



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

**Life Insurance Corporation of India**

**Divisional Office : Jeevan Prakash, Ayodhya Road, Beniganj, Faizabad-224001**

**Phone no:05278-244265, 7985933392 E-mail:os.faizabad@licindia.com**

**Required office Premises on Lease for Record Maintenance Facility**

LIC of India intends to hire office premises on 2 bid system from the individual / firms on lease basis admeasuring 8000 sq.ft. to 10000 Sq.ft. carpet area for our record maintenance facility/commercial use, which is in ready to occupy condition, must have structural stability certificate and clear marketable title, preferably on Ground and/ or First floor for our Record Maintenance Facility. The preferred location of the premises shall be in prime location within a radius of 20km (approximately) from Faizabad Railway Station/Bus Station. The interested bidders meeting the above requirement can obtain Bid documents on payment of Rs.590/- (Rs.500 + GST Rs.90.00 only) (Non refundable) from Divisional Office, Beniganj, Faizabad on the above address from **02-07-2024 to 18-07-2024** between (10.00 AM and 3.00 P.M.) (Excluding Saturday, Sunday & Holiday). The last date for submission of filled in offers is **19-07-2024** upto **01.30 P.M.** The "Technical Bids" will be opened on **19-07-2024** at **03.00 PM** in the presence of bidders or their authorized representatives. For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) and go to "Tenders" and click on the link "**Tender for Hiring of Office premises for RMF Centre in Faizabad City or Within 20 km. radius from Faizabad Railway Station /Bus Station.**".

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. Any modification /changes in terms and conditions of tender will be published on our web site only.

**Sr. Divisional Manager**

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मण्डल कार्यालय, "जीवन प्रकाश"

अयोध्या रोड, बेनीगंज, फैजाबाद -224001, फोन नं 05278-244265, फ़ैक्स नं 05278-244203

Divisional Office, "Jeevan Prakash"

Ayodhya Road, Beniganj, Faizabad-224001 Phone no. 05278-244265 Fax No. 05278-244203

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भारतीय जीवन बीमा निगम "जीवन प्रकाश" मण्डल  
कार्यालय, अयोध्या रोड, बेनीगंज, फैजाबाद -224001  
फोन नं० 05278-244265, 7985933392

ईमेल - [os.faizabad@licindia.com](mailto:os.faizabad@licindia.com)

**आरएमएफ सेण्टर हेतु लीज पर किराये के भवन की  
आवश्यकता**

भारतीय जीवन बीमा निगम को "टू बिड" पद्धति द्वारा व्यक्तियों/संस्थाओं से 8000 से 10000 वर्ग फिट कारपेट एरिया के भवन परिसर (भूतल और/अथवा प्रथम तल पर मान्य) की हमारे रिकार्ड मेन्टीनेन्स केन्द्र हेतु किराये पर लिये जाने हेतु आवश्यकता है, जिसका स्पष्ट स्वामित्व एवं स्ट्रक्चर स्टेबिलिटी प्रमाणपत्र हो तथा रेडी टू अकुपाई स्थिति में हो। भवन परिसर फैजाबाद रेलवे/बस स्टेशन से 20 कि०मी० की परिधि में प्राइम लोकेशन में हो। इच्छुक व्यक्ति/संस्थाएं जो उपरोक्त अपेक्षाओं की पूर्ति करते हों रू० 590/- (500 +90 GST) के भुगतान पर हमारे उपरोक्त पते पर स्थित कार्यालय से निविदा प्रपत्र प्राप्त कर सकते हैं जो कि दिनांक **02-07-2024 से 18-07-2024** तक प्रातः 10 बजे से सायं 3:00 बजे तक (शनिवार, रविवार एवं अवकाश को छोड़कर) उपलब्ध होगा। पूर्णतया भरे हुए निविदा प्रपत्र प्रस्तुत करने की अंतिम तिथि **19-07-2024** अपराह्न 01:30 बजे तक है। तकनीकी बिड दिनांक **19-07-2024** अपराह्न 03:00 बजे निविदा दाताओं या उनके प्राधिकृत प्रतिनिधियों के सम्मुख खोली जायेगी। विस्तृत जानकारी व बिड प्रपत्रों हेतु कृपया हमारी वेबसाइट [www.licindia.in](http://www.licindia.in) पर लॉग ऑन करे और टेण्डर्स लिंक पर जाकर **"Tender for Hiring of Office premises for RMF Centre in Faizabad City or Within 20 km. radius from Faizabad Railway Station /Bus Station."** पर क्लिक करें। इस प्रक्रिया में किसी दलाल या बिचौलियों का दखल स्वीकार्य नहीं है। भारतीय जीवन बीमा निगम को सर्वाधिकार सुरक्षित है कि वह प्राप्त किसी या समस्त प्रस्तावों को बिना कारण बताए पूर्णतया/आंशिक रूप से स्वीकार/अस्वीकार कर सकता है। किसी प्रकार के संशोधन/परिवर्तन की सूचना केवल हमारे वेब साइट पर ही दी जायेगी।

