(Details of Advertisement for the website)

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 (approx)	Location	Remarks
Minimum 3960 sq ft. carpet Area upon in a single ground or up to 3rd Floor (10% Variable) + At least 500 sq ft. for parking At Rajkot	**Tender for Hiring of Office Premises at Rajkot**	LIC of India intends to hire premises from the individual / firms on lease basis. Preferably on the ground floor or up to third floor with suitable lift facility and parking for customer and staff members, as mentioned in location The premises offered for lease should be in ready to occupy condition and suitable for use as office premises. Owners have to enter into lease agreement with LIC OF INDIA.
Status of Land / Plot	Free Hold / Lease Hold with clear marketable Title.	
Usage of the Property	Commercial or Commercial cum Residential or Multi – Use Premises.	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs. **295/-** (Rupees Two hundred ninety five only) from the office at the above address. **The tender documents will be issued from 14.09.2026 to 05.10.2026 between 10.00 AM and 4.00 PM (excluding Saturday, Sundays and Holidays). The last date for submission of filled in offers is 06.10.2026 up to 4.00 PM. The "Technical Bids" will be opened on 07.10.2026 at 3.00 PM, if possible in the presence of bidders or their authorized representatives 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 Requirement of office premises at Rajkot 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

Sl No	Description	
1	Name of work :	Tender for Hiring of Office Premises at Rajkot
2	Cost of tender document (Non refundable)	295/- per Tender (Rupees Two Hundred Ninety five only).
3	Earnest Money Deposit	Rs 10,000/- (Rupees ten thousand only) per tender.
4	Date of sale of tender document	**From date 14.09.2026 TO 05.10.2026 between 10.00 AM and 4.00 PM (excluding Saturday, Sundays and Holidays)** from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of **" Life Insurance Corporation of India" payable at Rajkot.**
5	Last Date & Time of receiving / submission of tender document.	**On 06.10.2026 up to 4.00 PM.**
6	Date & Time of opening of Technical Bids	**07.10.2026 at 3.00 PM, if possible**
7	Date & Time of opening of Financial Bids.	Shall be intimated later on.
8	Time Limit for handing over possession of the premises.	Within 90 (ninety) days from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for Termination of contract.	04 (Four) months on either side.
11	Validity of tender	06 (Six) months from the date of opening of Technical Bid.

Date: 14.09.2026 **Sr. Divisional Manager.**

Hiring of Office Premises

INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from **date 14.09.2026 to 05.10.2026 between 10.00 AM and 4.00 PM (excluding Saturday, Sundays and Holidays).**
2. The last date for submission of filled in tenders (both technical and financial bids) **is 06.10.2026 up to 4.00 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 (Estate)
   Life Insurance Corporation of India
   Rajkot Divisional Office
   "Jeevan Prakash", 3 rd floor
   Rajkot-360 001.
4. The technical bid will be opened on Date **07.10.2026 at 3.00 PM, if possible,** in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, such as verification of credentials, site inspection of the short listed premises offered by them, 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 in writing 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 & 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 properties, location, area of the plot, copy of sanctioned plan with completion/occupation commercial use 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 **along with Check list attached herewith** (Marked Envelope – I) superscribing as **"Technical Bid for Hiring of Office Premises at Rajkot"**. 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., rent per sq ft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope - II and superscribed with addressee and bidders details. Both envelops I & II will be place in the 3rd envelop which will be sealed and marked as Envelop III and has to be submitted to Rajkot Division at the address given under point no. 3 above. The envelope must be superscribed with **"Bids for Hiring of Office Premises at Rajkot"** and the **last date for submission is 06.10.2026 up to 4.00 PM and to be opened on 07.10.2026 at 3.00 PM, if possible.**
7. **EMD** as per the details given below **in the form of Demand Draft / Pay Order in favour of " Life Insurance Corporation of India" payable at RAJKOT and the cost of tender fee (Non refundable) of Rs. 295/-** (Rupees Two hundred ninety five only), the **Miscellaneous Receipt** of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover Marked Envelope – III) **superscribing as "Earnest Money Deposit for Hiring of Office Premises" at Rajkot – along with the "Technical and Financial Bid ".**
   - Lump sum amount of 10,000/- (Rupees ten thousand only) .

