LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

TENDER FOR HIRING OF OFFICE PREMISES AT CALANGUTE

Date of Advertisement: 19th August 2026

Reference : GDO/Est/Tender/Calangute/ Hiring Premises/2026-27

TENDER No. - 10 /2026-27

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

Table of Contents

Sl.No.	Brief Description	Page No.
1	Tender Notice	3
2	Tender Schedule	4
3	Details of Location	5
4	Instructions to the Bidders	7
5	Terms & Conditions	10
6	Annexure – Technical Bid	15
7	Annexure – Financial Bid	22

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

Wanted office premises on lease

Life Insurance Corporation of India intends to hire office premises from the individual/ firms on lease basis admeasuring 800 to 900 sq.ft. carpet area approx.at Calangute which is in ready condition preferably on Ground floor and or 1st floor preferably with lift facility and having adequate two / four wheeler parking. The preferred location of the premises shall be Prime and nearby Banks, Post Office and Bus Stand in Calangute. For complete details and bid documents please log on to official website: https://licindia.in and go to **'Tender'** and click on the link **'Advertisement for hiring of premises for Satellite Office at Calangute, Goa'.**

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

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

TENDER SCHEDULE - FOR HIRING OF OFFICE PREMSIES AT CALANGUTE

Date of Advertisement : 19th August 2026

Reference: GDO/EST/Tender/Calangute/Hiring Premises/2026-27

Sr. No.	Description	
1	**Name of work**	Tender for Hiring of Office Premises for Calangute S.O.
2	**Cost of tender document: (Non refundable)**	Rs.590/- (Rupees Five Hundred and Ninety only) (Rs.500/- Tender fee + GST 18%)
3	**Earnest Money Deposit**	Rs.10000/- (Rupees Ten Thousand Only)
4	**Date of issue of tender document**	From 19.08.2026 to 01.09.2026 between 11.00 am and 4.00 pm on week days (excluding Holidays, Saturdays & Sundays) only from the above office on payment of non-refundable tender cost by DD/Pay order in favour of "Life Insurance Corporation of India" payable at Panaji - Goa
5	**Last date & time of receiving / submission of tender document**	On 01.09.2026 up to 04.30 pm.
6	**Date & time of opening of Technical Bid**	On 02.09.2026 at 03.30 pm
7	**Date & time of opening of Financial Bid**	Shall be intimated later on
8	**Time Limit for handing over Possession of the premises**	Within 30 (thirty) days from the date of issue of Acceptance letter
9	**Execution of Agreement documents**	By Lease Deed only
10	**Validity of Tender**	6 (six) months from the date of opening of Technical Bid.

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

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
800 Sq.ft to 900 Sq.ft. Approx.	**Calangute**	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, Bus Stops etc. should be ready to occupation condition and suitable for use as office premises. Preferably on Ground floor and or 1st floor preferably with lift facility and having adequate two / four wheeler parking.
Status of Premises	Free Hold/ Lease Hold 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.500/- (Rupees Five hundred only) plus GST Total Rs.590/- from the office at the above address. The tender documents will be issued from 19.08.2026 to 01.09.2026 between 11.00 am to 4.00 pm. on week days (excluding holidays, Saturdays and Sundays). The last date for submission of filled in offers is 01.09.2026 up to 4.30 pm. The 'Technical Bids' will be opened on the next day i.e. on 02.09.2026 at 3.30 pm. in the presence of bidders or their authorized representatives. The date of opening 'Financial Bids' shall be intimated later on.

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

For complete details and bid documents please log on to www.licindia.in and go to tenders and click on the link '**Tender-Advertisement for Hiring of premises at Calangute, Goa DO**'.

Pre-Bid meet is schedule on 24.08.2026 at 14.30 hrs in Goa Divisional Office, at above address, which please note.

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

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

INSTRUCTIONS TO BIDDERS

"Tender for Hiring of Office Premises at Calangute"

1. The tender forms will be available from 19.08.2026 to 01.09.2026 between 11.00 am to and 4.00 pm. (excluding Holidays, Sundays and Saturdays).
2. The last date for submission of filled in tenders (both Technical and Financial Bids) is 01.09.2026 up to 4.30 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:

   LIFE INSURANCE CORPORATION OF INDIA
   Estate Department, 5TH Floor, Jeevan Vishwas Building, Patto,
   Panaji, Goa-431001, Tel. No.0832 – 2437364.