विवाद की स्थिति में विज्ञप्ति की मूल अंग्रेजी प्रारूप मान्य होगी।

  
वरिष्ठ मण्डल प्रबन्धक  


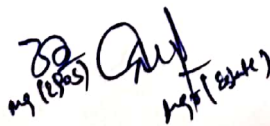
मण्डल कार्यालय, "जीवन प्रकाश"

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**LIFE INSURANCE CORPORATION OF INDIA**  
**FAIZABAD DIVISION OFFICE,**  
**JEEVAN PRAKASH AYODHYA ROAD, BENIGANJ, FAIZABAD**

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

Carpet area required (approx)	Location	Remarks
8000 sft. To 10000 sft/	Faizabad City or within 20km. radius from Faizabad Railway Station/Bus Station	Should be located preferably in the prime location of the town ship having available of our communication and power. The premises offered for lease/ rent should be in ready to occupation condition and suitable for use as RMF centre.
Status of Land/Plot	Free hold/Lease Hold with clear marketable title.	
Usage of the Property	Commercial Use.	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs. 590/- (Rupees Five hundred ninety only including GST) from the office at the above address. The tender documents will be issued from **02-07-2024 to 18-07-2024** between **10.00 AM and 3.00 PM** on week days (excluding Holidays, Saturdays and Sundays). The last date for submission of filled in offers is **19-07-2024 upto 01.30 PM**. The "Technical Bids" will be opened on the same day at **3.00 PM** in the presence of bidders or their authorized representative who may wish to be present. For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) and go to tenders and click on the link "Tender for Hiring Office premises for RMF Centre in Faizabad City or Within 20 Km. radius from Faizabad Railway Station/ Bus Station".


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Sr. Divisional Manager



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**LIFE INSURANCE CORPORATION OF INDIA**  
**FAIZABAD DIVISION OFFICE,**  
**JEEVAN PRAKASH AYODHYA ROAD, BENIGANJ, FAIZABAD**

**Tender Schedules**

Sl.No.	Description	
1.	Tender Work	Tender for hiring office premises for RMF Centre in Faizabad City or 20km. radius from Faizabad Railway Station/Bus Station
2.	Cost of tender document (Non refundable)	Rs. 590/- Rupees Five hundred ninety only including GST) Non refundable.
3.	Earnest Money Deposit (EMD)	Rs 10,000/- (Rupees Ten thousand five hundred only) Refundable
4.	Date of sale of tender document	From <b>02-07-2024 to 18-07-2024</b> between 10.00 AM and <b>3.00 PM</b> (excluding Holiday, Saturdays and Sundays) 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 Faizabad
5.	Last Date & Time of submission of tender documents	<b>On 19-07-2024 upto 1.30 p.m.</b>
6.	Date of Time of opening of Technical Bids	<b>On 19-07-2024 upto 3.00 p.m.</b>
7.	Date of Time of opening of Financial Bids	Shall be intimated later on.
8.	Time Limit for handing over possession of the premises	Within <b>30 (thirty)</b> days from the date of issue of acceptance letter.
9.	Lease period/Contact period	As mentioned in the terms and conditions of the contract.
10.	Notice period for termination of contract	<b>06 (six) month</b>
11.	Validity of tender	<b>06 (six) month</b> from the date of opening of Technical Bid.

Date : 01-07-2024

Signature of Officer (In-Charge) .

