

**LETTING OUT OF VACANT COMMERCIAL SPACES**

LIC of India, Southern Zonal Office, Chennai 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. One can apply for a single space or multiple spaces. If more than one space is applied, separate application is to be submitted.
3. 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 CHENNAI” addressed to THE SECRETARY(ESTATES), LIFE INSURANCE CORPORATION OF INDIA, SOUTHERN ZONAL OFFICE, LIC BUILDING , 10<sup>th</sup> FLOOR, 153, ANNA SALAI, CHENNAI-600 002 ( Tel. No.28616093/28616094)
4. Applicants for premises measuring above 500 sq.ft 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.
5. Joint applications by two or more persons/firms will be rejected
6. Actual chargeable area will be subject to Joint measurement.
7. 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.
8. The last date for submission of the applications is upto 3.00 p.m. on 14.08.2023.
9. Validity of the application is for a period of six months from the date of application.
10. Selected applicants will be called for discussion for finalization of Terms and Conditions.
11. Preference will be given to public sector undertakings/Banks/Financial Institutions of outstanding repute.
12. Other terms and conditions will be applicable as per prevailing Estate Policy of LIC of India.
13. Brokers will not be entertained.
14. For inspection of the space or for any other query one may contact at 044-2861 6093

Date : 22.07.2023

Regional Manager (E &OS)

**LIFE INSURANCE CORPORATION OF INDIA**  
**ESTATES DEPARTMENT, 11<sup>th</sup> Floor**  
**SOUTHERN ZONAL OFFICE, CHENNAI**

**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 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.
13. For any other query/assistance you may get in touch with us at 044-28616093 or e-mail us at [sz\\_estates@licindia.com](mailto:sz_estates@licindia.com)

**Regional Manager (E & OS)**

**LIC OF INDIA : ESTATES DEPT : ZONAL OFFICE : CHENNAI**

| <b>List of Vacant Premises - Chennai</b> |            |                             |  |                                  |               |
|--|------------|-----------------------------|--|----------------------------------|---------------|
| Sl No                                    | Location   | Name Of the Building        | Location of the Building                         | Approx. Vacant Area ( in sq ft ) | Floor         |
| 1  | Anna Salai | LIC Building                | Anna Salai, Chennai                              | 3141                             | GF & Basement |
| 2  | Anna Salai | LIC Building                | Anna Salai, Chennai(Earlier occupied by LIC HFL) | 500                              | Ground Floor  |
| 3  | Anna Salai | LIC Building (Rear Side)    | G P Road, Chennai                                | 100                              | G Floor       |
| 4  | Anna Salai | Bharath Insurance Building  | Anna Salai, Chennai (Close to CMRL)              | 100                              | G Floor       |
| 5  | Anna Salai | Bharath Insurance Building  | Anna Salai, Chennai                              | 1340                             | 1st Floor     |
| 6  | Anna Salai | Bharath Insurance Building  | Anna Salai, Chennai                              | 675                              | 1st Floor     |
| 7  | Anna Salai | Bharath Insurance Building  | Anna Salai, Chennai                              | 500                              | 1st Floor     |
| 8  | Anna Salai | South India Co-op.Building  | 38, Anna Salai, Chennai                          | 1100                             | 1st Floor     |
| 9  | Anna Salai | Jeevan Anand                | Teynampet, Chennai                               | 4330                             | 1st Floor     |
| 10                                       | T Nagar    | Premier Life Building       | G N Chetty Road, T Nagar Chennai                 | 4652                             | 1st Floor     |
| 11                                       | T Nagar    | Premier Life Building       | G N Chetty Road, T Nagar Chennai(120+88)         | 208                              | 3rd Floor     |
| 12                                       | T Nagar    | Jeevan Deep                 | Sir Thyagaraya Road, T Nagar Chennai             | 100                              | G Floor       |
| 13                                       | Parrys     | Bombay Mutual Building      | No.232, N.S.C Bose Road Chennai                  | 2727                             | 3rd Floor     |
| 14                                       | Parrys     | National Insurance Building | No.224, N.S.C Bise Road, Chennai                 | 1101                             | 3rd Floor     |
| 15                                       | Parrys     | National Insurance Building | No.224, N.S.C Bise Road, Chennai                 | 1715                             | 4rh floor     |

|              |            |                             |  |              |           |
|--------------|------------|-----------------------------|--|--------------|-----------|
| 16           | Parrys     | Jeevan Marina               | No.46, Armenian Street, Chennai                                    | 1557         | 2nd Floor |
| 17           | Parrys     | Jeevan Marina               | No.46, Armenian Street, Chennai                                    | 1578         | 3rd Floor |
| 18           | Tondiarpet | Jeevan Pallava Building     | 142, 143 Thiruvottiyur High Road, Tondiarpet, chennai-81           | 8249         | 3rd Floor |
| 19           | Padi       | Jeevan Bhima Nagar Shop 4   | Annanagar West Ext. Chennai101                                     | 70           | G Floor   |
| 20           | Padi       | Jeevan Bhima Nagar Shop 9   | Annanagar West Ext. Chennai101                                     | 692          | 1st Floor |
| 21           | Ayanavaram | LIC Branch Office, Building | LIC Branch Office, 2/2 United India Nagar, Ayanaavaram, Chennai-23 | 300          | G Floor   |
| 22           | Ambattur   | Prithivipakkam(ZTC)         | LIC Zonal Training Centre, Prithivipakkam, Ambattur, Chennai       | 100          | G Floor   |
| 23           | Tiruvallur | Tiruvallur Branch Building  | LIC of India, Tiruvallur   | 1240         | G Floor   |
| <b>Total</b> |            |                             |  | <b>36075</b> |           |

**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)   |           |

|     |   |                   |
|-----|---|-------------------|
| 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)

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.**