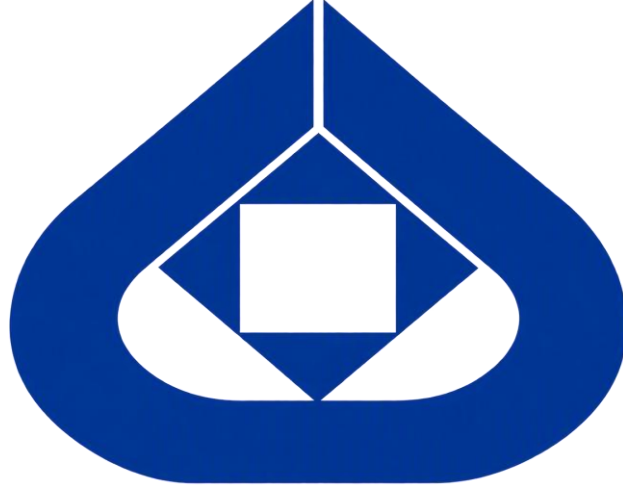




आपत्काले रक्षिष्यामि

GENERAL INSURANCE CORPORATION OF INDIA

Office Services Department

TENDER DOCUMENT

**Leasing-in of Ready-to-Use Commercial Office Premises
For Temporary Relocation of GIC Re Head Office Operations**

Tender at a Glance

Field	Details
Tender Title	Leasing-in of Ready-to-Use Commercial Office Premises for Temporary Relocation of GIC Re Head Office Operations
Tender / File Reference	GIC-HO/OSD/Sur_Relocation/341/2026-27
Buyer	General Insurance Corporation of India (GIC Re)
Indenting Department	Office Services Department
Registered Office	Suraksha, 170, Jamshedji Tata Road, Churchgate, Mumbai – 400020
Contract Period	6 months + 3 months extendable from the Commencement Date
Procurement Mode	Open Tender through GIC Re Procurement Portal: https://gic.procure247.com/
Bid System	Two-packet bid: Technical and Financial
EMD / Bid Security	INR 2,00,000

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1 Notice Inviting Tender

General Insurance Corporation of India (GIC Re) invites online bids through the GIC Re Procurement Portal (<https://gic.procure247.com/>) under a two-packet system from eligible owners / lawful lessors for providing ready-to-use commercial office premises on Lease for temporary relocation of GIC Re office operations for a period of six months and extendable for a further period of 3 months at same commercials and terms and conditions in the Churchgate to Bandra corridor, Mumbai.

Purpose

The proposed premises shall support uninterrupted, secure and safe office operations during the temporary relocation period. The selected premises must be legally fit for commercial office use, immediately available, functionally suitable and compliant with applicable statutory requirements example : accessibility guidelines for persons with disabilities etc..

2 Definitions and Interpretation

Term	Meaning
Bidder	The owner / lawful lessor submitting the bid through the GIC Re Procurement Portal and having legal authority to offer the premises.
Owner / Licensor / Lessor	Person or entity holding clear and marketable title or lawful authority to grant occupation rights.
Premises	The commercial office space, common amenities, access rights, parking and appurtenant facilities offered.
Carpet Area	Exclusive usable floor area within the premises, measured jointly and excluding external walls, shafts, common lobbies, lift wells and common service areas, unless otherwise recorded.
Chargeable Area	Area used by the bidder for commercial billing, if any, stated separately from carpet area.
Commencement Date	Date certified by GIC Re after handover, completion of agreed readiness works, statutory verification and operational acceptance. This date will be the start date of the lease tenure.

Term	Meaning
Monthly Rent	Amount payable for use and occupation of the accepted carpet area, subject to the Financial Bid and Contract.
CAM	Common Area Maintenance charges.

3 Background, Objective and Procurement Strategy

GIC Re proposes temporary relocation of Head Office operations to enable continuity of business during major repair / strengthening activities at its existing premises. The selected property should permit rapid occupancy with fit-out as per the requirement and minimum mobilization time.

3.1 Principles Governing the Requirement

- No brand, developer or building-specific preference.
- Objective and verifiable location, legal, safety, capacity and infrastructure criteria.
- No physical tender fee. Bid submission through the GIC Re Procurement Portal only.
- No undisclosed recurring charge. All commercial components must be identified in the Financial Bid.
- GIC Re may reject an offered premises if joint verification establishes material variance, safety risk, legal defect or operational unsuitability.

4 Scope of Requirement

4.1 Space and Functional Capacity

GIC Re is inviting bids for commercial office premises with capacity to accommodate approximately 421 Employees.

