

Life Insurance Corporation of India

HOWRAH DIVISIONAL OFFICE

Rallis Building, 16, Hare Street, Kolkata – 700001.

Re: Tender for Purchase of plot/premises for LIC of India

INSTRUCTION REGARDING SUBMISSION OF TENDER:

This tender document consists of two parts namely Part - I “**Technical Bid**” (TB) including terms and conditions and Part-II “**Price Bid**” (PB), containing expected price only. Offer invited in two parts i.e. “**Technical Bid**” & “**Price Bid**” in 2 separate sealed covers.

The TB shall contain technical specifications such as location, state of the plot (developed/undeveloped), area of the plot; details as to free/leasehold lands, surroundings, availability of public amenities like hospital, school, college, railway station, bus station, police station, market, banks, post office, land use as per master plan, etc., prima facie evidence of clear and marketable title. No indications as to price aspects or financial stipulations are to be given in the Technical Bid. In case any reference to price or any other extraneous consideration is made in the TB, the tender will be rejected.

The Financial Bid shall contain nothing but the price aspects of property without any conditions.

The covers shall be superscribed as “Technical Bid” & “Price Bid” as the case may be as also the reference to advertisement/description and applicant/firms name and address. The vendors are informed that both the TB & PB shall be put in separate envelopes sealed and both these to be put in a third envelope. This third envelop in sealed condition superscribing “**Tender for Purchase of Plot/Premises at.....**”.are to be submitted to LIC on or before the stipulated date. Separate tender documents (i.e. separate “Technical Bid & Price Bid”) are to be submitted for each proposal in case of multiple offers. Photo-copy of the tender documents are not to be accepted.

TERMS & CONDITIONS :

1. The terms and conditions shall be the part of the tender and to be submitted by the vendors to LIC hereinafter termed as Corporation.
2. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The corporation reserves the right the incomplete tenders.
3. In case the space in the tender document is found insufficient, the tenderers may attach separate sheets.
4. The tender documents duly filled in by the vendors are to be submitted to the above mentioned office of the Corporation along with all relevant documents **on or before 01.09.2008 up to 1.00 p.m. Tender documents received by the Corporation after due date and time i.e. 1.00 p.m. on 01.09.2008, shall be rejected.**

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5. The offer should remain **valid for consideration for a period of 06 (Six) months from the date of opening of the “Technical Bid” i.e. w.e.f. 01.09.2008.**
6. There should not be any deviation in terms & conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is requested to attach a separate sheet marking **“List of Deviations”**.
7. The Technical Bids will be opened on 01.09.2008 at 2.00 p.m. in the presence of tenderers at our above office. All tenders are advised in their own interest to be present on that date, at the specified time. **Offers from brokers will not be entertained.**
8. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered plot/premises.
9. The “Price Bids” are to be opened for short-listed offers only which are found to be technically suitable and acceptable after scrutiny and verification of documents/information and inspection of the plot/premises physically by the Corporation. The date, time and place of opening of “Price Bids” shall be conveyed to the vendors accordingly in due course.
10. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
11. Canvassing in any form will disqualify the tenderer. No brokerage will be payable.
12. Income-Tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required. All payments to the successful vendor shall be made by Account Payee Cheques only.

Sr. Divisional Manager.

Signature of Vendor with seal

Place:

Date: