

Life Insurance Corporation of India  
Divisional Office

“Jeevan Prakash” Building, Jaipur Road , Bikaner-  
334001

**TENDER FOR HIRING OF PREMISES  
FOR BRANCH OFFICE AT  
SARDARSHAHAR, DISTRICT CHURU  
ON LEASE BASIS**

**LAST DATE FOR  
RECEIVING/SUBMISSION OF  
TENDER IS UP TO 09.09.2024 up to  
03.00 PM at LIC Divisional office,  
Bikaner**

**TENDER FOR HIRING OF PREMISES FOR BRANCH OFFICE AT  
SARDARSHAHAR DISTRICT- CHURU**

**TENDER SCHEDULE**

Sr.	Description	
1	Name of Tender :	Tender for Hiring of Premises for Branch Office at SARDARSHAHAR District- CHURU on lease basis
2	Cost of Tender document ( Non-refundable- Tender fee)	Rs. 250/- (Rupees One hundred only) plus Rs. 45/- GST, <b>Total Rs. 295/-</b>
3	Earnest Money Deposit (Along with Technical Bid)	10,000/- ( Rupees Ten thousand only) by Demand Draft / Pay Order in favour of “ <b>Life Insurance Corporation of India</b> ” payable at Bikaner.
4	Sale of Tender document	From <b>20.08.2024 to 09.09.2024</b> between 10.00 AM and <b>01.00 PM</b> on week days (excluding Saturday, Sunday & Holidays) at Branch Office <b>SARDARSHAHAR</b> or above address LIC of India, Divisional office, Sector – 6-7, J.N.V. Colony, Jaipur Road, Bikaner-334001 on payment of non- refundable tender cost by Cash or Demand Draft / Pay Order in favour of “ <b>Life Insurance Corporation of India</b> ” payable at <b>Bikaner</b> .
5	Last Date & Time of receiving / submission of Tender document.	<b>09.09.2024 up to 03.00 PM.</b>
6	Date & Time of opening of Technical Bids	<b>09.09.2024 at 03.30 PM</b> (At Divisional Office, Bikaner), Bidders or their authorized representatives are invited to be present at the time of opening of technical bid.
7	Date & Time of opening of Financial Bids.	Shall be intimated to the Bidders of suitable technical Bids, later on.
8	Time Limit for handing over possession of the premises.	Within <b>30 days</b> from the date of issue of acceptance letter.
9	Lease period / Contract period	<b>09 years with 05 years lock – in period</b>
10	Notice period for Termination of contract.	<b>06 (Six)</b> months on either side.
11	Validity of Tender	<b>06 (Six)</b> months from the date of opening of Technical Bid.

**Sr. Divisional Manager**

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
<b>3500 Sq.ft. to 4000 sq.ft.</b> (± 5% variation in areas is acceptable)	<b>SARDARSHAHAR District- CHURU</b>	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.
Status of Premises	Free Hold/ Lease Hold with clear marketable title.	
Usage of the Property	<b>Commercial Building</b>	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs.250/- plus Rs. 45/- (GST) from the Branch Office **SARDARSHAHAR** or office at the above address (Divisional office, Bikaner) . The tender documents will be issued from **20.08.2024 to 09.09.2024** between 10.00 AM and **01.00 PM** on week days ( excluding Saturday, Sunday & Holidays). The last date for submission of filled in offers is **09.09.2024 upto 03.00 pm**. The „Technical Bids“ will be opened on **09.09.2024 at 3.30 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 Branch Office at SARDARSHAHAR District- CHURU 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

## **Instructions to Bidder**

1. The tender forms will be available from **20.08.2024 to 09.09.2024** between **10.00 am.** and **01.00 pm.** on week days (excluding Saturday, Sunday & Holidays). The last date for submission of filled in tenders (both Technical and Financial Bids) is **09.09.2024 up to 03.00 pm.** The offers received after the last date and time mentioned above will not be considered.
2. The filled in tenders should be submitted in the Tender Drop Box kept at the address given below after getting the submission noted in the Register kept with the Designated Official of LIC of India.

### **Life Insurance Corporation of India.**

OS department, Divisional Office.

„Jeevan Prakash, Jaipur Road,

Bikaner- 334001 Phone No. 0151-2225917

3. The technical bid will be opened on **09.09.2024 at 03.30 pm** in the presence of bidders or their authorized representatives in Divisional office, Bikaner. 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.
4. The tender form consists of the following documents. i.e.,
  - a. Instructions to bidders and Terms and Conditions.
  - b. Technical Bid.
  - c. Financial Bid.

