

Date: 27.02.2018

LIFE INSURANCE CORPORATION (Nepal) Ltd.
Corporate office, Kathmandu
PREMISES REQUIRED

LIC desires to engage premises on rent for its corporate office. The premises should have approximately 12000 sq. ft. of carpet area and adequate parking space. The required premises details is as follows:

- Should be within Kathmandu Metropolitan city area
- Should be on the main road or specious approach road.
- Preference will be given to business area premises

The Offers are invited in bid system. Interested parties (except brokers) may obtain the prescribed format of bid from LIC's corporate Office, Naxal, Kathmandu (between 10.00a.m to 5.00p.m) from Sunday to Friday up to **9th March 2018** or may be downloaded the same from LIC's **website www.licnepal.com.np**

The duly filled in offer completed in all respects in separate sealed covers marked "Bid" and superscribing "Offer for corporate Premises" on top and name, address & contact no. of the offered at bottom left corner should be addressed to;

The ,
Officiating Chief Executive Officer,
LIC (Nepal) ltd. Naxal, Kathmandu.

The last date of submission of completed application form in separate sealed cover (Bid) is **9th March 2018 up to 1.30 p.m.** The offer shall be dropped in the box kept for the purpose at the premises of LIC (Nepal) ltd. Naxal, Kathmandu, on or before **9th March 2018 up to 1.30p.m.**

LIC reserves right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

Officiating Chief Executive Officer

LIC (Nepal) Ltd.
Naxal, Kathmandu

Format of offer letter for premises on rent BID

To, **The Officiating Chief executive Officer,**
LIC (Nepal) Ltd,
Naxal, Kathmandu.

Ref : Your advertisement dated.....in / on (Name of Newspaper)/ LIC's website for..... Branch

Dear Sir,

With reference to the 'Ad' for premises of Corporate/ office premises, I/ we, offer to give you on lease the premises described below.

1.		Name of the Owner/s	
2.		Full Address of the Premises	
3.		Carpet Area (in Sq.ft) (It doesn't include Toilet area, Area of walla, Staircase, Corridors, & passages, Verandahs etc)	
4.	Rent Rate	Monthly Rent (in Rs. Per sq.ft) (Strictly on carpet area as defined above)	
5.	Monthly Rent	Carpet area X Rent Rate per sq.ft	Rs.....
6.	Lease Period	(Should be minimum for 5+5 years)	
7.	Periodical Enhancement	After every 2 years (not more than 10%) %
8.	Municipal Tax Liabilities	a).Amount of quarterly Corporation taxes / other taxes payable after applying rebate b). Present assessment applicable since c). Next assessment due on d). Taxes will be borne by LIC.	
9.	Any other information not covered above		

- I / We, am/are aware that the rent mentioned above will be inclusive of all the amenities including parking space and other conveniences provided by the landlords.
- I / We, am/are also aware that above mentioned all parameters / demands will be quantified and will be loaded on rent rate to decide the lowest offerer.
- I / We, am/are aware that LIC is not bound to accept my / our offers and may cancel it without assigning any reasons / notice whatsoever. Required power load for the normal functioning of LIC and requisite electrical wiring/ points, points for telephone/ UPS/ Computers /ACs will be required.

Place:
Date:

Signature

.....
(Owner/s)

Name of Owners:

Address:

Mobile / Telephone No's: