

TENDER FOR HIRING OF PREMISES FOR BRANCH OFFICE AT  
RAMNAGAR(NAINITAL) ON LEASE BASIS

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(Ref: Haldwani/DO/Estate/Lease/ BO-**Ramnagar**/2024-25)

LAST DATE & TIME OF SUBMISSION OF TENDER- 24 MARCH-2025 BY 03.00PM

DATE & TIME OF OPENING OF TECHNICAL BID -25 MARCH-2025 AT 03.00PM

निविदा हेतू

भारतीय जीवन बीमा निगम

मण्डल कार्यालय "जीवन प्रकाश" नैनीताल रोड, काठगोदाम-हल्द्वानी

ई-मेल- [os.haldwani@licindia.com](mailto:os.haldwani@licindia.com)

**शाखा कार्यालय रामनगर एवं लोहाघाट हेतू लीज़ पर कार्यालय भवन चाहिये।**

निगम को रामनगर(जिला- नैनीताल), एवं लोहाघाट(जिला- चंपावत) स्थित शाखाओं हेतू भूतल या प्रथम तल पर भवन की आवश्यकता है। शाखा रामनगर हेतू 3500 वर्ग फीट, एवं शाखा लोहाघाट हेतू 2400 वर्ग फीट कार्पेट क्षेत्रफल स्थान(5%कम या अधिक) स्थान हो। भवन मुख्य बाज़ार/ चौराहे के 1 किलोमीटर की परिधि में होना चाहिये।

भवन में स्वतंत्र प्रवेश, बिजली, पानी की पर्याप्त आपूर्ति हो। जनरेटर रखने हेतू भी स्थान होना चाहिये। भवन में स्टाफ एवं आगंतुकों के वाहनों हेतू निःशुल्क पार्किंग की पर्याप्त सुविधा होना आवश्यक है।

इच्छुक व्यक्ति/ संस्थान जो उक्त अर्हताओं को पूर्ण करते हों, निगम के नैनीताल रोड काठगोदाम-हल्द्वानी स्थित मण्डल कार्यालय के कार्यालय सेवा-सम्पदा विभाग से रु 200+GST कुल रु 236/-का भुगतान कर निविदा फार्म प्राप्त कर सकते हैं। निविदा तकनीकी एवं वित्तीय दिनांक 03 मार्च-2025 से 21 मार्च-2025 तक प्रत्येक कार्यालय दिवस में पूर्वाह्न 11.00 बजे से अपराह्न 3 बजे तक प्राप्त किया जा सकता है। निविदा जमा करने की अंतिम तिथि 24 मार्च-2025 अपराह्न 3 बजे है। निविदा दिनांक 25 मार्च-2025 को अपराह्न 3.00 बजे निविदाकर्ताओं अथवा उनके नामित प्रतिनिधियों के समक्ष खोली जायेगी।

सम्पूर्ण विवरण हमारी वेबसाइट [www.licindia.in](http://www.licindia.in) से भी प्राप्त किया जा सकता है। किसी भी या सभी प्रस्ताव को स्वीकार/ अस्वीकार करने का सर्वाधिकार भा° जी° बी°नि° के पास सुरक्षित है।

वरिष्ठ मण्डल प्रबन्धक

TENDER NOTICE

LIFE INSURANCE CORPORATION OF INDIA

DIVISION OFFICE "JEEVAN PRAKASH" NAINITAL ROAD KATHGODAM - HALDWANI

E mail- [os.haldwani@licindia.com](mailto:os.haldwani@licindia.com)

**Building on lease required for Branch Offices at Ramnagar(Distt-Nainital),and Lohaghat(Distt- champawat).**

LIC requires rental Building for its branches at Ramnagar(Distt-Nainital), and Lohaghat(Distt-Champawat). for Ramnagar Branch the required Carpet area is 3500 Sq Feet & for Lohaghat is 2400 Sq feet With the variation up to 5% .The building should be within a radius of one kilometer from the Main Bazar/ chowk of the city.

The proposed building must have free- uninterrupted entry, adequate supply of Power & Water and rent Free space for the parking of Staff and visitors.

Desired Person/ Institution who fulfill the above condition may collect the Tender form from the Office/Estate department of Division Office" Jeevan Prakash" after paying Rs. 236.00(200/-+GST). The Technical bid and Financial bid can be collected on each working day from 03 March-2025 to 21 March-2025 from 11.00AM To 03.00PM. Last date of depositing the Tender is 24 March-2025 Upto 3.00PM. The bid will be opened at 3.00PM on 25 March-2025 in presence of the Tening person/ their Repersentative.

