable shall be intimated about the same.
8	Time Limit for handing over possession of the premises.	Within 14 calendar days from the date of issue of acceptance letter.
9	Lease period /Contract period	As per agreed terms and conditions of the Lease Deed.
10	Notice period for Termination of contract.	06 (Six) months on either side.
11	Validity of Tender	04 (Four) months from the date of opening of Technical Bid.

Sr. Divisional Manager

Life Insurance Corporation of India.
Divisional Office- Faizabad

Life Insurance Corporation of India intends to hire premises which are ready to occupy condition from Individuals/ Firms only under **"Two Bid System"** as per details given below:

Carpet area required	Location	Remarks
Approximately 1300 Sq.ft. **(Variation may be accepted as per requirement, suitability and decision of the Competent Authority**	**Lalganj (Distt.: Raebareli)**	Should be located preferably in the main market area at the prime location of the township having availability of all public amenities like Banks, Post Offices, Railway Station/ Bus Stops etc. Should be in ready to occupy condition and suitable for use as office premises.
Status of Premises	Free Hold/ Lease Hold with clear marketable title.	
Usage of the Property	**Commercial Building**	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs.590/- (Rupees Five hundred ninety only) from the office at Divisional Office Faizabad & Sattelite Office Lalganj. The tender documents will be issued from 27.02.2026 to 16.03.2026 between 10:00 a.m. and 3:00 PM on week days (excluding Saturday, Sunday & Holidays). Tender documents can also be obtained by downloading from the LIC website (www.licindia.in). For downloaded forms, the payment of Rs 590/- (inclusive of GST) towards the tender fee must be made at the cash counter of the Sattelite Office Lalganj/ Divisional Office Faizabad, or by submitting a Demand Draft or Banker's Cheque in favour of **'Life Insurance Corporation of India' payable at Faizabad**, along with the tender submission. The last date for submission of filled in offers is 16.03.2026 up to 03:30 p.m.

The "Technical Bids" will be opened on 16.03.2026 at 4:00 p.m. in the presence of bidders or their authorized representatives.

For complete details and bid documents please log on to www.licindia.in and visit tender section and click on the link **"Tender for hiring of office space at Lalganj on lease basis"**

LIC of India reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.

Sr. Divisional Manager

Hiring of Office Premises

Instruction to Bidders

1. The tender form will be available from **27-02-2026 to 16-03-2026** between 10.00AM and 1.00 PM on working days (excluding Holidays, Saturday and Sundays)
2. The last date for submission of filled in tenders (both technical and financial bids) is 16-**03-2026** upto **03.30** 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 :
   Manager (Officer Service)
   Life Insurance Corporation
   Divisional Office Faizabad
   Jeevan Prakash
   Ram Path, Beniganj,
   Faizabad-224001
4. The technical bid will be opened on the same day i.e. 16-**03-2026** at **4.00** P.M. in the presence of bidders or their authorized representative 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 officers, the financial bids of only those bidders, whose officers 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.

i) 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 shall be submitted in sealed cover (Marked Envelope-1).

ii) EARNEST MONEY DEPOSIT of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.

- EARNEST MONTY DEPOSIT of lowest bidder shall be refunded separately.
- In case the lowest vender/bidder refused to offer premises after issue of allotment letter, a notice shall be served to them be giving 15 (fifteen days time failing which their EARNEST MONEY DEPOSIT amount lying/retained with us shall be forfeited without any further correspondence.

  Sr. Divisional Manager is the Competent Authority to refund/forfeit the EARNEST MONEY DEPOSIT amount.

10. The following documents should be enclosed with the offers:

a) A set of floor plans, section, elevations, and site plan of the premises offered showing the details 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 conversion of Non-agricultural land from the Competent Authority.

d) A copy of Commercial usage certificate of the premises issued by 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 Price bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

12. Tenderer should note that their tenders should remain open for consideration for a minimum period of 04 (Four months) 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.

