

OFFICE SPACE AVAILABLE ON LEASE
LIFE INSURANCE CORPORATION OF INDIA
JAMSHEDPUR DIVISION

Applications are invited from interested parties (preferable Govt. Public Sector Undertakings, Banks, Financial Institutions of standing repute, etc.) in the prescript format for considering letting out on lease basis 2908 sq. ft. of office space in our building at the following addresses:

LIC of India, Hindustan Building,
1st floor, Main Road, Bistupur, Jamshedpur.

Applications consistent with the prevailing market rent in the area only will be considered. The rent to be quoted should be on a square foot basis and to be exclusive of Municipal Taxes, Common Maintenance charges and any other statutory charges which shall be borne by the allottee. Six month's lease rent as security deposit and one month's lease rent in advance (both interest free) shall be deposited with LIC at the time of execution of the lease agreement. The lease agreement shall be in LIC's standard format. Registration charges including necessary stamp duty shall be borne by the allottee.

The application forms are available free of cost at **ESTATE DEPARTMENT** of LIC of India, Divisional Office, Jeevan Prakash Building (2nd Floor) Main Road, Bistupur, Jamshedpur, Jhardkhand and which can be collected during working hours from **11.03.2013 to 23.03.2013 by 12.30 P.M.**

The offers should be sent in a sealed cover superscribed "OFFER FOR LEASING OFFICE SPACE" addressed to:

THE SENIOR DIVISIONAL MANAGER,
LIC OF INDIA,
DIVISIONAL OFFICE, JEEAN PRAKASH BLDG.,
MAIN ROAD, BISTUPUR, JAMSHEDPUR,
JHARDKHAND – 831001.

The last date to receive the offer is **25.03.2013 by 2.00 PM.**

LIC of India reserves right to accept/reject any or all applications at its sole discretion without assigning any reason thereof. Delayed or incomplete applications will not be considered.

(NO BROKERAGE PLEASE)

SENIOR DIVISIONAL MANAGER.

JDO/Estate

ANNEXURE- A

Dear Sir,

Re: Advertisement dated 10.03.2013 on lease of premises at 1st Floor of Hindustan Building, Main Road, Bistupur, Jamshedpur, Jhardkhand.

With reference to the above, we are giving the technical details and other particulars of the premises, for which we are inviting applications in the enclosed "OFFER FORM". Kindly submit Annexure- 'A' and Annexure 'B' in a sealed envelope on or before **2.00 PM on 25.03.2013**

A) **TECHNICAL DETAILS.**

Sr. No.	Particulars	Description
1.	Location of the premises	1 st Floor of Hindustan Building, Main Road, Bistupur, Jamshedpur, Jhardkhand.
2.	Ownership of building	Entire building is owned by LIC
3.	Year of Completion of constructions.	1956
4.	Area and floor offered on lease.	2908 sq. ft. (rentable area) on 1 st floor.
5.	Electrical power load	Negotiable as per requirements.
6.	Approach	One main approach road at front side of the building.
7.	Existing tenants	Fifteen Tenants.
8.	Our neighbors	East side - LIC HFL, South side - Main entrance to the Building, North side – ICICI Bank, West side – National Insurance Co. The building is nearer to Rly. Station. And Bus stand.
9.	Facilities	a) One main stair case with Lift facility. b) Uninterrupted water supply, c) One independent toilet in the same floor.

B. OTHER PARTICULARS OF PREMISES OFFERED.

Sr. No.	Particulars	Description
1.	Monthly rent	To be quoted in the "Offer form" supplied as "Annexure B"
2.	Period of lease	a) 3 years + 3 years + 3 years(max. 9 years OR b) 5 years + 5 years (max. 10 years)
3.	Rental escalation	a) 25 % after every 3 years OR b) 35 % after every 5 years depending upon the lease period accepted as per (a) or (b) of sr. no. (B) (2)
4.	House property Tax	Lessee shall bear proportionate house property tax pertaining to the 1st floor.
5.	Common maintenance charges	Lessee shall be charged common maintenance charges on monthly basis which include lift and water charges.
6.	Electricity charges	Check meter will be provided at our cost. Electricity will be charged as per consumption shown in check meter plus actual proportionate demand charges by Elect. Deptt.
7.	Stamp duty and registration	Charges towards stamp fee and registration charges 100% to be born by the Lessee
8.	Security Deposit	6month's rent will be kept in security deposit which will not carry any interest on it as long as the same will be in deposit with LIC. Security Deposit shall be refunded upon expiry of lease period. Security deposit to be paid by DD drawn on any Nationalized Bank payable at Jamshedpur, Jhardkhand.
9.	Possession	Upon execution of lease deed on LIC's Standard lease draft.

**AGREED AND ACCEPTED
(APPLICANT'S SIGNATURE)
OFFICE SEAL:**

SR. DIVISIONAL MANAGER

DATE:

(Kindly return original letter "Annexure A" duly signed along with price form "Annexure-B")

LIFE INSURANCE CORPORATION OF INDIA
JAMSHEDPUR DIVISIONAL OFFICE,
JEEVAN PRAKASH BUILDING, MAIN ROAD,
BISTUPUR, JAMSHEDPUR,
JHARDKHAND.

OFFER FORM

ANNEXURE – B

(With reference to advertisement dated 10.03.2013 invites offers for letting out space in 1st Floor at Hindustan Building, Main Road, Bistupur, Jamshedpur. Jhardkhand)

Area of premises offered	Area of premises required by the applicant to be specified on rentable area basis in sq. ft.	Applicant's offer of monthly basis rent, per sq.ft. on rentable area basis (excluding service tax)	Remarks
1	2	3	4
2908 sq. ft. Rentable area in 1st floor of Hindustan Building, Bistupur, Jamshedpur.		Rs. ----- per sq. ft. per month (in figure) Rupees----- ----- per sq.ft. per month (in words)	Service tax is applicable as per rules.

Note: Rental rate is to be quoted in view of the technical details and other particulars mentioned in "Annexure- A". Rental rate is to be quoted on per sq. ft. basis for rentable area.

Applicant's office seals
Date :

Applicant's signature
Applicant's name.