The details is available on LIC of India web site [www.licindia.in](http://www.licindia.in). LIC will have the copyright to accept or deny of any or all proposals.

**Senior Divisional Manager**



## TENDER SCHEDULE

Description		
<u>1</u>	Name of Tender	Tender for hiring Premises for Branch Office at Ramnagar
<u>2</u>	Cost of Tender document ( Non-refundable- Tender fee)	200/-+ GST 36/- =236/- (Rupees Two hundred Thirty six only).
<u>3</u>	Earnest Money Deposit (Along with Technical Bid)	Rs. 5000/- (Rupees Five thousand only) by Demand Draft / Pay Order in favour of " Life Insurance Corporation of India" payable at Haldwani
<u>4</u>	Sale of Tender document	From 03.03.2025 to 21.03.2025 between 11.00 AM and 3.00 PM on week days ( excluding Saturday, Sunday & Holidays) at Divisional Office Haldwani on payment of non- refundable tender cost by Cash or Demand Draft / Pay Order in favor of " Life Insurance Corporation of India" payable at Haldwani.
<u>5</u>	Last Date & Time of receiving / submission of Tender document.	<u>24.03.2025 up to 03.00 PM</u>
<u>6</u>	Date & Time of opening of Technical Bids	<u>25.03..2025 at 03.00 PM.</u>
<u>7</u>	Date & Time of opening of Financial Bids.	Will be intimated to the successful Bidders.
<u>8</u>	Time Limit for handing over possession of the premises	Within 2 week from the date of issue of acceptance letter
<u>9</u>	Lease period / Contract period	Minimum period of lease will be 12 (Twelve years) with 9 years lock - in - period
<u>10</u>	Notice period for Termination of contract	06 (Six) months on either side.
<u>11</u>	Validity of Tender	03 (Three) months from the date of opening of Technical Bid.



**Life Insurance Corporation of India.**  
Divisional Office "Jeevan Prakash"  
**Nainital Road, Kathgodam-Haldwani -263126**

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</b> Sq.ft. . ( $\pm$ 5% variation in areas is acceptable)	<b>Ramnagar (Nainital) with in a radius of 1 km from center of the city.</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, Railway Station/ Bus Stops etc. should be ready to occupy 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.236/- (Rupees two hundred thirty six only) from the office at the above address. The tender documents will be issued from 03.03.2025 to 21.03.2025 **between** 11.00 AM and 3.00 PM on week days (excluding Saturday, Sunday & Holidays). The last date for submission of filled in offers is 24.03.2025 up to **03.00pm**. The "Technical Bids" will be opened on **25 . 03 . 2025 at 3.00 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 advertisement for requirement of office space at Ramnagar 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.



### Tender for Hiring of Office Premises

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

- (a) **Envelope marked as I:** The duly completed Technical Bid should be placed in this envelope and sealed.
- (b) **Envelope marked as II:** The duly completed Financial Bid should be placed in this envelope and sealed.
- (c) **Envelope marked as III:** The Demand Draft or Banker's Cheque for the Earnest Money Deposit and the cost of the tender document or the Money Receipt (M.R.) of the required value, should be placed in this envelope and sealed.
- (d) **Envelope marked as IV:** All three envelopes (I, II, and III) should be placed in this envelope and sealed. This outer envelope should be super scribed as "Tender for Hiring of Office Premises in/at **Ramnagar** to be opened on 25.03.2025 at 03.00 PM" and submitted to LIC of India.

#### **Terms and Conditions:**

1. The terms and conditions, along with the instructions, will form part of the tender submitted by the tenderer to LIC of India, hereafter referred to as the Corporation.
2. Tenders received after the expiry of the submission deadline (i.e., 24.03.2025 UP TO 03.00 PM), regardless of the reason, including postal delay, will be considered 'LATE' and will not be considered. Such tenders will be returned unopened to the concerned party without opening the same.
3. All Bidders are requested to submit the tender documents in the tender box (Technical and Financial Bids) duly completed with relevant documents/information to the following address:
4. **LIFE INSURANCE CORPORATION OF INDIA**  
"JEEVAN PRAKASH" BLDG.,  
DIVISIONAL OFFICE, HALDWANI,  
NAINITAL. ROAD, KATHGODAM  
HALDWANI(UTTRAKHAND)  
PIN-263126
5. **All columns of the tender documents must be completed, and no column should be left blank. All pages of the tender documents must be signed by the authorized signatory of the tenderer.** Any overwriting or use of correction fluid must be initialed by the tenderer. The Corporation reserves the right to reject incomplete tenders or those with incorrect information.
6. If the space in the tender document is insufficient, Bidders may attach separate sheets.



