



Life Insurance Corporation of India

Divisional Office

“Jeevan Prakash” Ranade Marg Ajmer-305001

### Requirement of Office Premises on lease at Nasirabad, District Ajmer

Life Insurance Corporation of India intends to hire office premises from the individual/ firms/Govt. Bodies/PSUs/State Housing Boards etc.on lease basis admeasuring 3500 sq.ft. . Carpet area ( $\pm$  10 % variation in areas is acceptable) which is in ready to occupy condition preferably on Ground floor for our **Branch Office at Nasirabad, Disrict Ajmer**. The preferred location of the premises shall be on main road or in Market within a radius of 5 km (approximately) from Bus Stand. The interested bidders can obtain Tender documents from **Branch Office Nasirabad** or above address.

For online tender document, please log on to [www.licindia.in](http://www.licindia.in) and go to “Tenders” and click on the link “**Tender for Hiring of Premises for Branch Office at Nasirabad, District- Ajmer on lease basis.**”

The last date of submitting the tender is up to 16.01.2025 till 5.00 PM.

In future any information regarding this tender will be updated on our above mentioned website only.

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

Date: 26.12.2024

  
Divisional Manager(I/C)



भारतीय जीवन बीमा निगम, मण्डल कार्यालय अजमेर

ई-मेल - [estate.ajmer@licindia.com](mailto:estate.ajmer@licindia.com)


जीवन प्रकाश, रानाडे मार्ग अजमेर

**नसीराबाद (जिला अजमेर) में कार्यालय हेतु लीज अनुबन्ध पर परिसर चाहिये।**

भारतीय जीवन बीमा निगम को शाखा कार्यालय नसीराबाद हेतु लीज पर व्यक्ति/फर्म/राजकीय संस्थाओं/सार्वजनिक उपकर्मों/हाउसिंग बोर्ड्स इत्यादि से 3500 वर्गफीट(+/- 10% विचलन स्वीकार्य) के निर्मित भवन (भूतल को प्राथमिकता) की आवश्यकता है। परिसर बस स्टैण्ड से 5 किलोमीटर की परिधि के अन्तर्गत मुख्य सड़क, बाजार के पास स्थित होना चाहिये। पूर्ण जानकारी एवं निविदा डॉक्यूमेंट शाखा कार्यालय नसीराबाद अथवा उपरोक्त पते अथवा निगम की वेबसाइट [www.licindia.in](http://www.licindia.in) के "Tenders" के अन्तर्गत "Tender for Hiring of premises for Branch office at Nasirabad Distt: Ajmer- on lease basis" शीर्षक से ऑनलाइन प्राप्त कर सकते हैं। निविदा प्रस्तुत करने की अन्तिम तिथि 16.01.2025 को सांय 5.00 बजे तक है। भविष्य में उक्त निविदा के सम्बंध में किसी भी सूचना का अद्यतन हमारी उपरोक्त दर्शाई गई वेबसाइट पर ही किया जाएगा

किसी भी प्रस्ताव के पूर्ण/आंशिक भाग को बिना कारण बताए अस्वीकृत/निरस्त करने का अधिकार भा.जी.बी.निगम के पास सुरक्षित होगा।

दिनांक : 26/12/2024

  
मण्डल प्रबन्धक (प्रभारी)



**LIFE INSURANCE CORPORATION OF INDIA**  
Divisional Office : Jeevan Prakash"  
Ranade Marg, Ajmer-305001

**TENDER FOR  
HIRING OF  
OFFICE PREMISES  
AT NASIRABAD.  
DO AJMER**



**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office : Jeevan Prakash"**  
**Ranade Marg, AJMER-305001**

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 :

<b>Carpet area required ( approx)</b>	<b>Location</b>	<b>Remarks</b>
<b>3500 sft.</b> [ ± 10% variation in areas is acceptable]	<b>NASIRABAD Distt. AJMER (RAJASTHAN)</b>	should be located in Nasirabad within 5 km from the current bus-stand. The premises offered for lease/rent should be in ready to occupy and suitable for use as office premises.(preferably on Ground /First Floor). May be considered upto 2 <sup>nd</sup> floor if lift facility is provided
<b>Status of Land / Plot</b>	Free Hold / Lease Hold with clear marketable Title.	
<b>Usage of the Property</b>	Commercial	