*[Handwritten Signature]*

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## Hiring of Office Premises

### Instruction to Bidders

1. The tender form will be available from **02-07-2024 to 18-07-2024** between 10.00AM and 3.00 PM on working days (excluding Holidays, Saturday and Sundays)
  2. The last date for submission of filled in tenders (both technical and financial bids) is **19-07-2024** upto **01.30 PM**. The offers received after the last date and time mentioned above will not be considered.
  3. The filled in tenders should be submitted to the address given below :  
 Manager (Officer Service)  
 Life Insurance Corporation  
 Divisional Office Faizabad  
 Jeevan Prakash  
 Ayodhya Road,  
 Beniganj, Faizabad-224001
  4. The technical bid will be opened on the same day i.e. **19-07-2024** at **3.00 P.M.** in the presence of bidders or their authorized representative who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the officers, the financial bids of only those bidders, whose officers are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found suitable.
  5. The tender form consists of the following documents i.e.-
    - i) Instructions to bidders and Terms & Conditions.
    - ii) Technical part.
    - iii) Financial part.
  - i) The offers are to be submitted in Two bid system i.e. Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz, name of the properties, location, area of the plot, copy of sanctioned plan with completion/occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability and other terms and conditions relevant to the hiring of premises (other than the price.) The Technical Bid shall be submitted in sealed cover (Marked Envelope-1).
  - ii) **EARNEST MONEY DEPOSIT** of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.
    - **EARNEST MONTY DEPOSIT** of lowest bidder shall be refunded separately.
    - In case the lowest vender/bidder refused to offer premises after issue of allotment letter, a notice shall be served to them be giving 15 (fifteen days time failing which their **EARNEST MONEY DEPOSIT** amount lying/retained with us shall be forfeited without any further correspondence.  
 Sr. Divisional Manager is the Competent Authority to refund/forfeit the **EARNEST MONEY DEPOSIT** amount.
10. The following documents should be enclosed with the offers:

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- a) A set of floor plans, section, elevations, and site plan of the premises offered showing the details dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the properties.
  - b) A copy of the title investigation and search report along with copies of title deed documents.
  - c) Documents related to conversion of Non-agricultural land from the Competent Authority.
  - d) A copy of Commercial usage certificate of the premises issued by Competent Authority.
11. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids, (Technical and Price bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
  12. Tenderer should note that their tenders should remain open for consideration for a minimum period of 06 (Six months) months from the date of opening of Technical Bids
  13. Separate tender forms are to be submitted in case more than one property is offered.
  14. The Tender inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The tender inviting Authority does not bind to accept the lowest tender.

Place:

Signature of vendor with seal

Date

मण्डल कार्यालय, "जीवन प्रकाश"

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40/1st

  
19/12/2015

  
19/12/2015



**Tender for Hiring of office premises for RMF Centre in Faizabad City or within 20 Km. radius from Faizabad Railway station/Bus Station.**

**TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE -1**

Note : The reference number to be filled up by the Tenderer for the particular Premises offered and shall be quoted in price Bid also for easy and correct identification.

Sr			Detail	Remarks
1	1		Name of the Lessor	
	2	a	Address of the Lessor	
		b	Phone No.	
		c	Fax No.	
		d	E - Mail ID	
		e	Permanent Account Number (PAN)	
	3	a	Name of the contact person duly authorized.	
		b	Phone No.	
	4	a	Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt. Ltd./ Public Ltd/ PSU etc)	
		b	PAN numbers of the Directors/ Partners/ Firms.	
2	Details of the property :			
	1	Name of the Owner		
	2	Address :		
	3	Phone No.		
	4	Name of the building		
	5	Details of encumbrances, if any?		
	6	Location and address of the property		
	7	Usage of the property ( as approved by the Competent Authority).		
	8	a	Residential	
		b	Commercial	
		c	Residential cum Commercial	

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Sr		Detail	Remarks
	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	

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Sr		Detail	Remarks
	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).	

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20/10/24

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20/10/24

Sr		Detail	Remarks
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.

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Sr	Detail	Remarks
		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 measures taken?	
	2 If yes , give details of arrangement.	
	3 Is No Objection certificate obtained / Secured from fire control authorities.	
	4 If yes, produce copies of proof / certificates.	
11	List of Enclosures	

Signature of vendor with seal and date.

Date:.....

Place:.....