4. The technical bid will be opened on the next day i.e. 02.09.2026 at 3.30 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 of title, 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 at Calangute – SO** 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** sealed and mentioning the addressee and bidders details. It should be super scribed as '**Financial Bid' for Hiring of Office Premises at, Calangute – SO.**

Vendor

Sr. Divisional Manager

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

7. **Demand Draft/ Pay Order in favour of 'Life Insurance Corporation Of India'** payable at **PANAJI** towards The Earnest Money Deposit of amount Rs.10,000/- is to be put in **Envelope-3** along with the **Demand Draft/ Pay Order** if already not paid at our cash counter of **cost of tender fee (Non refundable)** of Rs.590/- (Rupees Five Hundred and Ninety only)(GST included). This envelope 3 is to be sealed and super-scribed as '**Earnest Money Deposit for Hiring of Office Premises at Calangute – SO**. Please note that no interest is payable on the Earnest Money Deposits.

8. 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. A copy of approved plan of the proposed premises by the Local Government Authorities.
   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) **NEFT particulars of the Bidder,** viz a cancelled cheque leaf with printed name on it showing the IFS Code of bank and the account number along with a self attested KYC photocopy needs to be submitted along with these envelopes

9. All the three envelopes (**envelope- 1, 2, 3** described above) as specified in point no.s 5 to 7 & the other documents as listed in point 8 shall be placed in a fourth envelope (**Envelope–4**) and sealed and to be submitted to the LIC of India at the address given above. This **Envelope-4** must be super-scribed with '**Bids for Hiring of Office Premises at Calangute – SO**' and the last date for submission 01.09.2026 before 4.30 pm and the Technical Bid to be opened on 02.09.2026 at 3.30 pm & the date for opening of Financial Bid shall be intimated later on.

10. In case the tender form is downloaded from the Corporation's web site**, the non refundable tender fee of** Rs.590/- (Rupees Five Hundred and Ninety only)(GST included), as applicable, may be remitted in the form of Demand draft/ Pay order drawn in favour of **'Life Insurance Corporation of India'** payable at **GOA.**

11. 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 Divisional Manager (I/C).
   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 refuses to offer the premises after issue of allotment letter, a notice shall be served to him by giving 30 (thirty) days time failing which his Earnest Money Deposit amount with us shall be forfeited without any further correspondence.

Vendor Sr. Divisional Manager

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

12. **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.**
13. Tenderer/s should note that their tenders should remain open for consideration for a minimum period of 6 (Six) months from the date of opening of 'Technical Bids'.
14. Separate tender forms are to be submitted in case more than one property is offered.
15. 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.
16. **The bidder/s should sign and submit** back this paper of **Instructions to Bidder** in acknowledgement of having understood and accepted the same.

Vendor

Sr. Divisional Manager

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

Terms and Conditions

"Tender for Hiring of Office Premises at Calangute"

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 should be sealed in envelopes. The use of envelopes will be as under:

- Envelope marked as 1 - The duly completed Technical Bid be put in this envelope and sealed.
- Envelope marked as 2 - The duly completed Financial Bid be put in this envelope and sealed.
- Envelope marked as 3 - The Demand Draft or Bankers cheque for 'Earnest Money Deposit' and 'Cost of tender document' or the 'Miscellaneous Receipt' of the required value be put in this envelope and sealed.
- Envelope marked as 4 - All the three envelopes shall be placed in envelope marked – 4 and sealed (i.e. Envelopes marked as 4, will contain three envelopes marked as 1, 2 and 3) and submitted to LIC of India, in sealed condition super-scribing as **'Tender for Hiring of Office Premises for Calangute SO at 'Calangute'** to be opened on **02.09.2026 at 3:30 pm. Date of opening of Financial Bid shall be intimated later on.**

Terms and conditions:

- 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'.**
- Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e **01.09.2026 at 4:30 pm** 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.
- All vendors are requested to submit the tender documents (Technical Bid and Financial Bid) duly filled in with the relevant documents/ information at the following address:

LIFE INSURANCE CORPORATION OF INDIA
5TH FLOOR, ESTATE DEPARTMENT,
'JEEVAN VISHWAS BUILDING', PATTO PLAZA,
PANAJI, GOA-403001, Tel. No.0832-2437364.

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

- 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.
- In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
- The offer should remain valid at least for a period of 6 months to be reckoned from the date of opening of 'Technical Bid'.
- 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'.
- The Technical bids will be opened on 02.09.2026 **at 3:30 p.m.** in the presence of bidder at our above office. All bidders are advised in their own interest to be present on that date, at the specified time.
- Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- Canvassing in any form will disqualify the tender.
- The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
- 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.
- 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.
- The title report providing ownership and clear marketability is to be enclosed.
- The Financial bid will be opened only if at least Two (2) Technical bids are found suitable. In case single Financial bid shall not be opened. Single valid tender or offer from State/ Central/ Agencies/ Undertakings may however, be opened by the Zonal Purchase Committee/ Divisional Purchase Committee.
- The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, detailed regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
- There should not be any water logging inside the premises and surrounding areas.

Vendor Sr. Divisional Manager

- The premises should have good frontage and proper access.
- The Lesser 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 shall provide suitable space for installation of Genset without any extra cost to the lessee.
- 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.
- Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
- The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
- 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.
- The bid 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.
- Tenders from intermediaries or brokers will not be entertained.
- 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 **TWO (2)** weeks after the acceptance of their offer by the 'Corporation'.
- It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
- Rate per sq. ft. on carpet area: 'The carpet area rate shall be quoted in two parts i.e.

Basic rent of the premises

- Proportionate amount of the statutory charges/ taxes like Municipal taxes, House tax, Property tax, GST, cess an/ or other levy and proportionate amount of maintenance charges (Society charges, if any) etc, in respect of the premises, due to the State Government, Central Government or other local or civic authorities.

Revision in the aforesaid taxes/ charges proportionate to the carpet area let out to LIC will be borne by LIC on submission of documentary evidence thereof. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable in advance before 7th of every month.

Vendor Sr. Divisional Manager

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

- Lease period: Minimum period of lease will be **TWELVE (12)** years with **THREE** 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.
- Addition & alteration / Modernisation works: During the period of tenancy, if the lessee desires to carry out any addition and alterations / Modernisation 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.
- Lease agreement:
  - To be executed in the LIC's Standard Lease Deed format (LIC as a tenant), copy enclosed.
  - will be with the Owner and Rent will be paid to respective owner.
- Income Tax: will be deducted at source at prevailing rate.
- GST: will be borne by the Owner.
- Registration and stamp duty charges: will be shared equally between the Lessor and the Lessee (50:50).
- Possession of premises: within 15 days from the date of receipt of acceptance of offer/ letter. The premises has to be painted and should be in habitable condition while taking over the possession. The Bidder is also required to complete the Civil/Electrical work and Toilet provision (3 blocks i.e., one each for Ladies, Gents & Branch Manager respectively) in the offered premises as per the requirement of our Branch Office/Corporation to be carried out at the cost of Bidder/Owner of the premises before giving the possession / lease agreement of the said premises.
- Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C and Lavatory throughout the lease period at his own cost.
- Electricity:

The building should have sufficient electrical / power load sanctioned and made available to the 'Corporation'.

  - If required, additional electric power will have to be arranged by the Lessor/ Offerer at his/ their cost from the energy suppliers.
  - 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.

Vendor Sr. Divisional Manager

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa
E.mail: estate.goa@licindia.com Tel. No:0832-2437364

- 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 borne by the owner up to that point.
- Parking: The landlord shall provide Car and Two Wheelers parking space (Open/Covered) as per the details given below without any extra cost:

  For Calangute SO – Car Parking 2 Nos. and Two Wheelers **5** Nos.
- 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 borne by the owner up to that point.
- 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.

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

"Tender for Hiring of Office Premises at Calangute"

IN ENVELOPE-I – TECHNICAL BID – For Hiring of Office Premises at Calangute"

Reference: GDO/EST/Tender/ Calangute/Hiring Premises/2026-27

(Note: The reference number to be filled up by the tenderers 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		

Sr				Detail	Remarks
	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.	

Sr				Detail	Remarks
		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	

Sr			Detail	Remarks
	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	In case 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.		

Sr			Detail	Remarks
	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.	

Sr			Detail	Remarks
	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	

Sr			Detail	Remarks
		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			

Vendor

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Jeevan Vishwas, Patto, Panaji-Goa

E.mail: estate.goa@licindia.com Tel. No:0832-2437364

THE ENVELOPE-II - CONTAINING THE FINANCIAL BID IS TO BE OPENED AFTER SCRUTING OF TECHNICAL BIDS, INSPECTION OF THE PROPERTIES AND SHORTLISTING THE PROPERITIES

Reference: GDO/EST/Tender/ Calangute/Hiring Premises/2026-27

Financial Bid – For Hiring of Office Premises at Calangute"
to be submitted by the Vendor.
(The rate quoted shall be excluding Stamp Duty & Registration charges)

Name of the Owner/ Vendor/ Firm: ……

Sr.	Details of the property	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area (in figure and words)	Outgoes Such as Municipal tax, House tax, Property tax, GST, cess and/ or any other levy and proportionate amount of Maintenance charges (Society charges, if any) etc per sq.ft. of carpet area (Rs. in figure and words)	Gross rent per Sq.ft. of carpet area (Rs. in figure and words)	Total Gross Rent
(1)	(2)	(3)	(4)	(5)	(6)	(7=5+6)	(8=4x7)
	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, GST and Municipal taxes etc.) 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 in advance before 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. Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bid'.

Vendor

Sr. Divisional Manager