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, commercial usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (Marked Envelope–1) super-scribing as „**Technical Bid for Hiring of Office Premises for Branch Office at SARDARSHAHAR District- CHURU on lease basis.** The envelope shall contain the addressee's details and details of the bidder also.

5. The Financial Bid shall contain only financial details i.e., rate/ rent per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in the Envelope-2 and super- scribed as “**Financial Bid for Hiring of Premises for Branch Office at SARDARSHAHAR District- CHURU on lease basis**” with addressee and bidders details.
6. **Earnest Money Deposit Rs.10000/-** in the form of Demand Draft/ Pay Order in favour of „Life Insurance Corporation of India” payable at Bikaner along with Miscellaneous Receipt of the tender fee (Non-refundable) of Rs. 250/- (Rupees Two hundred fifty only) plus Rs. 45/- (GST) deposited or Demand draft/ Pay order of the non-refundable tender fee of Rs.250/- plus Rs. 45/- (GST), in case the tender form is downloaded from the Corporation's web site, shall be submitted in sealed cover (Marked Envelope–3) super-scribing as „**Earnest Money Deposit for Hiring of Office Premises for Branch office at SARDARSHAHAR District- CHURU on Lease basis**”.

**Please note that no interest is payable on the Earnest Money Deposits.**

7. All the three envelopes (envelope-1, 2 and 3) will be placed in a fourth envelope (Envelope–4) sealed and super scribed as “**Tender for Hiring of Premises for Branch Office at SARDARSHAHAR District- CHURU on Lease basis**” submitted to the **Life Insurance Corporation of India, Estate department, Divisional Office-Jeevan Prakash Jaipur Road, Bikaner-334003 on or before** the last date for submission i.e. **09.09.2024 up to 03.00 pm**

8. Refund of Earnest Money Deposit :-
- 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 Rent Negotiation/ Fair rent/ Plot purchase Committee (DPPC) to the Sr. Divisional Manager.
  - Earnest Money Deposit of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.
  - Earnest Money Deposit of lowest bidder shall be refunded separately or along with the payment towards rent of the 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 Earnest Money Deposit amount lying/ retained with us shall be forfeited without any further correspondence.
9. **The following documents should be enclosed with the offers:**
- Approved set of floor plans by competent authority, 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 set of title deed documents.**
  - Building structure stability Certificate.**
  - Certificate of commercial use of property.**
10. **All the pages of the tender form are to be signed by the bidder as token of acceptance of terms & conditions.** 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.
11. The Corporation reserves the right to call for missing / additional requirement/s or otherwise from the bidders at the time of analysis of the Technical Bids received in response to the advertisement.
12. Tenderers 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“.
13. Separate tender forms are to be submitted in case more than one property is offered.
14. **Any Modification/Corrigendum to the Tender shall be uploaded on the website of LIC of India and shall not be released in Newspaper or any other form.**
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. Any dispute arising out of or relating to this tender shall be deemed to have arisen in BIKANER and shall be under adjudication of a Court in BIKANER City only.

Signature of Bidder/ Owner with Seal

Place:

Date :

### **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. **09.09.2024 up to 03.00 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.
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:  
**Life Insurance Corporation of India,  
OS department, Divisional Office,  
“Jeevan Prakash”  
Jaipur Road,  
Bikaner-334001**
4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders.
5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
6. The offer should remain valid at least for a period of **06 months** 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 **09.09.2024 at 03.30 pm** in the presence of tenderers at our above office. All tenderers or their authorized representatives 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 property should not be owned or controlled by any serving Officer/Employees of the Life Insurance Corporation of India or immediate family member thereof. He/ She will not receive anything of value or any kind in connection with the Lease.**
15. The title report providing ownership and clear marketability is to be enclosed.
16. The Financial bid will be opened only if Technical bids are found suitable. Single valid tender or offer from State/ Central/ Agencies/ Undertakings may however, be opened by the Divisional Rent Negotiation/ Fair rent/ Plot purchase Committee (DPPC) subject to approval of the competent authority.
17. 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.
18. **Vitrified tiles shall be provided by the lessor before possession of the premises by the lessee, if required.**

19. There should not be any water logging inside the premises and surrounding areas.
20. The premises should have good frontage and proper access.
21. The lesser shall have no objection to the Lessee installing exclusive DG Set for the use of the lessee. If so desired by the lessee, the lessor shall provide suitable space for installation of Gen- set without any extra cost to the lessee.
22. 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.
23. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
24. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.
25. 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 or before taking possession of the premise.
26. 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.
27. Tenders from intermediaries or brokers will not be entertained.
28. 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 15 days after the acceptance of their offer by the department.
29. It may be noted that no negotiations will be carried out, except with the technically qualified lowest tenderer and therefore most competitive rates should be offered.
30. **The Gross monthly rent- rate on per sq. ft carpet area** shall be inclusive of GST, if applicable and Outgoes (i.e. all taxes / cess present and future – House tax , Property tax, Urban Development tax, Municipal taxes etc., Maintenance 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 rent and GST,if any, which would be payable in advance before 10<sup>th</sup> of every month.
31. Lease period: Minimum period of lease will be 9 years with minimum 5 years lock in period and minimum notice period of six months from either side for termination of agreement. The **escalation in rent will be @ 15% every after 3 years of monthly rent fixed at the time of execution of lease agreement** during the lease period. The lease period will be extendable for mutually agreed period & escalation in rent.
32. Addition and alteration works: During the period of tenancy, if the lessee desires to carry out any addition and alterations works at its own cost as per the requirement of the Department, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display signboards without any extra cost.
33. The facility of ladies toilet at suitable place in the premises shall be provided by the owner in addition to the general toilet.
34. **Lease agreement:**
  - To be executed in the LIC's Standard Lease Deed format(LIC as a Tenant)- participants may see lease deed format within 3 months after finalization of technical bid.
  - Will be with the Owner and Rent will be paid to the respective owner.
35. Income Tax: will be deducted at source at prevailing rate.
36. Goods and Services Tax prevailing on the rent will be borne by the lessee, if applicable.
37. Registration and stamp duty charges: will be shared equally between the Lessor and the Lessee (50: 50).

38. Possession of premises: within **30 days** from the date of receipt of acceptance of offer/ letter. The premise has to be painted and should be in habitable condition while taking over the possession.
39. Water Supply: The owner should ensure to take separate water connection and provide overhead/underground storage for exclusive use of LIC. The charges of water bill will be borne by LIC. If adequate water supply is not available whatsoever reason, the owner shall arrange to provide adequate supply of drinking water and water for W.C and Lavatory.
40. 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 from the energy suppliers on the name of LIC. The electricity charges will be borne by the lessee.
41. Parking: The landlord shall provide Car and Two Wheelers parking space (Open/ Covered) as per the details given below without any extra cost:
- Car parking 8-10 in nos. and Two Wheelers----- 25-30 in nos.
42. 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 lesser/ authorized representative for finalizing the carpet area.

Signature of Bidder/ Owner with Seal

Date : .....

Place:.....

#### **How to apply**

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 along with Pre Contract Integrity Pact 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 Pay order/ Bankers cheque for „Earnest Money Deposit“ and „Cost of Tender document (Non-refundable: Tender fee)“ 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 superscribing as “Tender for Hiring of Premises for Branch Office at SARDARSHAHAR District- CHURU on Lease basis” on or before the last date for submission i.e. **09.09.2024 up to 3.00 PM.****



**Technical Bid**  
**(To be submitted in sealed Envelope-1)**

Name of the Bidder/ Owner:

.....

Reference No.....

(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.

1	<b>Details of the Lessor/ Bidder</b>		
	1	Name of the Lessor	
	2	a	Address of the Lessor
		b	Phone No.
		c	E - Mail ID
		d	Permanent Account Number (PAN)
	3	a	Name of the contact person duly authorized.
		b	Phone No.
	4	a	Constitution of Bidder (Individual/ Proprietary/ Partnership firm/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)
		b	PAN numbers of the Directors/ Partners/ Firms.
	5	Bank details: (attached cancelled cheque or self attested bank passbook copy)	
		a	Name of the Account Holder
		b	Bank Account Number
		C	Account type (Savings Account, Current Account, etc.)
		D	Bank – Branch
		e	Bank IFSC Code
	<b>2 Details of the property :</b>		
	1	Name of the Owner	
	2	Address of the property	
	3	Usage of the property ( as approved by the Competent Authority) – <b>Commercial/ Other</b>	
	4	Whether the proposal for Office premises in a multi - storied building.	

	a	Number of floor in the building.	
	b	At which floor, the office premise is offered.	
5	Whether the plot is free hold or lease hold?		
	If lease hold, please mention the details of		
	i	Name of the Title Holder/ Lessor	
	ii	Tenure of the land	
	iii	Residual lease period	
6	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.	
7	Character / Type of locality- Commercial/ Commercial cum Residential/ Residential/ Industrial		
8	Area of the plot- Sq. ft.		
9	Size of the plot		
	a	Frontage in meters	
	b	Depth in meters	
10	Schedule of the plot i.e. boundaries of the plot on		
	a	North	
	b	East	
	c	South	
	d	West	
11	Whether the locality is free from Special hazards like fire / flood etc.		
12	Whether the locality has protection from adverse influence such as Encroachment/ Industrial nuisance, smoke, noise etc..		
13	Copy of Conveyance deed or Patta etc. must be enclosed		
14	Please also indicate distance from the		
	i	Bus Stand	
	ii	Bank ( Nearest)	
	iii	Hospital	