7. The offer should remain valid for at least 3 (three) months from the date of opening of the Technical Bid.
8. No deviations from the stipulated terms and conditions will be accepted. However, if any other conditions are imposed, leading to deviations from the tender terms, the bidder must provide a separate sheet titled "**List of Deviations.**"
9. Technical bids will be opened on 25.03.2025 at 03.00 PM in the presence of tenderers at the above office. Tenderers are advised to be present on that date at the specified time.
10. The Corporation reserves the right to accept or reject any or all tenders without assigning any reason thereof.
11. Canvassing in any form will disqualify the tenderer.
12. Shortlisted Bidders will be informed in writing by the Corporation for site inspections of the offered premises.
13. Income tax and statutory clearances must be obtained by the Bidders at their own expense, as and when required. All payments to the successful Bidder will be made via Neft.
14. The property should be situated in a good commercial area of the town/city, with proximity to public amenities such as bus stops, banks, markets, hospitals, schools, etc.
15. The title report proving ownership and clear marketability must be enclosed.
16. Financial bids will only be opened if at least two Technical Bids are found suitable. A single Financial Bid will not be opened unless it is from State/Central Government agencies or undertakings, which may be opened by the Zonal or Divisional Purchase Committees.
17. Freehold property is preferred. However, if leasehold property is offered, details regarding the lease period, copy of lease agreement, initial premium, and subsequent rent must be provided.
18. There should be no water logging inside the premises or in surrounding areas.
19. The premises should have good frontage and proper access.
20. The lessor shall permit and provide suitable space to the lessee to install an exclusive DG set for use of lessee use at no extra cost. The space must be sufficient for the running and servicing of the DG Set.
21. The latest tax clearance certificates must be provided by the lessor, indicating all relevant details of the property offered for leasing out to LIC.
22. Offers from Government bodies, Public Sector Undertakings, or State Housing Boards will be given preference.
23. Details of all amenities provided or proposed must be included in the technical bid.
24. The Lessor shall arrange for repairs and maintenance, white washing / colour washing / OBD painting / painting to doors, windows and treatment etc. as and when informed by the lessee.
25. The bids 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.
26. Tenders from intermediaries or brokers will not be entertained.



27. The premises offered must be in good and ready-to-occupy condition. The owner(s) of the premises will have to hand over the possession of the premises within two weeks of offer acceptance.
28. No negotiations will be carried out, except with the lowest tenderer, so the most competitive rates should be offered.
29. 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 / cess present and future – House tax, Property tax, GST and Municipal taxes etc.) Maintenance charges and Service charges like society charges, maintenance of lifts, building premises, parking, common areas or any other 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 before 10th of the following month.
30. Lease period: Minimum period of lease will be 12 (Twelve years) with 9 years lock-in period and minimum notice period of six months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.
31. 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.
32. Lease agreement: The lease agreement will be with the property owner which is to be executed in the LIC's standard lease format, and rent will be paid to them directly.
33. Income tax: Income tax will be deducted at source as per prevailing rates.
34. GST (any other prevailing tax in lieu of GST) will be paid by the lessee on production of GST invoice only.
35. Registration and stamp duty charges will be shared equally between the lessor and the lessee (50:50).
36. Deposit:
  - 36.i. LIC will pay the interest free advance rent, which should be restricted to 06 (six) months rent. However, in no case the amount of advance should exceed ` 20,00,000/- ( Rupees twenty lacs only) .
  - 36.ii. Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition.
  - 36.iii. The payment shall be made only after occupation of the premises or after the possession is handed over to us.
  - 36.iv. 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.
  - 36.v. The advance rent paid to the landlord should be recovered in not more than 36 (Thirty six) months in equal monthly instalments. The recovery of advance rent should be effected from the month following the date from which such advance is paid.



37. Possession of the premises: Possession of the premises must be handed over within the agreed timeframe of 2 weeks from the acceptance of the offer by the Corporation, in a habitable and painted condition.
38. 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
39. Electricity:
  - (a) The building must have sufficient sanctioned electrical / power load and made available to the Corporation.
  - (b) Additional power, if required, must be arranged by the lessor at their own 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, the lessee will note the electricity meter reading in presence of lessor / authorized representatives. The electrical charges will have to be borne by the owner up to that point.
40. Parking: At-least 1000 sq. ft. covered parking space for cars and two-wheelers must be provided, as specified:  
Car parking – 6 nos, Two-wheelers – 30 nos.
41. Carpet area measurement: Measurements will be per Bureau of Indian Standards (IS No. 3861: 2002). Joint measurements will be taken in the presence of LIC officials and the Bidder / Bidder's representative.

**Place:**

**Date:**

**Signature of proposer with seal**