मण्डल कार्यालय, "जीवन प्रकाश"

अयोध्या रोड, बेनीगंज, फैजाबाद -224001, फोन नं 05278-244265, फैक्स नं0 05278-244203

Divisional Office, "Jeevan Prakash"

Ayodhya Road, Beniganj, Faizabad-224001 Phone no. 05278-244265 Fax No. 05278-244203

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**“ Tender for Hiring of Office premises for RMF Centre in Faizabad City or within 20Km. radius from Faizabad Railway Station/Bus Station.**

This tender consists of two part, 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 (EARNEST MONEY DEPOSIT) should be sealed in envelopes. The use of envelopes will be as under –

- (a) **Envelope marked as I :** The duly completed Technical Bid (Annexure-A) be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed Financial Bid (Annexure-B) 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 submitted to LIC of India, in sealed condition superscripting as “Tender for Hiring of Office premises for RMF Centre in Faizabad City or Within 20 km. radius from Faizabad Railway Station/Bus Station” to be opened on 19-07-2024 at 03.00 P.M.

**Terms and Conditions:**

1. The Terms and conditions along with the instructions will form part of the tender to be submitted by the tendere to LIC of India, herein terms 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. 19-07-2024 at 01.30 P.M. 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 Financial Bid) duly filled in with the relevant documents/information at the following address :  
Manager (Office Service)  
Life Insurance Corporation of India  
Divisional Office, Faizabad  
Jeevan Prakash  
Ayodhya Road,  
Beniganj, Faizabad-224001
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 of 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.

मण्डल कार्यालय, “जीवन प्रकाश”

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19.07.24

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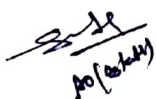
5. In case the space in the tender document is found insufficient, the vendors may be attached separate sheets.
6. The offer should remain valid at least for a period of 06 months (Six) to be reckoned from the date of opening of "Technical Bid"
7. There should not be any deviation in terms and condition 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 19-07-2024 at 03.00 P.M. in the presence of Tenderer at our above office. All Tenderer 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 clearance shall be obtained by the vendors at their own cost as and when required. **"All payments to the successful vendor shall be made by account payee Cheques /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 & School etc.
14. The title report proving ownership and clear marketability 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 Zonal Purchase Committee/Divisional Purchase Committee.
16. The premises shall be preferably freehold. Alternatively, if it is leasehold, in cases 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 Gen set without any extra cost to the lessee.
20. Latest certificate from the competent authority of having paid all the updated relevant taxes indicate the details of the property offered for leasing out to LIC.
21. Offers received from Government Bodies/Public Sector Undertakings/State Housing Boards etc. would be given preference.


मण्डल कार्यालय, "जीवन प्रकाश"

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Ayodhya Road, Beniganj, Faizabad-224001 Phone no. 05278-244265 Fax No. 05278-244203

  
Prof (Sd/-)

  
Prof (Sd/-)

  
Prof (Sd/-)

  
Sd/-

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 leases.
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, exclusivity, nearby surroundings, proneness to water logging/flood etc. quality of construction, efficacy of the internal layout of premises and layout of building in the complex.
25. Tenders form 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 30 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 sq.ft. on Carpet area :** The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/cases present and future – House Tax, 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 on completion of monthly basis upto 7<sup>th</sup> of following month.
29. **Lease period :** Minimum period of lease will be 15 years with 3/5 years lock in period and minimum notice period of six months from LIC of India for 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 department. Lessor will permit the same on the existing terms and conditions and obtain any permission of required, from the local authority. Lessor will also provide space for display signboard without any extra cost.
31. **Lease Agreement :** Lease agreement will be executed on the standard lease format of LIC “ LIC as Tenant” and will be with the Owner & Rent will be paid to respective owner.
32. **Income Tax :** will be deducted at source at prevailing rate.
33. **Goods & Service Tax :** Will be borne by the lessee.
34. **Registration & stamp duty charges :** Will be shared equally between the lessor and the lessee (50 : 50)
35. **No advance should 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.**

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36. **Possession of premises.:** within 30 days from the of receipt of acceptance of offer/letter. The premise has to be painted & should be in habitable condition while taking over the possession.
37. **Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for W.C. & Lavatory throughout the lease period at this own cost.
38. **Electricity**
- (a) The building should have sufficient electrical/power load sanctioned and made available to the Corporation by the lessor.
- (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. Any additional cost on the electrical connectivity will be borne by the owner/lessor.
39. **Parking :** The landlord shall provide Car & Two wheelers parking space (Open/ Covered) as per the details given below without any extra cost.  
**For RMF Centre** (i) Car parking 02 to 03  
 Two wheelers 10 to 15
40. **Carpet area measurements :** The carpet area measurement shall be as per Bureau of Indian Standards IS No. 3861 : 2002 Joint measurement will be taken in the presence of LIC official and vendor/ authorized representative for finalization the carpet area.