Place:

Signature of vendor with seal

Date

मण्डल कार्यालय, "जीवन प्रकाश"
अयोध्या रोड, बेनीगंज, फैजाबाद –224001, फोन नं 05278–244265, फैक्स नं0 05278–244203

Divisional Office, "Jeevan Prakash"
Ayodhya Road, Beniganj, Faizabad-224001 Phone no. 05278-244265 Fax No. 05278-244203

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Aligarh Division

Tender for Hiring of Office Premises for S.O. Lalganj (Distt. Raebareli)

This tender consists of two parts:

1. **Technical Bid** (including Instructions to Bidders, Terms, and Conditions)
2. **Financial Bid** (containing the expected price only).

Separate Technical and Financial bids must be submitted for each proposal. The Technical Bid, Financial Bid, and Earnest Money Deposit (EMD) should be sealed in separate envelopes. The use of envelopes will be as follows:
(a) **Envelope marked as I**: The duly completed Technical Bid should be placed in this envelope and sealed.
(b) **Envelope marked as II**: The duly completed Financial Bid should be placed in this envelope and sealed.
(c) **Envelope marked as III**: The Demand Draft or Banker's Cheque for the Earnest Money Deposit and the cost of the tender document or the Money Receipt (M.R.) of the required value, should be placed in this envelope and sealed.
(d) **Envelope marked as IV**: All three envelopes (I, II, and III) should be placed in this envelope and sealed. This outer envelope should be super-scribed as "**Tender for Hiring of Office Premises in/at Lalganj** to be **opened at 4:00 p.m. on 16.03.2026**" and submitted to **LIC of India, Divisional Office, Faizabad**.

Definitions

In this tender document and the subsequent lease agreement, unless the context otherwise requires, the following terms shall have the meanings defined below:

1. "Corporation" means Life Insurance Corporation of India (LIC), including its Divisional, Zonal, and Branch Offices as applicable.

2. "Lessee" means Life Insurance Corporation of India (LIC), the party proposing to lease and occupying the premises as tenant under this tender and subsequent lease agreement.

3. "Lessor" means the owner or legal titleholder of the premises offered on lease to the Lessee under this tender and lease agreement, including their successors, assigns, and legal representatives.

4. "Bidder" means any individual or firm who submits a tender proposal in response to this invitation; upon acceptance and execution of lease, the Bidder shall be referred to as the Lessor.

5. "Premises" means the building or portion of the building offered by the Lessor for lease and accepted by the Lessee as per the tender and lease agreement.

6. "Rent-Free Possession Period" means the mutually agreed period commencing from the date of handing over vacant and peaceful possession of the premises to the Lessee, during which the Lessee is entitled to carry out interior works, furnishing, and other preparations without obligation to pay rent. Rent shall commence from the expiry of this period or the actual occupation date, whichever is later.

Terms and Conditions:

1. The terms and conditions, along with the instructions, will form part of the tender submitted by the Bidder to LIC of India, hereafter referred to as the Corporation.
2. Tenders received after **3:30 p.m. on 16.03.2026**, for any reason whatsoever including postal delays shall be deemed late and will NOT be accepted. Late tenders will be returned unopened.
3. All Bidders should submit the physical tender documents by post or in the tender box kept at Divisional Office, duly completed with relevant documents/information to the following address:
   LIFE INSURANCE CORPORATION OF INDIA
   "JEEVAN PRAKASH" BLDG.,
   DIVISIONAL OFFICE, BENIGANJ,
   FAIZABAD (UP), 224201
   Tel. No.
4. All columns of the tender documents must be completed and no column should be left blank. **All pages of the tender documents must be signed by the authorized signatory of the Bidder**. Any overwriting or use of correction fluid must be initialed by the Bidder. The Corporation reserves the right to reject incomplete tenders or those with incorrect information.
5. If the space in the tender document is insufficient, Bidders may attach separate sheets.
6. The offer will remain valid for 4 (**four**) months from the date of opening of the Technical Bid.
7. No deviations from the stipulated terms and conditions will be accepted. If the bidder imposes any conditions leading to deviations, these must be clearly listed on a separate sheet titled 'List of Deviations,' which will be considered during technical evaluation.
8. **Technical bids will be opened on 16.03.2026 at 04:00 PM** in the presence of Bidders at the above office. Bidders are advised to be present on 16.03.2026 at 4:00 PM at the time of opening of Bid at the Divisional Office, Faizabad.
9. The Corporation reserves the right to accept or reject any or all tenders without assigning any reason thereof.
10. Canvassing in any form will disqualify the Bidder.
11. Shortlisted Bidders will be informed in writing or electronic means by the Corporation for site inspections of the offered premises.
12. All statutory clearances must be obtained by the Bidders at their own cost, as and when required. All payments to the successful Bidder will be made via NEFT.
13. The property should be situated in a good commercial area of the town/city with proximity to public amenities such as railway station, bus stops, banks, markets, hospitals, schools, etc.