   Please note that no interest is allowed or accrue on the EMDs.
8. In case the tender form is downloaded from the corporation's web site, **the non refundable tender fee of Rs. 295/-** (Rupees Two hundred ninety five only), **may be remitted in the form of Demand draft / Pay order drawn in favour of "Life Insurance Corporation of India" payable at Rajkot**
9. **Refund of EMD :-** EMD shall be refunded as under :
   - **a.** EMD of all unsuccessful Vendors / bidders shall be refunded within two month's time after scrutiny and submission of Technical Assessment Report by DPC to the Sr. Divisional Manager. **Copy of cancelled cheque & PAN Card including PAN ADHAAR linking status must be submitted for refund of the EMD**
   - b. EMD of other bidders (except lowest bidder) shall be refunded within Three month's time after opening of Financial Bids.

- EMD of lowest bidder shall be refunded separately or adjusted along with the payment towards cost of the plot or premises.
- 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.
- **Sr. Divisional Manager is the competent authority to allow refund or forfeit the EMD amount.**
- **Sr. D. M is the competent authority to make any modification, alterations in the conditions of Tender document on the basis of recommendations by space committee.**

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 and quality 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 as **Commercial or Commercial cum Residential or Multi Use Premises for** commercial use.

c. Documents related to conversion of Non – agricultural land from the 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. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 (six months) months from the date of opening of T.B's (i.e. Technical Bids). Separate tender forms are to be submitted in case more than one property is offered.

13. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his/her sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

Place : Rajkot **Manager (Estate)**

Date : 14.09.2026

Tender for Hiring of Office Premises.

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.

(c) Envelope marked as III : The DD or Bankers cheque for " Earnest Money Deposit" and "Cost of tender document" or the M.R of the required value be put in this envelope and sealed.

(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 Office Premises for Rajkot."**

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 up to 4.00 PM on 06.10.2026** fixed for submission of tenders shall be termed as **'LATE'** tender and not to be considered.
3. All bidders 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 (Estate)
   Life Insurance Corporation of India
   "Jeevan Prakash",
   Rajkot Divisional Office
   3rd Floor, Tagore marg,
   Rajkot - 360001.
   Tel. No. 0281-2460628
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 or 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 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 07.10.2026 at 3.00 PM, if possible** 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. Property should be situated in good commercial area of the town / city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc.
14. The title report proving ownership and clear marketability and commercial use certificate is to be enclosed.
15. 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.
16. 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.
17. There should not be any water logging inside the premises and surrounding areas.
18. The premises should have good frontage and proper access.
19. 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.
20. 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 should be submitted.
21. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preference.
22. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.

23. 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.
24. **The bids will be evaluated on techno commercial basis** giving weight ages to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, exclusive Parking Space , 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 etc.
25. Tenders from intermediaries or brokers will not be entertained.
26. 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 90(ninety) days after the acceptance of their offer by the department.**
27. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
28. **Rate per sft on Carpet Area: "The carpet area rate shall be quoted as Basic rent of the premises."**

The statutory charges/taxes like Municipal taxes, House tax, Property tax, GST, cess and/or any 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 or other local or civic authorities proportionate to the carpet area let out to LIC have to be borne by Landlord.

The rent will be paid from the date of taking possession of the premises and is payable in advance before 7th of every month."

29. **Lease period:** Minimum period of lease will be 9 (nine) years with 3 (three) years lock - in period and minimum notice period of six months from side of LIC & for Lessor termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.
30. **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 Deptt., the 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 of signboards and Publicity Hoardings/Banners/Wall Paintings etc without any extra cost.
31. **Lease agreement:** will be with the Owner & Rent will be paid to respective owner.

