



Divisional Office,
"JEEVAN PRAKASH"
100 Feet Road,
Gopala Gowda Extension,
SHIVAMOGGA – 577 205
E-mail : os.shimoga@licindia.com

INSTRUCTIONS / TERMS AND CONDITIONS TO BIDDERS –ADVERTISEMENT DATED

Applications are invited PREFERABLY from GOVT. , SEMI GOVT., PSU's, BANKS and Reputed Private Firms for TENANCY of our Property available at below mentioned location :

III floor, LIC of India
Divisional Office
"Jeevan Prakash"
100 Feet Road,
Gopalagowda Extension
Shivamogga -577205

The offer in prescribed Proforma as per Annexure 'A' (Introductory form for leasing space) should be sent in a sealed cover superscribed "**Application for office premises at (ADDRESS mentioned in Annexure-B)**" to the following address.

The Manager (E&OS)
LIC of India,
Divisional Office
"Jeevan Prakash",
Gopalagowda Extension
Shivamogga - 577205



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"JEEVAN PRAKASH"
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- The tender form/Application form will be available between 03.03.2025 and 01.04.2025 (excluding Saturday, Sunday and holidays) between 11.00 am to 05.00 pm on all working days and upto 12.00 noon on 02.04.2025. The tender form/Application form can also be downloaded from our website www.licindia.in /tender.
- Premises can be inspected from 3.3.25 to 01.04.2025 on all working days between 11.00 am to 04.00 pm.
- The offer received after the last date and time mentioned above shall be rejected. In case the last date of issue/receipt of tender form is declared/happens to be a holiday, the tender will be issued/received on the following /next working day at the same time.
- The Applicant should state the nature of intended usage of premises; give full Name, Address, Telephone.No of the person for contact.
- The rent should be quoted per sq ft exclusive of Taxes and as per prevailingmarket rent in the area.
- GST @ applicable rate to be paid by the tenant.
- Actual Chargeable Area will be subject to joint measurement.

For inspection of the available Premises or for any other query, Estate department may be contacted over E-mail:os.shimoga@licindia.com

- The last date of submission of application is 02.04.2025 upto 03.00 pm.
- Tenders will be opened on 03.04.2025 at 04.00 pm.
- Selected applicants will be called for discussion with members of Divisional Rent Negotiation Committee for rent finalization.
- Lease will be as per LIC's standard format for a period of 09/10 years with standard rent escalation clause.
- Preference will be given to public sector undertakings/Banks/Financial Institutions of standard repute etc.
- Other terms and conditions will be applicable as per prevailing Estate policy of LIC of India.
- Brokers will not be entertained.
- Vacant premises will be offered on lease basis on monthly rent as per the terms and conditions of the Corporation.
- The lease deed has to be executed and registered as per standard Performa.
- Senior Divisional Manager reserves the right to accept/reject any / all the applications orcancel the tender at his sole discretion without assigning any reason thereof.

Place : Shivamogga

Date: 03.03.2025

Sr Divisional Manager

I have gone through all the above instructions and agree to abide by them.

Signature of Bidder with seal