The prospective bidders meeting the above requirements are requested to collect the tender documents on payment of Rs. 295/- ( Rupees Two hundred ninety five only)(Rs 250/- (Rupees Two hundred fifty only) as tender fee and Rs 45 as 18% GST) from the office at the above address or LIC branch office Nasirabad.. The tender documents will be issued from **26.12.2024 to 15.01.2025** between **10.00 AM and 3.00 PM** on week days (**Monday to Friday excluding public holidays**) . The last date for submission of filled in offers is **16.01.2025** up to **5.00 PM**. The "Technical Bids" will be opened on **17.01.2025 at 2.30 PM** in the presence of bidders or their authorized representatives who may wish to be present. For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) and go to tenders and click on the link "**Tender for hiring of Office premises office premises at NASIRABAD DIST. AJMER (RAJASTHAN) on lease basis**". In case the tender form is downloaded from the Corporation's web site, the non refundable tender fee of **RS . 295/- (Rupees Two hundred ninety five only) ( Rs 250/- (Rupees Two hundred fifty Only) as tender fee and Rs 45 as 18 % GST )** may be remitted in the form of Demand draft / Pay order drawn in favor of " Life Insurance Corporation of India" payable at AJMER .

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

  
Sr. Div. Manager / Divisional Manager (IC)



**LIFE INSURANCE CORPORATION OF INDIA**  
**Divisional Office : Jeevan Prakash"**  
**Ranade Marg, AJMER-305001**

**TENDER SCHEDULE ANNEXURE "A"**

SI No	Description	
1	Name of work :	Tender for Hiring of Office Premises at NASIRABAD. DO AJMER
2	Cost of tender document ( Non refundable)	<b>295/-</b> ( Rupees Two hundred ninety five only).(Rs 250/- (Rupees Two hundred fifty only) as tender fee and Rs 45 as 18% GST.
3	Earnest Money Deposit (Refundable)	10000/- ( Rupees Ten thousand only)
4	Date of sale of tender document	From <b>26.12.2024 to 15.01.2025</b> between 10.00 AM and 3.00 PM on week days ( <b>Monday to Friday excluding public holidays</b> ) from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of " <b>Life Insurance Corporation of India</b> " payable at <b>AJMER</b> . or in cash at LIC branch office Nasirabad /Divisional Office- Ajmer
5	Last Date & Time of receiving / submission of tender document.	On <b>16.01.2025</b> up to <b>5.00 PM</b>
6	Date & Time of opening of Technical Bids	As on the last date of submission of tender i.e. on <b>17.01.2025</b> at <b>2.30 PM</b> .
7	Date & Time of opening of Financial Bids.	Shall be intimated later on.
8	Time Limit for handing over possession of the premises.	Within <b>90</b> days from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for Termination of contract.	04 (Four) months on either side..
11	Validity of tender	03 (Three) months from the date of opening of Technical Bid.

Date :

Sr. Div. Manager / Divisional Manager (IC)

## Hiring of Office Premises

### INSTRUCTIONS TO BIDDERS

1. The tender forms will be available as mentioned in "Annexure A". The last date for submission of filled in tenders (both technical and financial bids) is as Per "Annexure A". The offers received after the last date and time mentioned above will not be considered.
2. The filled in tenders should be submitted to the address given below :  
**MANAGER ( ESTATE ) , LIFE INSURANCE CORPORATION OF INDIA,  
Divisional Office: Jeevan Prakash", Ranade Marg, AJMER-305001**
3. The technical bid will be opened on **17.01.2025 at 2.30 PM As Per "Annexure A "** presence of bidders or their authorized representatives 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 offers, the financial bids of only those bidders, whose offers are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found suitable after technical evaluation.
4. The tender form consists of the following documents. i.e.,
  - i) Instructions to bidders and Terms & Conditions.
  - ii) Technical part.
  - iii) Financial part.The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the properties, location, area of the plot, copy of sanctioned plan with completion / occupation 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 TB shall be submitted in sealed cover (**Marked Envelope – I**) super scribing as "**Technical Bid for Hiring of Office Premises at NASIRABAD**". 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 - II** and super scribed with addressee and bidders details.
6. **The cost of Tender Fee ( Non refundable) of Rs. 295/- ( Rs 250 + 18 % GST ) and EMD Rs 10000 in the form of Demand Draft / Pay Order in favour of " Life Insurance Corporation of India" payable at AJMER or the Miscellaneous Receipts of the tender fee and EMD if**



