भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Ref : OS/ Thrissur
Hiring of Premises **Dated 11th August 2026**

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, JEEVAN PRAKASH,
KOVILAKATHUMPADAM, THRISSUR – 680022
0487 -2436832, 2436823, email – os.thrissur@licindia.com

WANTED OFFICE PREMISES ON LEASE AT KODUNGALLUR

Life Insurance Corporation of India intends to hire office premises under two bid system from individuals/ Firms on lease basis admeasuring 4500 sq ft carpet area (+/- 5% variation in area is acceptable) which are in ready to occupy condition preferably in Ground or First floor or any other floor with lift facility for shifting the existing BRANCH office at Kodungallur. The preferred location of the premises shall be within a radius of 5 kms from the railway station/ bus stand. For complete details and bid documents, please log on to www.licindia.in and go to 'Tender' and click on the link 'Advertisement for Hiring of premises for office at Kodungallur on lease basis'.

No Brokers/Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.

Thrissur
11.08.2026

Senior Divisional Manager

Life Insurance Corporation of India, Jeevan Prakash,
Kovilakathumpadam, Thrissur - 680022
0487-2436832, 2436823 email: os.thrissur@licindia.com

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
4500 sq ft (+/- 5% variation in area is acceptable)	Kodungallur Ready built premises in Kodungallur within a radius of 5 Kms from the bus stand area are eligible to apply.	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 ready to occupation condition and suitable for use as office premises.
Status of Premises	Freehold with clear marketable title	
Usage of the property	Commercial	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs.295 /- (Rupees Two Hundred and Ninety Five only) (Application fee Rs.250/- +GST @18%) from the office at the above address. The tender documents will be issued from 11.08.2026 to 31.08.2026 between 10.00AM and 4.00 PM on all week days (excluding holidays, Saturdays and Sundays). The last date for submitting the duly filled in tenders to the above address is 01.09.2026 up to 12.30 pm. The "Technical Bids" will be opened on the same day at 3.00 pm in the presence of the bidders or their authorized representative who may wish to be present. For complete details and bid documents please log on to www.licindia.in and go to Tenders and click on the link "Advertisement for Hiring of premises for office at Kodungallur on lease basis".

No Brokers/Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

11.08.2026 **Sr. Divisional Manager**

TENDER SCHEDULE

Sl No	Description	
1	Name of work :	Tender for hiring of premises for Kodungallur BO which are in ready to occupy condition
2	Cost of tender document (Non refundable)	**Rs.295.00** (Rupees Two Hundred and Ninety five only) – Rs.250/- application fee + GST @.18%
3	Earnest Money Deposit	**Rs. 10000/- (Rupees Ten thousand only)**
4	Date of sale of tender document	From 11.08.2026 to 31.08.2026 between 10.00 AM and 4.00 PM on all week days(excluding holidays, Saturdays and Sundays) from LIC of India, Divisional Office, Thrissur on payment of non refundable tender fee by cash/ Demand Draft in favour of " LIFE INSURANCE CORPORATION OF INDIA" payable at Thrissur.
5	Last Date & Time of receiving / submission of tender document.	01.09.2026 upto 12.30 pm
6	Date & Time of opening of Technical Bids	The "Technical Bids" will be opened on 01.09.2026 at 3.00 pm in the presence of bidders or their authorized representatives who may wish to be present.
7	Date & Time of opening of Financial Bids.	Shall be intimated later on.

Date : 11.08.2026
Place : Thrissur **Sr. Divisional Manager**

INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from **11.08.2026 to 31.08.2026** between **10.00 AM and 4.00 PM from LIC of India, Divisional Office , Thrissur** on all week days (excluding holidays, Saturdays and Sundays) .
2. The last date for submission of filled in tenders (both technical and financial bids) is on 01.09.2026 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 submitted to the address given below :

   The Manager (E&OS)
   LIC of India, Divisional Office
   "Jeevan Prakash", Kovilakathumpadom
   Thrissur -22
4. The **technical bid** will be opened on **01.09.2026 at 3.00 pm** in the presence of bidders or their authorized representatives who may wish to be present. 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.,
   i) Instructions to bidders and Terms & Conditions.
   ii) Technical part.
   ii) 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 premises , location, area of the premises, copy of sanctioned plan with completion/occupation certificate, floor area of the portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership 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 – I**) superscribing as "Technical Bid for Hiring of premises for office at Kodungallur " . 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 . The **Financial Bids will be placed in the Envelope - II** and superscribed with addressee and bidders details. All the three envelopes (envelope 3 containing EMD amount and cost of tender fee) will be placed in a fourth envelope **(Envelope – IV**) and sealed and submitted to the LIC OF INDIA, DIVISIONAL OFFICE, THRISSUR at the address given above. The envelope must be superscribed with "**Tender for Hiring of premises for office at Kodungallur "** and the last date for submission is **01.09.2026 upto 12.30 PM** and the **Technical bid will be opened on at 3.00 pm** in the presence of bidders or their authorized representatives who may wish to be present.

7. **EMD** of **Rs. 10000/- (Rupees Ten thousand only) in the form of Demand Draft in favour of " Life Insurance Corporation of India" payable at THRISSUR and the cost of tender fee (non refundable) of Rs. 295/- (Rupees Two Hundred and Ninety Five only),** the **Miscellaneous Receipt** of the tender fee deposited or D.D or Banker's cheque shall be submitted in sealed cover (**Marked Envelope – III**) **superscribing as "Earnest Money Deposit" for Hiring premises for office at Kodungallur along with the "Technical and Financial Bid ". Please note that no interest is payable on the EMDs**. Please provide

i. Bank Account Details by enclosing a copy of first page of bank pass book or cancelled cheque leaf

ii.PAN Card copy

iii. GST Registration Certificate if applicable.

8. In case the tender form is downloaded from the corporation's web site, **the non refundable tender fee of Rs.295/- (Application fee – Rs.250/-+ GST @ 18%) may be remitted in the form of Demand draft drawn in favour of " Life Insurance Corporation of India" payable at THRISSUR.**

9. **Refund of EMD :-** EMD shall be refunded as under :

(i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by the Divisional Purchase committee . Please provide the Bank account details.

(ii) EMD of other technically qualified bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids. EMD of

lowest bidder shall be refunded separately or adjusted along with the payment towards rent of the premises.

(iii)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 EMD 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, section elevation and site plan of the premises offered showing the detailed dimensions, main approach road to the plot/s, road on either side of the plot if any, width of the road/s and adjacent properties etc. around the plot .

b) A copy of the title investigation and search report along with copies of title deed documents.

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 06 (Six) 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 :

Date : **Signature of vendor with seal**

Tender for Hiring of Premises -- 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 (EMD) should be sealed in envelopes. The use of envelopes will be as under :

(a) **Envelope marked as I :** The duly completed **Technical Bid** be put in this envelope and sealed.

(b) **Envelope marked as II :** The duly completed **Financial Bid** be put in this envelope and sealed.

© **Envelope marked as III :** The DD for " Earnest Money Deposit" and "Cost of tender document" or the M.R of the required value be put in this envelope and sealed. Please provide Bank Details and PAN card copy, GST Registration Certificate Copy if applicable.

(d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition superscribing as **" Tender for Hiring of Premises for office at Kodungallur ".**

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 12.30 pm **on 01.09.2026** 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 Price Bid) duly filled in with the relevant documents / information at the following address :

THE MANAGER(E&OS),
L.I.C. OF INDIA, DIVISIONAL OFFICE
"JEEVAN PRAKASH"
KOVILAKATHUMPADAM
THRISSUR

Date : **Signature of vendor with seal**

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 06 months (Six) 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 01.09.2026 **at 3.00 pm** 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 NEFT only.**
13. Any over writing should be initialed by the authorized signatory of the bidder. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted is found incorrect.
14. The title report proving ownership and clear market ability is to be enclosed.
15. The premises shall be Freehold.
16. 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.
17. There should not be any water logging inside the premises and surrounding areas