	15	Year of construction. Enclose an attested copy of NOC or completion certificate issued by the Municipal Authority or any other Government Bodies, if available.	
	16	Date on which Office premises can be handed over to LIC after finalization of the deal- within 15 days	
	17	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	.....Sq. ft.
	18	What is the carpet area (3500- 4000 Sq.ft. +/- 5% for consideration purpose)	.....Sq. ft.
	19	Size of Hall (Carpet area)	.....x..... = .....Sq. ft.
<b>3 Specifications</b>			
	1	Type of Building structure (RCC / Steel framed/ load bearing).	
	2	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.	
	3	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.	
	4	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum/ stone) or any other.	
	5	Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.	
	6	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
	7	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
	8	i No of toilets	
		ii Size of Toilets	(i) .....Sq.ft. (ii) .....Sq.ft.
		iii Details of Floors and Dado in Toilets.	
		iv Wall Tiles in toilets	
		v Type of sanitary fittings	
<b>4 Whether Structural stability certificate enclosed ( Certificate shall be from Licensed Structural Engineer of Municipal Corporation)</b>			
<b>5 Service</b>			
	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	

	6	Please indicate whether the building is prone to flooding/ water logging.	
	<b>6 Electricity</b>		
	1	i	What is the connected load to the building in KW / KVA?
		ii	Type of electric connection- Commercial / industrial.
	2	Please indicate the type of wiring used, Aluminum or copper?	
	3	Whether ELCB is provided	
	<b>7 Common services</b>		
	1	Car parking	Reserved .....nos. Open.....nos.
	2	Two wheeler parking	Reserved .....nos. Open.....nos.
	5	Generator- DG Set. If yes mention, capacity of the Generator.	
	6	Anti-lightening device arrangement.	
	7	Security arrangements, if any, please give details.	
	<b>8 Other Information</b>		
	1	Whether any ready built 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.	
	<b>9 Details of Plan / Blue Prints / Sanctioned Plan</b>		
	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.	
	<b>10 Provision for proper arrangement of fire safety.</b>		
	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.	
	<b>1 List of Enclosures</b>		

Date:.....  
Place:.....

Signature of Bidder/ Owner with Seal

## Financial Bid

**(To be submitted in sealed Envelope- 2)**

Name of the Bidder/ Owner ..... Reference  
No.: .....

Note: The Envelope-2 containing Financial Bid is to be opened after scrutiny of Technical Bids, Inspection and short listing of the Premises.

Details of the property as per Technical Bid	Carpet area of the premises offered (sq.ft)	Basic Monthly Rent- Rate per sq. ft. of carpet area (Excluding Outgoes and GST)	Outgoes- Taxes/ cess such as Municipal tax, House tax, Property tax, Urban Development tax, and/ or any other levy and Maintenance charges like Society charges etc. but <b>excluding GST</b> per sq.ft. of carpet area	GST on Basic Monthly Rent (iii), as per prevailing rates (converted into <b>Per sq. ft.</b> of carpet area, if applicable)	Total Gross Monthly Rent- Rate per sq. ft. of carpet area (inclusive of Outgoes and GST)  Total of Column (iii)+(iv)+(v)
(i)	(ii)	(iii)	(iv)	(v)	(vi)
				<b>(Rs. in figures)</b>	
				<b>(Rs. in words)</b>	

**Note:**

- Registration and stamp duty charges for execution of lease agreement shall be shared equally by the Lessor and the Lessee ( 50 : 50).
- Gross Monthly Rent**

The Gross monthly rent shall be inclusive of GST, if applicable and Outgoes ( i.e. all taxes / cess present and future – House tax , Property tax, Urban Development tax, Municipal taxes etc., Maintenance 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 rent which would be payable in advance before 10<sup>th</sup> of every month.
- If there are differences between the rates given by the Bidder in words and figures or in the amount worked out by him, the following procedure shall be followed:
  - When there is a difference between the rates in figures and words, the rates which correspond to the amounts worked out by the Bidder, shall be taken as correct.
  - When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Bidder in **words** shall be taken as correct.
  - When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.

**4. 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 Bidder / authorized representative for

finalizing the carpet area.

5. Validity of offer :

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

Signature of the Bidder/ Owner with seal

**Place:**

**Date:**