Place :

Date :

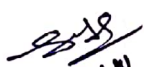
Signature of vendor with seal.

मण्डल कार्यालय, "जीवन प्रकाश"

अयोध्या रोड, बेनीगंज, फैजाबाद -224001, फोन नं 05278-244265, फैक्स नं0 05278-244203

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## ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM

The Envelope – II Containing Financial bid is to be opened after scrutiny of **TECHNICAL BIDS, inspection of the properties and Short listing the properties.**

Financial bid for “ Hiring of Office premises for RMF Centre in Faizabad city or within **20Km. radius from Faizabad Railway Station/Bus Station**” to be submitted by the vendor  
(The rate quoted shall be excluding stamp duty and registration charges.)

Name of the Owner /Vendor /Firm: \_\_\_\_\_

Reference No.: \_\_\_\_\_

Sl No.	Details of Property	Floor Level	Carpet area of the premises offered (sq.ft.)	Rate per sq.ft of carpet area (Both in figures and words.)	Amount in figures and words (Rs.)
	Total				

Note :

Vender shall quote the rate 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).

### Carpet Area Rate

The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/cases present and future – House Tax, 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 on completion of monthly basis upto 7<sup>th</sup> of following month.

### Carpet Area Measurement :

The carpet area measurement shall be as per Bureau of Indian Standards IS No. 3861 : 2002 Joint measurement will be taken in the presence of LIC official and vendor/ authorized representative for finalization the carpet area.

### Validity of Offer :

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

Place :

Date:

Signature of vendor with seal.

मण्डल कार्यालय, “जीवन प्रकाश”

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भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

टिप्पणी एवं निर्णय

Notes & Decisions

फैजाबाद मण्डल कार्यालय

विभाग: का0सेवा

Dept: OS

फाईल सं0:

File No:

दिनांक: 26.06.2024

वरिष्ठ मण्डल प्रबन्धक, महोदय

**विषय : मण्डल कार्यालय फैजाबाद के अधीन आर0एम0एफ0 सेण्टर हेतु अतिरिक्त स्थान की व्यवस्था**

हमें अपनी ईडीएमएस विभाग से विगत कुछ दिनों से पॉलिसी डाकेट को रखने हेतु अतिरिक्त स्थान की आवश्यकता बताते हुए पत्र भेजा गया था। इन पत्रों के साथ ईडीएमएस स्टीयरिंग कमेटी द्वारा दिनांक 23.03.2021 की रिपोर्ट भी भेजी गयी थी। स्टीयरिंग कमेटी की रिपोर्ट पर आपके पृष्ठांकन निर्देश के क्रम में मण्डलीय स्पेस हायरिंग कमेटी ने वर्तमान में उपलब्ध दोनों आरएमएफ सेण्टर (मऊ शिवाला एवं जनौरा) का भौतिक निरीक्षण किया था, और पाया कि वर्तमान में दोनों आरएमएफ सेण्टर लगभग भर चुके हैं अतएव ईडीएमएस विभाग द्वारा वर्तमान एवं आगामी 10 वर्षों की आवश्यकता को देखते हुए लगभग 8000 से 10000 वर्गफिट की नयी जगह की आवश्यकता है, उचित प्रतीत होती है। इस रिपोर्ट पर आपकी टिप्पणी दिनांक 28.07.2021 के अनुपालन में आगे की कार्यवाही करते हुए ईडीएमएस विभाग से कतिपय सूचनाएँ एवं परिपत्रों का अनुपालन किये जाने की पुष्टि मांगी गयी थी, जो उनके पत्र दिनांक 21.09.2021 के माध्यम से प्राप्त हुई थी। ईडीएमएस विभाग ने क्षेत्रीय कार्यालय के ग्रा0सं0प्र0 विभाग से भी इस सम्बन्ध में मार्ग दर्शन चाहा था जिस पर क्षेत्रीय कार्यालय के सचिव (ग्रा0सं0प्र0/बी0सेवा) ने अपने ईमेल दिनांक 01.10.2021 के द्वारा यह पुष्टि किया था कि आरएमएफ सेण्टर के लिए किराये पर स्थान लिये जाने के सम्बन्ध में निर्णय लिये जाने हेतु वरि0 मण्डल प्रबन्धक प्रभारी सक्षम अधिकारी है।