    'A lease deed will be executed in the format provided herewith by LIC(Standard lease deed-LIC as a Tenant)'
32. **Income Tax**: will be deducted at source at prevailing rate.
33. **GST**: will be applicable will be born by the lessee .
34. **Registration & stamp duty charges:** will be shared equally between the Lessor and the Lessee in the ratio of (50:50).
35. **Possession of premises**: within 90 (ninety) days from the date of receipt of acceptance of offer / letter. The premises have to be painted & should be in habitable condition while taking over the possession.

36. **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.
37. **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.
    d. The lessor/s shall have to provide electric wiring /fitting/Points as required by LIC.
    e. At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or in presence of your authorized representatives. The lessor/s shall have to provide wiring/ fitting/ points as required by LIC.
38. **Parking :** The landlord shall provide Car & Two Wheelers parking space atleast approx 500 sq. ft. (Open / Covered) given without any extra cost:
39. **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.
40. **Tenderer has to completely fill each & every column of Technical Bid as well as Financial Bid and put signature on every page of Technical Bid as well as Financial Bid.**
41. The Sr Divisional Manager reserves the right to make modifications, alterations, addition and/or deletion, if any, based upon the recommendations of the Divisional Hire & purchase committee.i.e. space committee

Sr. Divisional Manager

Place : RAJKOT

Date : 14.09.2026

Signature of vendor with seal

Technical Bid for Hiring Premises for Rajkot

No.	Sub No.		Details	Remarks
1	1		Name of The Lessor	
	2	a	Address of the Lessor	
		b	Phone No.	
		c	E-mail Id	
		d	PAN No.	
		e	GST No.	
	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/Corporation etc)	
		b	Pan No. of Directors/Partners/ firm	
2			**Details of the Property**	
	1		Name of the Owner	
	2		Phone No.	
	3		Address of the owner	
	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)	
		a	Residential	
		b	Commercial Ware House/Go down	
		c	Residential cum commercial	
		d	Shopping centre	

	8		Whether the Proposal for Premises in a Multi storied Building	
		a	Number of floors in the Building	
		b	At which floor the office Premises Offered	
	9		CTS NO.	
	10		Survey No.	
	11		Ward No.	
	12		Whether the Plot is freehold or Leasehold	
		A	If leasehold, please mention the details of	
		I	Name of the Title Holder/ Lessor	
		II	Tenure of the land	
		III	Residual lease Period	
		IV	Annual lease rent amt.	
		B	Whether the Property is Mortgage, if Yes, Give the Details	
		I	Name of the organization where the property is Mortgaged	
		II	Address of the Organization with Phone	
		III	Amount of Loan availed	
		IV	Tenure of Mortgage	
		V	Residual Mortgage Period	
		VI	EMI Paid	
	13		Character / Type of Locality	
		a	Residential	
		B	Commercial	
		C	Residential cum Commercial	
		D	Industrial	
		E	Slum	
	14		Area of the Plot	
	15		Size of the Plot	
		1	Frontage in Meters	
		2	Depth in Meters	
	16		Schedule of the Plot i.e Boundaries of the Plot	
		a	North	

		b	South	
		c	East	
		d	West	
	17		Whether the locality is free from Special Hazards Like Fire/ Flood etc.	
	18		Whether the locality is protected from adverse influence such as.	
		a	Encroachment	
		b	Industrial nuisance, smoke, noise etc	
	19		Please Enclose the Property Card OR Patta	
	20		Please indicate the Distance from the nearest	
		1	Railway Station	
		2	Bus Stand	
		3	Bank	
		4	Air Port	
		5	Hospital/ Schools/Colleges/University	
	21		Year of construction. Enclose attested copy of NOC or Occupancy Certificate issued by the Municipality authority or any government Bodies.	
	22	a	In case of Old Construction Enclose of NOC from the Society	
		b	Mention the year of construction (as given in completion occupancy certificate issued by the authority)	
		c	Indicated in whose name the conveyance deed executed	
	23		Date on which office Premises can be handed over to LIC after finalization of deal	
	24		Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	
	25		What is the carpet area (for consideration purpose).	