14. A clear and marketable ownership title report must be enclosed.
15. **Financial bids will only be opened if at least two Technical Bids are found suitable. A single Financial Bid will not be opened unless it is from State/Central Government agencies or undertakings, which may be opened by the Zonal or Divisional Purchase Committees.**
16. Freehold property is preferred. However, if leasehold property is offered, details regarding the lease period, copy of lease agreement, initial premium, and subsequent rent receipts must be provided.
17. There should be no waterlogging inside the premises or in surrounding areas.
18. The premises should have good frontage and proper access.
19. The Bidder shall provide suitable and adequate space to Corporation for installation, operation, and maintenance of an exclusive DG set for lessee use, at no additional cost. The space should conform to DG set's OEM recommendations.
20. The latest tax clearance certificates must be provided by the Bidder, indicating all relevant details of the property offered for leasing out to Corporation.
21. Offers from Government bodies, Public Sector Undertakings, or State Housing Boards will be given preference.
22. Details of all amenities provided or proposed must be included in the technical bid.
23. The Bidder shall arrange OBD painting in the building and enamel painting to doors, windows, and termite treatment, etc., as and when informed by the Corporation at the time of handing over of premises.
24. The bids will be evaluated on a **techno-commercial basis**, considering parameters such as location, proximity to railway station, availability of amenities, exclusivity, surrounding environment and proneness to waterlogging/ flood, construction quality, internal premises layout, and building complex layout.
25. Tenders from intermediaries or brokers will not be entertained.
26. The premises offered must be in good and ready-to-occupy condition. The owner(s) of the premises will have to hand over the possession of the premises within 14 calendar days of offer acceptance.
27. No negotiations will be conducted except with the lowest Bidder; bidders should therefore quote their most competitive rates.
28. Rate per sq.ft. on carpet area shall be inclusive of basic rent, all statutory taxes and cess (present and future, including House tax, Property tax, GST, Municipal taxes), maintenance charges, service charges (society, lifts, parking, common areas), etc. Rent shall commence from the expiry of an agreed Rent-Free Possession Period (to be mutually determined during negotiation), or from the date of possession, whichever is later. No extra payment beyond monthly lease rent will be made. Lease rent is payable before the 10th of the following month.
29. **Lease period**: The minimum lease period shall be 15 (Fifteen) years, with a 6-year lock-in period which is non-negotiable. A minimum of six months' notice is required by either party for termination. The lease may be extended for mutually agreed terms, including rent escalation
30. **Addition & alteration works**: During the period of tenancy,
    i. Lessee may carry out addition/alteration works at their own expense with lessor's permission."

ii. Lessor will obtain necessary local authority permissions if required.

iii. Lessor shall provide space for display signboards, installation of internet VSAT / instruments and space for DG set without additional charge.

31. **Lease agreement**: The lease agreement will be with the property owner which is to be executed in the Corporation's standard lease format, and rent will be paid to them directly.
32. Statutory taxes: Statutory taxes such as Income tax will be deducted at source as per prevailing rates.
33. GST (any other prevailing tax in lieu of GST) will be paid by the lessee on production of a valid GST invoice only. The lessee should ensure for proper filing of GST returns within stipulated time frame to ensure that Corporation may get necessary ITC (Input Tax Credit) of the paid taxes.
34. Registration and stamp duty charges will be shared equally between the lessor and the lessee (50:50).
35. **Possession of the premises**: Possession of the premises must be handed over within the agreed timeframe of 14 calendar days from the acceptance of the offer by the Corporation, in a habitable and painted condition.
36. **Toilets**: Proper toilets for the use of ladies & gents should be made available.
37. **Water supply**: The owner should ensure to provide adequate supply of water and water for W.C & Lavatory throughout the lease period at his own cost. A water meter must be installed to measure Corporation usage. Additionally, water tank overflow alarm sensors must be installed.
38. **Electricity**:

    (a) The building must have sufficient sanctioned electrical/power load and it should be available for the use of Lessee.

    (b) The electrical load necessary for operating air conditioning units and other appliances is to be arranged by the lessor. The electrical load requirement is estimated to be approximately 20 KW for 1300 sq. ft. The actual electrical load will be calculated as per the final area of the premises taken for lease.

    (c) Electricity charges will be borne by the lessee for the area taken on lease, on an 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 lessor.

    (d) At the time of taking over possession of the premises, the lessee will note the electricity meter reading in presence of bidder/authorized representatives. Any outstanding charges related to electrical installations, connections, or previous consumption up to the handover date is the sole responsibility of the lessor.

    (e) **Cost Responsibility:**
    - All sorts of installation costs will be borne by the lessee.
    - If any enhancement in load is needed at a later stage (beyond the agreed initial load), the cost of the electrical load and meter will be paid by Corporation, based on actual receipts available with the lessee. However, no payment for security deposit will be made by the Corporation.
39. The internal electrical wiring of the premises is to be provided by the lessor. It should also be ensured to provide adequate security at the entrance by installing suitable channel gates with main gate shutter.

40. The lessor shall ensure that all areas of the offered premises (including office halls, corridors, toilets, and entry points) are provided with durable, high-quality flooring, such as vitrified/marble/ceramic tiles or other suitable commercial flooring. All flooring must be level, free from defects, and suitable for intensive office use. Any repairs or rectification required for flooring prior to or during the lease period will be carried out by the lessor, at their own expense, upon request by lessee. In addition to this the enclosure of walls within the offered premises is to be constructed by lessor with proper plastering.
41. **Parking: Sufficient** covered free parking space for cars and two-wheelers must be provided, **for at least: Car parking – 3 nos., Two-wheelers – 30 nos.**
42. **Carpet area measurement**: Carpet area measurement will exclude common areas, walls, shafts, and shall comply with latest Indian Standards (IS 3861:2002). Joint measurements will be taken in the presence of LIC officials and the Bidder / Bidder's representative.
43. Change of Ownership / Title
    i. The Lessor hereby declares and guarantees that it is the lawful owner of the premises and has the full right and authority to lease the same to the Lessee.
    ii. In case the title of the leased property is transferred, sold, or otherwise changes ownership during the term of this lease, the new owner(s) shall automatically be bound by all terms and conditions of this lease agreement and shall assume all rights and obligations of the Lessor under this lease.
    iii. This lease shall continue in full force and effect irrespective of any change in ownership/title of the premises.
    iv. The Lessor shall notify the Lessee in writing within 15 days of any such change in ownership or title.
    v. The Lessee's possession, use, and enjoyment of the premises shall remain uninterrupted and shall not be terminated or adversely affected due to any such change in ownership.

44. Other Documents (Check list) which are to be enclosed with Technical Bid:
    a) Approved drawing of the building proposed.
    b) Commercial usage certificate.
    c) Structural Stability Certificate.
    d) Completion Certificate of the building.
    e) Sanctioned Electricity load for commercial usage.
    f) Copy of Aadhaar Card, Copy of Pan Card and cancelled cheques of Bidder.
    g) Copy of Aadhaar Card of representative, if any along with authority letter.

Place :
Date :

Signature of proposer with seal

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LIFE INSURANCE CORPORATION OF INDIA
Faizabad Division

Annexure 'A'

(Technical Bid)

Tender for Hiring of office premises for Satellite office- Lalganj Distt- Raebareli.

TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE -1

Note : The reference number to be filled up by the Tenderer 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	Fax No.	
		d	E - Mail ID	
		e	Permanent Account Number (PAN)	
	3	a	Name of the contact person duly authorized.	
		b	Phone 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).		

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Sr					Detail	Remarks
	8	a			Residential	
		b			Commercial	
		c			Residential cum Commercial	
		d			Shopping centre	
	9	Whether the proposal for Office premises in a multi - storied building.				
		a			Number of floor in the building.	
		b			At which floor, the office premises are offered.	
	10	CTS No				
	11	Survey No				
	12	Ward NO				
	13	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				

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Sr			Detail	Remarks
		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	

Sr			Detail	Remarks
		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	Incase 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 Office premises can be handed over to LIC after finalization of the deal.	
	25		Built up area of the premises being offered now for office 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).	
	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.	

LIC
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LIFE INSURANCE CORPORATION OF INDIA
Faizabad Division

Sr				Detail	Remarks
		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 office 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 connected 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. Open.....nos.
	2			Two wheeler parking	Reserved .....nos. 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	Yes / No

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Sr			Detail	Remarks
		Generator.		
	6	Anti lightening device arrangement.		Yes / No
	7	Security arrangements, please give details.		
8	Other Information			
	1	Whether any ready built flats / Office 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:.....

Place:.....

LIC
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
Faizabad Division

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office "Jeevan Prakash" Building
Beniganj, Faizabad-224001

Financial Bid

(To be submitted in sealed Envelope- II)

Name of the Bidder/ Owner .....

Reference No.:.....

Note: The Envelope-2 containing Financial Bid is to be opened after scrutiny of Technical Bids Inspection and short listing of the Premises.

Details of the property as per Technical Bid	**Carpet area** of the premises offered (sq.ft)	**Basic Monthly Rent- Rate per sq. ft. of carpet area** (Excluding **GST**)	**Outgoes- Taxes/ cess etc.** Proportionate amount of the statutory charges/ taxes such as Municipal tax, House tax, Property tax, Urban Development tax, and/ or any other levy and Maintenance charges like Society charges etc.) **per sq. ft. of carpet area**	**Total Gross Monthly Rent-Rate per sq.ft. of carpet area** (excluding GST) Total of Column(iii)+(iv)
(i)	(ii)	(iii)	(iv)	(v)
		(Rs. In figures)		
		(Rs.in words)		

Note:

1. Registration and stamp duty charges for execution of lease agreement shall be shared equally by the Lessor and the Lessee (50:50).
2. **Total Gross Monthly Rent** : The Total Gross monthly rent shall be

inclusive of Outgoes (i.e. all taxes/ cess present and future —House tax, Property tax, Urban Development tax, Municipal taxes etc. and Maintenance charges like Society charges-maintenance of lifts, building premises, parking, common areas or any other account etc.). No other charges whatsoever can be claimed on any account subsequently. Lease rent will be payable after the completion of the month upto 10th of the following month.

3. **GST** — In addition of Total Gross Monthly Rent, the Goods and Services Tax prevailing on the rent will be borne by the lessee and TDS under GST Act will be deducted by the lessee at prevailing rates, if applicable.

4. If there are differences between the rates given by the Bidder in words and figures or in the amount worked out by him, the following procedure shall be followed:

   - When there is a difference between the rates in figures and words, the rates which correspond to the amounts worked out by the Bidder, shall be taken as correct.
   - When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Bidder in **words** shall be taken as correct.
   - When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.

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 Bidder/ authorized representative for finalizing the carpet area.

6. **Validity of offer:** The offer shall remain valid at least for a period of 04 months (four) to be reckoned from the date of opening of "Technical Bid".

Place:

Date:

Signature of the Bidder/Owner with seal