



**ANNEXURES TO BE SUBMITTED BY THE VENDOR  
UNDER TWO BID SYSTEM**

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

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

Sl. No	Details of the property	Floor Level	Carpet area of the premises offered (sft)	Rate per sq ft of carpet area (Both in figures and words)	Amount in figures and words ( ₹ )
	<b>TOTAL</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).

2. **Carpet area rate:**

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, Service tax and Municipal taxes etc.) Maintenance charges and Service 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 lease rent. Lease rent is payable in advance before 7<sup>th</sup> of every month.

3. **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.

4. **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.**