3			**Specification**	
	1	Type of Building (residential or semi commercial)		
	2	Type of Structure (RCC/ Steel/framed/ load bearing)		
	3	Type of Wall (Bricks/Cement Block) Mention Thickness of external Wall and internal partition Wall		
	4	Details of flooring (M.M Tiles, ceramic, vitrified, Marbles) or any other		
	5	Details of door frames (Sal wood / Teak Wood/ hard wood/ Aluminum) or any other		
	6	Details of door Shutter (Sal wood / Teak Wood/ hard wood/ Aluminum) or any other		
	7	Details of Window frames (Sal wood / Teak Wood/ hard wood/ Aluminum) or any other		
	8	Details of Window Shutters (Sal wood / Teak Wood/ hard wood/ Aluminum) or any other security Grill or Without Security Grill		
	9	1	No of Toilets on each Floor	
		2	Whether toilets western or Indian with drainage system and wash basin	
4		**Whether Structural certificate enclose (Certificate from licensed structural Engineer of Municipal Corporation)**		
5		**Services**		
	1	If Lift facility is available, please give the Number of lift, Capacity, Make, Year of Installation, License renewed, Annual contract of maintains		
	2	Please indicate the water Supply		
	3	Is Bore Well Provided? If so what is the yield and depth of the Bore well		
	4	Capacity of the over head tank feeding to the office premises under consideration for leasing.		
	5	Give the Details of Sewerage System and for storm water disposal.		
	6	Indicate whether the building is prone to		

		flooding	
6		**Electricity**	
	1	What is the connected load to the Building in KW/KVA	
	2	Type of Electric connection Residential / commercial	
	3	Indicate the Wiring of electric Aluminum or Copper	
	4	Whether ELCB is provided	Yes / NO
7		**Common Services**	
	1	Car parking	Reserved no. _____ Open For _____No.
	2	Two Wheeler Parking	Reserved no. _____ Open For _____No.
	3	Power of Electric Supply available	Yes / No
	4	24 Hours Water / Over head water supply tank available	Yes / No
	5	Generator for emergency if yes capacity of the Generator	
	6	Security Arrangement if give the details	
	7	Anti lightining Device arrangements	
8		**Other Information**	
		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 Print / Sanctioned Plan**	
	1	Whether Plan of the property is sanctioned by the competent authority.	Yes/No
	2	If Sanctioned put the copy of approved Floor	

		Plans Sections, elevations, and site Plan of Building.	
	3	Name and address of the Architect / engineer	
	4	Provision for the Proper arrangement of fire safety	
10		**Are safety Measure Taken**	Yes / No
	1	If yes Give the details of arrangement	
	2	No Objection Certificate obtained / Secured from the controlling authority	Yes/No.
	3	Produce the copies of Proof / Certificate	
11		**List of Enclosures**	
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

Date : _____ Signatures of Vendors with Seal and

Place : _____

Financial bid for Hiring of Office premises to be submitted by the vendor

Name of the Owner / Vendor / Firm:.....

Address of Premises: .....

Sl. No	Details of the property	Floor Level	Carpet area of the premises offered (SQ. ft)	Basic rent per Sq ft of carpet area (` in figures and words)	Total Gross Rent (` in figures and words)
1	2	3	4	5	6 = (4 x5)

Note: Rates Quoted must be clearly legible.
In case of any dispute, Decision of the Sr Divisional Manager will be final and binding to all.

I. Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50:50).

II. **Carpet area rate:** The carpet area rate shall be basic rent. All statutory charges (i.e. all taxes / cess present and future – House tax, Property tax, GST and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc have to be pay by Landlord. 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 (i.e. Total Gross rent). Lease rent is payable in advance before 7th of every month.

III. **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.

IV. **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 Vendor with SEAL