deposited at Cash Counter either at **Branch Office Nasirabad** or **At Divisional Office-Ajmer** shall be submitted in sealed cover **Marked Envelope – III**) subscribed as **“Earnest Money Deposit” for Hiring of Office Premises”** in / at **NASIRABAD**. **Separate Demand Draft / pay order must be submitted for Tender Fee and EMD.**

7. All the Above **Envelops I, II and III** will be placed in a fourth envelope ( **Envelope – IV**) and shall be submitted to the **Manager (ESTATE)** at the address given above. The envelope must be subscribed with **“Bids for Hiring of Office Premises at NASIRABAD** and the last date and time for the same is **16.01.2025 up to 5.00 PM.**

**Please note that no interest is allowed or accrue on the EMDs.**

8. In case the tender form is downloaded from the corporation's web site, **the non refundable tender fee of RS . 295( Rs 250 + 18 % GST )may be remitted in the form of DD/Pay order drawn in favor of “ Life Insurance Corporation of India payable at AJMER.**
9. **Refund of EMD:** - EMD shall be refunded as under :
- (i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by DPC to the Sr/Divisional Manager(I/C)
  - (ii) EMD of other bidders (except lowest bidder) shall be refunded within one month's time after opening of Financial Bids.
  - EMD of lowest bidder shall be refunded separately or adjusted 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 EMD amount lying / retained with us shall be forfeited without any further correspondence.
- Sr.Divisional Manager/DM Incharge is the competent authority to refund / forfeit the EMD amount.**
10. The following documents should be enclosed with the offers:
- a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, and road on either side if any, width of the road/s and adjacent properties etc. around the properties. The map of area proposed must be commercially approved by **Local 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.
  - c) The proposed premises must have permission for commercial use. Certificate from local authorities must be attached.
  - d) Structural stability report certified from approved architect/ structural engineer.



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 Financial bids). Incomplete bids and bids lacking in details and with out signatures are liable to be rejected.
12. Tenderers should note that their tenders should remain open for consideration for a minimum period of 03 ( Three months) months from the date of opening of T.B's ( i.e. 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.
15. Lease execution will be done as per LIC standard format after incorporating decided terms.
16. If premises is offered with lift facility, the regular maintenance of lift will be done by bidder himself  
**(Copy of format enclosed)**

**Place :**

**Signature of vendor with seal**

**Date :**



**Tender for Hiring of Office Premises.**

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes. The use of envelopes will be as under :

- a) **Envelope marked as I :** The duly completed **Technical Bid** be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed **Financial Bid** be put in this envelope and sealed.
- (c) **Envelope marked as III :** The DD or Bankers cheque for " Earnest Money Deposit" and "Cost of tender document" or the M.R of the required value be put in this envelope and sealed. The amount of tender fee an EMD can be deposited at LIC of India cash counter at Nasirabad or DO Ajmer through cash or DD in case receipts are to be kept in Envelope III
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed ( i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition **" Subscribing as " Tender for Hiring of Office Premises in / at NASIRABAD to be opened on 17.01.2025 at 2.30 PM ."**

**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 5.00 PM 16.01.2025 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 ( ESTATE ) , LIFE INSURANCE CORPORATION OF INDIA,  
Divisional Office: Jeevan Prakash", Ranade Marg, AJMER-305001  
Tel.No. 0145-2660060,2660147**
4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
6. The offer should remain valid at least for a period of 03 months (Three) 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 as Per "**Annexure A**" in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
  9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
  10. Canvassing in any form will disqualify the tenderer.
  11. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.
  12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. **All payments/refund of EMD shall be made through NEFT only hence please attach copy of PAN card and Cancelled cheque**
  13. Property should be situated in good commercial area of the town / city with congenial surroundings within radius of 5km from city bus stand.
  14. The title report proving ownership and clear marketability is to be enclosed. The map of area proposed must be commercially approved by **Local Authorities**.
  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 case of such premises, details regarding lease period, copy of lease agreement , initial premium and subsequent rent shall be furnished.
  17. There should not be any water logging inside the premises and surrounding areas.
  18. The premises should have good frontage and proper access.
  19. The Lessor shall have no objection to the Lessee installing exclusive D.G. Set and **dish antenna** for the use of the lessee. If so desired by the lessee, the lessor/s shall provide suitable space for installation of Genset and **dish antenna** without any extra cost to the lessee.
  20. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to LIC.
  21. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preference.
  22. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.

23. The Lessor shall arrange for repairs and maintenance, white washing / colour washing/ OBD painting / painting to doors , windows etc. as and when informed by the lessee.
24. **The bids will be evaluated on techno commercial basis** giving weight ages to the equivalent aspects in various parameters like location, distance from local railway station , amenities available, 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.
25. Tenders from intermediaries or brokers will not be entertained.
26. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within Three weeks after the acceptance of their offer by the department.
27. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
28. **Rate per sft. on Carpet area :**The carpet area rate shall quoted in two parts i.e
  - a) Basic rent of the premises.
  - b) Proportionate amount of the statutory charges/taxes like Municipal Taxes, House tax, property tax, Cess and / or other levy and proportionate amount of maintenance charges (Society charges, if any )etc, other than GST 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 within 10<sup>th</sup> working day of each succeeding calendar month. No other charges whatsoever can be claimed on any account subsequently i.e maintenance of lifts, building premises, parking, Air conditioners, Common areas or any other account etc.
29. **Lease period:** Minimum period of lease will be **fifteen years** 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.
30. **Addition & alteration works:** During the period of tenancy , if the lessee desires to carry out any addition & alterations works at its own cost as per the requirement of the Deptt., 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.
31. **Lease agreement:** will be with the Owner & Rent will be paid to respective owner.
32. **Income Tax:** will be deducted at source at prevailing rate.
33. **GST:** will be borne by the Lessee .
34. **Registration & stamp duty charges:** will be shared equally between the Lessor and the Lessee ( 50 : 50).
35. **Possession of premises:** within **90 days** from the date of receipt of acceptance of offer/letter  
The premises has to be painted & should be in habitable condition while taking over the possession.
36. **Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.



**37 Electricity:**

- a) The building should have sufficient electrical / power load sanctioned and made available to the Corporation.
- b) If required, additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.
- c) Electricity charges will be borne by the lessee for the area taken on lease , on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner / lessor.
- d) 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 born by the owner up to that point.
- e) If there is any need to install transformer as per LIC requirement then the Land lord will issue NOC and LIC will arrange to install electric transformer at its own cost.

**38) Parking :** The landlord shall provide Car & Two Wheelers parking space ( Open / Covered) as

per the details given below without any extra cost :

- (i) Car parking: 5 nos.
- Two Wheelers : 20 to 30 nos.

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

40.. There should be separate toilets for ladies and gents on each floor if offered area is having more than one floor

41. If LIC desire to modernize the premises then Land lord will allow for the same without any objection or any extra charges..

42. The owner will allow to fix sign board of appropriate size as per LIC requirement. If any charge levied by Local authorities same will be bear by LIC.

**Place :**

**Signature of vendor with seal**

**Date:**

**DIVISIONAL OFFICE , " JEEVAN PRAKASH  
SUB CITY CENTRE, AJMER:301001**





DIVISIONAL OFFICE , " JEEVAN PRAKASH  
SUB CITY CENTRE,AJMER:301001

**ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM**  
**HIRING OF OFFICE PREMISES FOR BO. NASIRABAD DT.AJMER**  
**TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE - I**

**Reference No.**

**NOTE :** The reference no. to be filled up by the tenderers for the particular Premises offered and shall be quoted in **Financial Bid** also - for easy and correct identification.

SI No	Details of vendor / Owner / Builder / Firm	Remarks
1.1	Name of the Lessor : 	
1.2	Address of the Lessor : 	
	Bank Details (attach cancelled cheque)	
	Phone No.	
	GST No (if any) (attach copy)	
	E - Mail ID	
	PAN No (attach copy)	
1.3	Name of the contact person duly authorized.	
	Phone No.	
1.4	Constitution of vendor / firm ( Proprietary/Partnership/Private / Pvt. Ltd./ Public Ltd/PSU etc)	
a)	Pan nos of the Directors / Partners / Firms.	
<b>2</b>	<b>Details of the property :</b>	
2.1	Name of the Owner	
2.2	Address :	
	Phone No.	
2.3	Name of the building	
2.4	Details of encumbrances, if any?	
2.5	Location and address of the property	
	(a) Name of the scheme	
	(b) Sector No.etc.	
	© Street No.etc.	

**Signature of vendor with seal & Date**



2.6	Usage of the property ( as approved by the Competent Authority).	
	(a) Residential	
	(b) Commercial	
	© Residential cum Commercial	
	(d) Shopping centre	
2.7	Whether the proposal for Office premises in a multi - storied building.	
	( a ) No. of floor in the building.	
	(b) At which floor, the office premises are offered.	
2.8	CTS No	
2.9	Survey No	
2.10	Ward NO	
2.11 (a)	Whether the plot is free hold or lease hold?	
2.11 (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.	
2.12	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.	
	(ii) Tenure of mortgage	
	(iii) Residual mortgage period	
2.13	Character/Type of locality	
	(a) Residential	
	(b) Commercial	
	© Commercial cum Residential	
	(d) Industrial	
	(e) Slum	
2.14	Area of the plot	

Signature of vendor with seal & Date



2.15	Size of the plot	
	( a ) Frontage in meters	
	( b ) Depth in meters	
2.16	Schedule of the plot i.e. boundaries of the plot on	
	North	
	East	
	South	
	West	
2.17	Whether the locality is free from from Special hazards like fire / flood etc.	
2.18	Whether the locality has protection from adverse influence such as	
	( a ) Encroachment.	
	(b) Industrial nuisance, smoke, noise etc.	
2.19	Please enclose copy of Property Card or Patta etc.	
2.20	Please also indicate distance from the nearest	
	( i ) Railway (local) station	
	(ii) Bus Stand	
	(iii) Bank ( Nearest)	
	( iv ) Airport	
	( v ) Hospital / Schools / Colleges / Universities.	

Signature of vendor with seal & Date



**LIC**

भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

2.21	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt.Bodies.	
2.22	( 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.	
2.23	Date on which Office premises can be handed over to LIC after finalization of the deal.	
2.24	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	
2.25	What is the carpet area (for consideration purpose).	
<b>3</b>	<b>Specifications</b>	
3.1	Type of building (Residential/Semi commercial)?	
3.2	Type of structure (RCC / Steel framed /	
3.3	load bearing).	
3.4	Type of wall (Brick / Cement block). Mention	
3.5	thickness of external wall and internal	
3.6	partition wall.	
	Details of Flooring (M.M.Tiles/Ceramic/	
	Vitrified / Marble) or any other.	
	Details of Door frames (Sal wood/Teak	
	Wood/ Hard wood/ Aluminum) or any other.	
	Details of Door shutters (Flush door / Teak	
	wood/ Aluminum / PVC) or any other.	

Signature of vendor with seal & date.





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3.7	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
3.8	Details of window shutters (Teak wood / Aluminum / steel ) or any other with security grills or without security grills.	
3.9	(i) No of toilets in each floor.	
	(ii) Details of Floors & Dado in Toilets.	
4	Whether Structural stability certificate enclosed ( Certificate shall be from Licensed Structural Engineer of Municipal Corporation)	
5	<b>SERVICES:</b>	
5.1	If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.	
5.2	Please indicate source of water supply.	
5.3	Is bore well provided? If so what is the yield and depth of bore well.	
5.4	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
5.5	Please give details of sewerage system and for storm water disposal.	
5.6	Please indicate whether the building is prone to flooding.	
6	<b>Electricity</b>	
6.1	(i) What is the connected load to the building in KW / KVA ?	Commercial/Residential
	(ii) Type of electric connection.	
6.2	Pl. indicate the type of wiring used , Aluminum or copper?	
6.3	Whether ELCB is provided	Yes / No

Signature of vendor with seal & date

*[Handwritten Signature]*

<b>7</b>	<b>Common services</b>	
7.1	Car parking	Reserved ----- nos./ Open ----- ----- nos.
7.2	Two wheeler parking	Reserved ----- nos./ Open ----- ----- nos.
7.3	Power / Electricity supply available.	Yes / No
7.4	24 Hrs. water / Overhead tanks available.	Yes / No
7.5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
7.6	Anti lightening device arrangement.	Yes / No
7.7	Security arrangements, please give details.	
<b>8</b>	<b>Other Information</b>	
8.1	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 .	
<b>9</b>	<b>Details of Plan / Blue Prints / Sanctioned Plan</b>	
9.1	Whether the plan of the property is sanctioned by the Competent Authority.	
9.2	If sanctioned , please enclose copy of approved Floor Plan/s , Sections , Elevations and Site Plan of the building.	
9.3	Name/s and Address Phone No. of the Architect / Engineer.	
<b>10</b>	<b>Provision for proper arrangement of fire safety.</b>	
10.1	Are the safety measures taken?	
10.2	If yes , give details of arrangement.	

Signature of vendor with seal & date





**FINANCIAL BID TO BE SUBMITTED BY THE VENDOR  
UNDER TWO BID SYSTEMS**

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**THE ENVELOPE – II CONTAINING FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS, INSPECTION AND SHORTLISTING OF THE PROPERTIES.**

**Financial bid for Hiring of Office premises at NASIRABAD 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 :** \_\_\_\_\_

Sr.No	Details of the property	Floor Level	Carpet Area of the Premises offered (Sq.Ft.)	Basic rent per Sq.ft of carpet area (In figures and words)	Outgoes Such as Municipal tax, House tax, Property tax, cess and /or any other levy & proportionate amount of Maintenance charges (Society charges, if any) etc per sq.ft of carpet area (Rs. In figure and words ) EXCLUDING GST	Gross rent per Sq.ft.of Carpet area (Rs.in figure and words ) EXCLUDING GST	Total Gross Rent EXCLUDING GST
1	2	3	4	5	6	7 =(5+6)	8=(4x7)
<b>TOTAL</b>	<b>Rs.</b>						

**Note:**

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

**Rate per sft. on Carpet area :** The carpet area rate shall quoted in two parts i.e

- a) Basic rent of the premises.
- b) Proportionate amount of the statutory charges/taxes like Municipal Taxes, House tax, property tax, Cess and / or other levy and proportionate amount of maintenance charges (Society charges, if any )etc, other than GST in respect of the premises, due to the State

b) Proportionate amount of the statutory charges/taxes like Municipal Taxes, House tax, property tax, Cess and / or other levy and proportionate amount of maintenance charges (Society charges, if any )etc, other than GST in respect of the premises, due to the State

2 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 7<sup>th</sup> of every month.

No other charges whatsoever can be claimed on any account subsequently i.e maintenance of lifts, building premises, parking, Air conditioners, Common areas or any other account etc.

**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. The Carpet Area doesn't include the area of **Toilets, Balconies & Chajjas or any other Projections**

**Validity of offer :**

The offer should remain valid at least for a period of 03 months (three) to be reckoned from the date of opening of " Technical Bid".

**Place:**

**Date:**

**Signature of vendor with seal & date**





**ENVELOPE No I (Technical Bid)**

**TENDER FOR HIRING OF OFFICE PREMISES  
AT NASIRABAD. DO AJMER**

**FROM ;**

**ENVELOPE No II (Financial Bid)**

**TENDER FOR HIRING OF OFFICE PREMISES  
AT NASIRABAD. DO AJMER**

**FROM ;**

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**ENVELOPE No III (DD for Earnest Money Deposit and Tender fees)  
Or  
(Miscellaneous Receipts in respect of earnest money and tender fees if deposited in cash at LIC  
Offices)**

**TENDER FOR HIRING OF OFFICE PREMISES  
AT NASIRABAD. DO AJMER**

**FROM ;**

**ENVELOPE No IV (Main Envelope)  
(All envelope I , II , III are to be kept in Envelope IV)**

**TENDER FOR HIRING OF OFFICE PREMISES  
AT NASIRABAD. DO AJMER**

**FROM ;**

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