

**LETTING OUT OF VACANT COMMERCIAL SPACES**

LIC of India, Divisional Office, Coimbatore, intends to let out on lease basis , vacant commercial space available on “ as is where is basis”.

1. The prescribed application form may be downloaded from here. The attached Terms and Conditions may be referred for details. The list of premises is also attached.
2. The filled in application in the prescribed format along with the required documents should be submitted in sealed cover, superscribed “ APPLICATION FOR VACANT COMMERCIAL SPACE AT COIMBATORE” addressed to THE MANAGER (E&OS), LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, TRICHY ROAD, COIMBATORE - 641018 ( Tel. No.0422 2300142, 2307657)
3. Applicants for the said premises must submit copies of Income Tax Returns and/or Audited Profit & Loss A/c, Balance Sheet as applicable for the past 3 years failing which their application will be deemed invalid and will be rejected. Applications without proof of adequate Income / revenue will be rejected.
4. Joint applications by two or more persons will be rejected
5. Actual chargeable area will be subject to Joint measurement.
6. LIC of India reserves the right to accept / reject any application at its own discretion without assigning any reason. The decision of the Competent Authority will be final.
7. The last date for submission of the applications is upto 3.00 P.M on 16.12.2024.
8. Validity of the application is for a period of one months from the date of application.
9. Selected applicants will be called for discussion for finalization of Terms and Conditions.
10. Preference will be given to public sector undertakings/Banks/Financial Institutions of outstanding repute.
11. Other terms and conditions will be applicable as per prevailing Estate Policy of LIC of India.
12. Brokers will not be entertained.
13. For inspection of the space or for any other query one may contact us.

**LIFE INSURANCE CORPORATION OF INDIA  
ESTATES DEPARTMENT, DIVISIONAL  
TERMS AND CONDITIONS**

1. The space will be offered on 'as is where is basis' only for running regular offices engaged in commercial activities. Other amenities like parking, generator, V-sat antenna etc. will depend on availability of space and subject to negotiation.
2. Space will be offered on Lease basis for a period of 3 years as per the terms and conditions of the Corporation.
3. The Lease deed is to be executed and registered as per the standard proforma and the cost is to be borne by the Lessee. The Lease may be renewed and rent revised through negotiation at the end of the term. A fresh lease deed to be executed for the revised terms.
4. Six months rent has to be kept as interest free Security Deposit and must be deposited by Demand Draft at our cash counter which is refundable at the time of vacation of premises.
5. The rent is payable in advance before 10<sup>th</sup> of every month failing which a simple interest of 12% is payable.
6. The Municipal Tax, Water and Drainage charges, Electricity charges are to be borne by the tenant. Any other tax or any hike imposed by the appropriate authority is to be borne by the tenant.
7. Maintenance Charges for common services like lift, cleaning, Security Services etc will be levied separately.
8. Goods and Service Tax (GST) at the prescribed rates as applicable is to be borne by the tenant.
9. The selection of bids will be done as per the rules and guidelines of the Corporation and acceptance of the same will be subject to approval by the Competent Authority.
10. Tenants have to approach EB and get power supply on their own. However, NOC will be given in this regard. Underground cables of sufficient capacity are laid from transformer yard of EB to the EB metering panel location in the building basement. These cables can be used by the tenants to bring power from transformer yard to respective floors.
11. All the tenants must follow the Estate Policy of LIC of India with regards to maintaining the property let out, display of Boards, name of business, etc.
12. Mere receipt of a tender form doesn't confer any right for allotting the premises to a person or institution. Only applications that satisfies Corporate Policy and Estate Policy of LIC of India, and its social responsibilities with regard to purpose, Nature of Business for which the premises is requested, Environmental hazards, etc only will be considered for allocation.
14. For any other query/assistance you may get in touch with us at Tel. No. 0422- 2300142, 2307657
13. or e-mail us at [os.coimbatore@licindia.com](mailto:os.coimbatore@licindia.com)

**LIC OF INDIA : E&OS DEPT : DIVISIONAL OFFICE : COIMBATORE**

**DETAILS ABOUT THE PREMISES Sl.No:1**

- The address of the premises :

LIC of India,  
“United India Building” GROUND FLOOR  
Avinashi Road- Jail Road Junction,  
Coimbatore- 18

- The premises can be let out for an area of 663 sq.ft, 1447 sq.ft,. (600 and/or 386) sq.ft also.

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LIC of India,  
Erode South Branch Office Building,  
Railway station Road, GROUND FLOOR  
Erode.

- The total area of the premises is 3096 sq.ft at Coimbatore
- And 100 sq ft. at Erode.

**TENANCY APPLICATION FORM**

PHOTO

<b>1. Details of Applicant</b>		
a.	Name of the Applicant	
b.	Age / Date of Birth	
c.	Name of Father / Husband	
d. (i)	Permanent Address (Attach Identity & Address Proof)	
(ii)	Whether Owned or Tenanted	
<b>2. For Company / Partnership</b>		
a.	Full particulars of business alongwith copies of Trade License and particulars of Company (Deed / Memorandum & Articles of Association)	
b.	Copy of Last 3 years Audited Balance Sheet, P&L A/C & Income Tax Returns of the Company/Firm	
<b>3. In case of Individual</b>		
a.	Name & address of two references with Full address, Contact No (Other than close relatives)	<b>1.</b>
		<b>2.</b>
b.	Photo Identify Proof (Self)	
c.	ITR & Bank A/c details (Self) SB/ Current A/c No & Name of Bank & Branch Name (Attach ITR for last 3 years & last 3 months Bank Statements)	
4.	GST No. wherever applicable (copy to be enclosed)	

5.	PAN No. (copy to be enclosed)	
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6.	Details of premises sought	
a.	Serial No of the premises (as given in attached List of vacant space)	
b.	Area (sq.ft)	
c.	Location:Building Name, Floor, etc	
7.	Purpose for which the premises will be utilised	
8.	Rent offered: Only Basic rent per sq.ft to be quoted. All taxes and other charges will be separate	Rs..... per sq.ft
9.	Details of contact person	
a.	Name & Designation	
b.	Address	
c.	Phone No.	
d.	Email id	
10.	Whether the applicant is related to any Employee / Agent of LIC, If so, give details	
11.	Details of immovable properties owned (other than the one mentioned in 1 d(ii). If it is plain land then detail like Survey No., Village, etc to be mentioned. (Latest land tax paid receipt is to be attached)	

Declaration: The information given above is true to the best of my knowledge and belief.

Date:

Signature of the Applicant  
(with Company Seal)



E&OS Department  
Divisional Office, Trichy Road, Coimbatore

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All the columns should be filled in. Incomplete applications are liable to be rejected.  
**LIC of India reserves the right to reject any application without assigning any reason.**