ईडीएमएस विभाग के पत्रों, स्टीयरिंग कमेटी की रिपोर्ट तथा स्पेस हायरिंग कमेटी की रिपोर्ट एवं प्रबन्धक (ईडीएमएस) के पत्र दिनांक 21.09.2021 में दिये निर्देशों के अनुपालन में कार्यालय सेवा विभाग द्वारा तीन बार निविदा का आमंत्रण समाचार पत्र एवं भारतीय जीवन बीमा निगम के वेबसाइट पर प्रकाशन द्वारा किया गया था, परन्तु केवल जनवरी 2024 के निविदा में मात्र एक अर्ह निविदा प्राप्त हुई थी, अतः दिनांक 07.01.2024 की निविदा क्षेत्रीय कार्यालय द्वारा निरस्त करके नवीन निविदा प्रक्रिया तीन माह बाद पुनः प्रकाशन करने हेतु अनुमति दी गयी थी।

नवीन निविदा के आमंत्रण हेतु आपके द्वारा भी दिनांक 27.03.2024 के कार्यालय आदेश/टिप्पणी द्वारा निर्देशित किया गया था (पत्र संलग्न है)।

उपरोक्त समस्त प्रपत्र एवं तथ्य आपके समक्ष आरएमएफ सेण्टर हेतु किराये पर भवन लिये जाने हेतु खुली निविदा (2Bid पद्धति) एवं दिनांक 07.01.2024 के निविदा की शर्तों एवं प्रारूपों के अधीन पुनः आमंत्रित किये जाने की प्रशासनिक स्वीकृति प्रदान किये जाने हेतु प्रस्तुत।

प्रबन्धक (सम्पदा एवं का0सेवा)/म0प्र0

प्रशासनिक अधिकारी (सम्पदा)

अनुमति

वरिष्ठ मण्डल प्रबन्धक

कार्यालय :  
Office:



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

टिप्पणी एवं निर्णय

Notes & Decisions

फैजाबाद मण्डल कार्यालय

विभाग:का0सेवा

Dept:OS

फाईल सं०:

File No:

दिनांक: 26.06.2024

**Sr. Divisional Manager,**

**Sub: Approval of Tendering process ,News paper, rate for publishing add in Hindi & English for hiring of EDMS Space premises.**

As per note & approval dated 27-03-2024 Competent Authority has approved for hiring of additional space for RMF centre in Faizabad city or within 20 km. radius from Faizabad Railway station/Bus station. We have to put an advertisement in Hindi and in English Newspaper in this regards.

As per office note dated 16-11-2021 advertisement rate of M/s Hindustan News is approved by the Competent Authority as per detailed below; vendor has confirmed telephonically that they are ready to publish at same rate quoted by them.

S.No.	News Paper	Rates SQ.CM	GST 5% IGST	Rates	Cost of advertismnt (Size 10 x 10 Sq. Cm=100 Sq Cm.) Including IGST
1.	Hindustan (Hindi) Ayodhya Edition	Rs. 150/-	7.50	157.50/ per Sq Cm	15750.00
2.	Hindustan (English) Ayodhya Edition	Rs. 50/-	2.50	52.50/ per Sq Cm	5250.00

Considering the above, the competent authority is required to accord the approval for following:-

- Approval of Advertisement proforma and tender draft which is enclosed herewith.
- An administrative approval for giving the advertisement in local news paper (English & Hindi) Hindustan and LIC web-site [www.licindia.in](http://www.licindia.in) under Two bid system.
- Approval for above advertisement expences Rs. 21000.00 and date of publication in news papers 02.07.2024.
- Approval of tender issuance programme –
  - Issuance of tender Form 02/07/2024 to 18/07/2024
  - Last date of issue of tender form 18/07/2024 upto 01.00 pm.
  - Date for submission of completed Tender form 19/07/2024 at 1.30 pm.
  - Date of opening tender technical bid 19/07/2024 at 3.00 pm.
  - Tender cost Rs. 590/- ( Rs 500.00+ 90.00 GST)
  - Cost of EMD Rs. 10000/-

Submitted for kind perusal and approval .

Manager (E&OS)/DM

AO(Estate)

28/6/2024  
Sr. Divisional Manager

कार्यालय :  
Office: