Appendix-G16

Instructions to Bidder

1. The tender documents will be issued from 01-03-2026 to 20-03-2026 between 11.00 a.m. and 3.00 p.m. on working days (excluding Holidays, Sundays, and Saturdays).
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is 23-03-2026 upto 12.30 pm. The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be addressed in the name of "Sr. Divisional Manager" and submitted to the address given below:

   Life Insurance Corporation of India, OS Department, Mumbai *Divisional Office – 3,* New India Building, First Floor, Santacruz (West), Mumbai – 400 054.
4. The technical bid will be opened on the same day i.e 23-03-2026 at 3.00 pm. 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 (Name of Area to be Specified here) . 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 super- scribed 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 Manager (OS), at the address given above. The envelope must be super-scribed with 'Bids for Hiring of Office Premises in/ at (Name of Place) and the last date for submission 23-03-2026 and to be opened on 23-03-2026.
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 Mumbai 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 Name of Place '. 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) plus GST may be remitted in the form of Demand draft/ Pay order drawn in favour of 'Life Insurance Corporation of India' payable at Mumbai.

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.
    d) Commercial Usage Certificate.

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 without 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.

Place : Signature of Vendor with Seal.
Date :