Signature of vendor with seal

18. The premises should have good frontage and proper access.
19. It should be free from encroachment, litigation and have clear title.
20. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the premises offered for leasing out to LIC.
21. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards will be considered on merits.
22. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
23. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened. Single valid tender or offer from State / Central /Agencies / Undertakings may however, be opened by the Divisional Purchase Committee.
24. The Lessor 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/s shall provide suitable space for installation of Genset without any extra cost to the lessee.
25. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
26. 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.

27.The bids 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.

28. Tenders from intermediaries or brokers will not be entertained.
29. 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.

Signature of vendor with seal

30. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

31. Rate per sq.ft. on Carpet area : The carpet area rate shall be inclusive of

a. Basic rent of the premises.

b. Proportionate amount of the statutory charges/ taxes like municipal taxes, house tax, property tax and/or other levy and proportionate amount of maintenance charges(society charges if any) etc in respect of the premises, due to the State Govt, Central Govt or other local or civic authorities.

The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable by 7 th of every month.

32. **Lease period:** Minimum period of lease will be NINE years with 5 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.

33. **Addition & alteration works:** During the period of tenancy, if the lessee desires to carry out any addition & 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.

34 .**Lease agreement: To be executed in the LIC's standard lease deed format .**

---- will be with the Owner & Rent will be paid to respective owner.

35. **Income Tax:** will be deducted at source at prevailing rate.

36.GST will be paid at the prevailing rate if applicable and it should be paid to Government authorities within the due date and all required returns should be filed within specified dates correctly mentioning LIC GST No.

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

37. Financial Bid will primarily be evaluated on the basis of the base rent per sq.ft quoted by the bidder. However competent authority may after physical inspection take into account, the overall furnishing condition and to assess the overall suitability and cost effectiveness of the Corporation. Corporation reserves the right for selection based on financial and functional suitability and shall be final.

Signature of vendor with seal

38. Deposit:

(i) LIC will pay the interest free advance rent if necessary, which will be restricted to 06 (six) months rent but not exceeding Rs. 20,00,000/- (Rupees twenty lakhs only) .

(ii) Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition.

(iii) The payment shall be made only after occupation of the premises or after the possession is handed over to us.

(iv) 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.

(v) The advance rent paid to the landlord will be recovered in not more than 36 (Thirty six) months in equal monthly installments. The recovery of advance rent will be effected from the month following the date from which such advance is paid.

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

40. 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 own cost.

41. 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.

Signature of vendor with seal

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.

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

(i) Car Parking – 5 Nos.

(ii) Two wheelers – 30 Nos.

43. **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.

Date :
Place :

Signature of vendor with seal

Technical Bid

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&Contact No	
		b	GST No if applicable	
	4	a	Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		b	PAN numbers of the Directors/ Partners/ Firms.	
		c	Bank Account Details : Bank Account No IFSC Code Bank Address (copy to be attached)	
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 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			
		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	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.	
		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 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 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 m**eas**ures 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		

Place :

Date :

Signature of vendor with seal and date.

Life Insurance Corporation of India, Jeevan Prakash,
Kovilakathumpadam, Thrissur 680022
E&OS: 0487-2436823,2436832
email:os.thrissur@licindia.com

Financial Bid

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

Name of the Owner/ Vendor/ Firm:
……
Reference No.:…….
…….

Sr.	Details of the property	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area excluding GST (in figure and words)
(1)	(2)	(3)	(4)	(5)
	Total			

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, Service tax and Municipal taxes, 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 by 7th of every 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. If there is any discrepancy in rate quoted in figures and words, rates quoted in words only will be taken for consideration.

4. Validity of Offer :

The offer should remain valid at least for a period of 06 months (six) to be reckoned from the date of opening of "Technical Bid".

Place :

Date : **Signature of the Vendor**