Code / parameter	Requirement	Mandatory/Desirable/Optional
Location and access	Churchgate to Bandra corridor; safe pedestrian approach; good road access;	Mandatory
Building and floor plate	Commercial building; efficient, contiguous floor plate; adequate ceiling height; suitable floor loading; controlled access; acceptable structural condition.	Mandatory
Workplaces (Option 1)	Capacity for 421 Employees (with $\pm 5\%$) at a single location with Fully Furnished Setup (Fitout) Including desk, chairs, drawers, storage, etc.	Mandatory
Workplace (Option 2)	Capacity for 421 Employees (with $\pm 5\%$) at a maximum of 2 locations with Fully Furnished Setup (Fit out). Any one location should accommodate not less than 150 employees. Including desks, chairs, drawers, storage, etc.	Mandatory
Meeting facilities	Minimum 5 Meeting rooms with a seating capacity of minimum 8 people (one boardroom (With Capacity of 20-25 People) and one training room (With Capacity of at least 20 People), with suitable acoustic privacy, power and network points.	Mandatory
Executive Cabins	Minimum 15 Executive Cabins	Mandatory
VC Readiness	Display and VC readiness Board Room with seating capacity of 20 persons	Desirable
HVAC	Operational HVAC with zoning, adequate fresh air, Temperature comfort to be maintained during occupied hours.	Mandatory
Electrical	Minimum sanctioned load of 1000 kVA with spare capacity; safe distribution boards; earthing; separate meter / sub-meter; 100% DG backup for critical office Infrastructure, critical common services and lifts, subject to building design	Mandatory
IT readiness	As per SOW point no 4.5.	Mandatory
Fire and life safety	Valid Fire NOC; alarm, detection, PA, sprinklers / hydrants / extinguishers as applicable; emergency lighting; exit signage;	Mandatory

Code / parameter	Requirement	Mandatory/Desirable/Optional
	unobstructed staircases; evacuation plan; refuge / assembly provisions as applicable.	
Security	24x7 building security; CCTV at entrances, lobbies, common areas and parking; access-control capability; visitor management;	Mandatory
Lifts	The building shall have at least four operational passenger lifts, preferably of minimum 13-person capacity each, and at least one service lift for premises above the ground floor. All occupied floors shall be served by accessible lifts. The lifts shall have valid statutory certification, AMC, emergency alarm/intercom and rescue arrangements, and DG backup. The bidder shall submit details of lift number, type, capacity, speed, floors served and total building occupancy. GIC Re may assess lift adequacy during peak hours and require a lift traffic-analysis certificate from the OEM, lift consultant or building architect. For Option 2, these requirements shall be assessed separately at each offered location based on the employee population proposed at that location.	Mandatory
Toilets and water	Continuous water supply; adequate male, female, and accessible toilets on each occupied floor as per NBC/local authority norms; lawful sewage disposal; and suitable cleaning and maintenance arrangements.	Mandatory
Accessibility	Barrier-free entrance, ramps where required, accessible lifts and toilets, compliant circulation, and suitable emergency evacuation provisions.	Mandatory
Parking	Minimum 40 dedicated car spaces and 50 two-wheeler spaces; optional discounted parking for 20 additional cars based on requirement.	Desirable
Amenities	Cafeteria for at least 50 persons; pantry provision; gym / recreation for 10 persons at a time; first-aid / medical space	Desirable
Support areas	Record room, stationery store, housekeeping store, FM room, waste area, drivers / housekeeping waiting or muster area.	Desirable
Signage	Reasonable lobby / entrance / directory signage rights, subject to statutory / building approvals.	Desirable

Code / parameter	Requirement	Mandatory/Desirable/Optional
24x7 operations	Access on working days, weekends and holidays as required; emergency contact and escalation matrix.	Mandatory
Handover condition	Clean, safe, pest-free, operational, without seepage, exposed wiring, broken finishes or unresolved life-safety defect.	Mandatory

4.2 Nature of Premises

- Located within the Churchgate to Bandra corridor.
- Commercial office premises with valid permission for commercial office use.
- Ready-to-use / furnished plug-and-play premises is preferred for the short six plus 3 months tenure.
- Contiguous space within one building/location, with secure and controlled access.
- Premises may be on one or more contiguous floors of the same building. Offers split across separate buildings will not be accepted for option 1.
- Premises must be available for inspection by 06.11.2026 and operational within 15 days of Letter of Award / Contract.

4.3 Bidder / Owner Scope

- Bidders bidding for the total requirement under workplaces (Option 1 and Option 2) stated above will only be considered for evaluation. Bidders can bid for both options.
- L1 for both options will be evaluated separately.
- GIC will have the right to select either of these options based on the technical evaluation parameters at its discretion.
- Within Option 2, the commercials for each location will have to be provided separately and GIC will have the right to select either one of the locations or both locations based on its internal evaluation only from the L1 bidder.
- Provide peaceful, uninterrupted and exclusive use of the accepted premises and associated amenities.
- Complete minor civil, electrical, HVAC, furniture, access-control.
- Periodic Maintenance of HVAC, mechanical, electrical and plumbing services.
- Maintain common services, lifts, fire systems, DG systems, common security, plumbing and statutory systems.
- Provide 24x7 access, building security, water, lift service and emergency support.
- Maintain all statutory approvals during the contract period and promptly provide renewals / inspection records.

- Provide itemized monthly tax invoice and supporting meter / consumption statements where applicable.

4.4 GIC Re Scope

- Pay accepted rent and other approved charges in accordance with the Contract.
- Pay GST as applicable against a valid tax invoice, subject to statutory compliance.
- Bear actual metered electricity and water consumption only where expressly provided in the Financial Bid / Contract.
- Install and operate GIC Re-specific IT, endpoint, security and office equipment.
- Use the premises for lawful commercial office operations and comply with reasonable building rules not inconsistent with the Contract.

4.5 Scope of Work for IT-Ready Office Space

4.5.1 Objective

The objective of this Scope of Work is to ensure that the proposed office space for GIC Re is IT-ready from Day 1 of operations by providing the required Internet connectivity, mandatory LAN port readiness, access point readiness (if wireless connectivity is proposed or required), network devices, cabling, rack space, power, UPS backup, ISP-side infrastructure, and related support arrangements. The Selected Bidder shall provision and maintain the physical, passive, connectivity, rack, power, UPS, ISP, licensing, support, and assistance components required for office operations. Configuration and management of network devices, servers, LAN, VLANs, endpoints, firewall policies, routing, switching, and logical network parameters shall remain the responsibility of GIC Re, subject to clear device health reports submitted by the Selected Bidder.

Important Note: The IT and network requirements specified under section 4.5.2 has been categorized as Mandatory/Desirable. Non-availability or partial availability of any of the IT facilities specified herein shall not, by itself, result in rejection or disqualification of an otherwise eligible bid. Bidders are encouraged to indicate the IT facilities presently available and those which can be provided, along with any associated requirements or dependencies. Where any such IT facility or service is specifically offered by the bidder and accepted by GIC Re as part of the awarded scope, the accepted requirement shall thereafter be binding upon the successful bidder.

4.5.2 Scope Coverage

#	IT Scope Area	Requirements	Mandatory/Desirable
1	ISP Connectivity and ISP-side Infrastructure	Provision, commissioning, testing, maintenance, mounting, operation, and upkeep of two redundant 500 Mbps burstable ILL links from two different ISPs, including last-mile connectivity, ISP-side devices, CPE/ONT, routers, MUX, media converters, public IP details, routing details, handoff details, and related ISP coordination. Consolidates all ISP link and ISP-side device responsibilities. Includes at least 10 public IPs and all ISP information required by GIC Re.	Desirable
2	BOQ-based Network Devices and Accessories	Provision of firewalls, core switches, access switches, PoE capacity, wireless access points if applicable, optics, transceivers, modules, patch panels, cabling, labels, licenses, subscriptions, warranty, support, and all related accessories as per the BOQ mentioned in Section 4.5.3.	Desirable
3	LAN / Access Point Readiness	Provision of mandatory LAN port availability or access point readiness, as applicable, for each desk and for more than 550 endpoints including users, desktops, laptops, biometric devices, boardroom devices, wireless devices, and other office IT equipment.	Mandatory
4	Cabling and Passive Connectivity	Provision of cat 6 cabling, patching, cable managers, labels, LAN readiness, fibre/copper patching, connectors, and passive connectivity infrastructure required for network and endpoint connectivity.	Mandatory
5	Rack and Passive Rack Infrastructure	Provision of network racks, rack space, rack accessories, PDUs, cable managers, earthing support, passive rack infrastructure, ISP-device space, patch panel space, accessory space, and rack space for two 2U servers.	Mandatory
6	Rack Mounting of Network Devices	Rack mounting and necessary installation of GIC Re network devices.	Desirable

7	UPS and Power Readiness	Provision of UPS systems, electrical points, UPS-backed power distribution, power readiness, safe power provisioning, and minimum two hours backup for required devices including desktops, biometric devices, network devices, ISP-side devices, and two 2U servers.	Mandatory
8	Bidder Assistance to GIC Re	Assistance to GIC Re for configuration, testing, commissioning, troubleshooting, failover testing support, operational readiness, access, documentation, cabling support, ISP coordination, handoff details, and technical coordination.	Desirable
9	Testing and Readiness Confirmation - Bidder Components	Testing and readiness confirmation of bidder-provided components, including ILL commissioning, LAN port availability, access point readiness if applicable, UPS backup validation, rack readiness, power readiness, cabling readiness, and ISP-side device readiness. Limited to bidder-provided infrastructure and readiness obligations.	Mandatory
10	Inventory, Documentation, and Handover	Submission of complete inventory, make, model, serial number, warranty status, license validity, support entitlement, circuit IDs, public IP details, rack layout, cabling layout, port mapping, ISP details, UPS sizing, power load details, readiness reports, test reports, and handover documentation.	Mandatory
11	Device Health Reports	Submission of device health reports for BOQ-supplied network devices, covering physical condition, operational status, warranty/support status, license/subscription status, serial numbers, firmware/software version details where available, and observed issues.	Mandatory
12	Licenses, AMC, Warranty, and Support Entitlements	Procurement, subscription, registration, renewal, maintenance, and support of AMC of UPS systems, OEM/ warranty support for network devices, warranty, licenses, subscriptions, renewals, updates, and support entitlements for bidder-supplied or bidder-managed components.	Mandatory

13	Ongoing Operations and SLA Support	support, coordination, troubleshooting assistance, warranty coordination, ISP coordination, preventive maintenance, periodic reporting, and support for bidder-managed components.	Desirable
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4.5.3 Network Infrastructure and BOQ Requirements

Sr. No.	Item / Component	Minimum Quantity / Requirement	Responsibility / Remarks
1	Next Generation Firewalls	2 units in high availability or equivalent resilient configuration	To be provided by the Selected Bidder with valid warranty, licenses, subscriptions, support, and all required accessories.
2	Layer 3 Core Switches/Routers	2 units	To support aggregation, uplinks, redundancy, and integration with access switching and firewall infrastructure. Firewall should be preferably FortiGate and Routers/ switches should be CISCO or Aruba
3	48-Port Layer 2 Access Switches	Minimum 12 to 13 units, or higher as required for more than 550 endpoints	Final quantity shall be sufficient for users, printers, devices, access points, spare ports, and future operational needs as agreed with GIC Re.
4	PoE / PoE+ Switch Capacity	As required	Required wherever access points, boardroom devices, IP-based equipment, or any other powered network endpoints are proposed.
5	Wireless Access Points, if wireless LAN is proposed	As per approved office layout and user density	Bidder shall provide required access points, mounting accessories, licenses, and cabling to ensure wireless coverage where applicable, in case wireless is being suggested in lieu of, or in addition to, wired LAN port availability at each desk.
6	Optics, Transceivers, Modules, Patch Cords, Patch Panels, Cable	As required for complete installation	Includes firewall-to-core, core-to-access, access switch uplinks,

	Managers, Labels, and Accessories		copper/fiber patching, LAN cabling, connectors, and all related accessories.
7	Rack Space for Network Devices	Adequate rack space for all supplied firewalls, switches, ISP equipment, patch panels, PDUs, cable managers, and accessories	Rack provisioning shall be the responsibility of the Selected Bidder. Rack mounting and necessary installation of ISP devices and network devices as per BOQ shall be the Selected Bidder's responsibility. Rack mounting and installation of GIC Re servers shall be GIC Re's responsibility. Configuration and management of network devices and servers shall be GIC Re's responsibility, subject to clear device health reports submitted by the Selected Bidder.
8	Rack Space for Servers	Minimum 4U usable rack space for 2 servers of 2U each, with suitable power and network patching provisions	Rack space, power points, UPS-backed supply, and related passive provisions shall be provided by the Selected Bidder.
9	UPS and Power Provisioning	UPS sizing adequate for all network devices, ISP devices, two 2U servers, and desktops, with minimum 2 hours backup	UPS, electrical points, power distribution, earthing support, and required electrical readiness shall be provided and maintained by the Selected Bidder.
10	ISP-side Devices such as MUX, Routers, CPE/ONT, Media Converters, and Related Equipment	As required for both ISP links	Mounting and maintenance of ISP-side devices shall be the responsibility of the Selected Bidder.

4.6 Tenure

The Lease shall commence on the Commencement Date and shall remain in force for an initial period of six (6) months ("Initial Lease Term"). The Initial Lease Term shall constitute the lock-in period for both Parties ("Lock-in Period"). Subject to the terms of this Lease, GIC Re shall have the option,

exercisable by giving not less than thirty (30) days' prior written notice before expiry of the Initial Lease Term, to extend the Lease for a further period of up to three (3) months. Any such extension shall be on the same rates, terms and conditions of this Lease unless otherwise mutually agreed in writing by the Parties. No automatic renewal or extension shall apply

5 Mandatory Eligibility and Qualification Criteria

Failure to meet any mandatory criterion or to provide the prescribed supporting document may result in rejection. Clarification may be sought only within the Tender and applicable procurement rules and shall not permit a bidder to alter the offered property or price after bid closing.

Sr.	Criteria	Documentary Evidence
1	<u>Authority to offer</u> Only the following categories of bidders are eligible to participate in the tender, provided they are the lawful owner of the offered premises or are duly authorized by the owner(s) to offer the premises on lease: 1. Public Limited Companies; 2. Private Limited Companies incorporated and registered in India; 3. Public Sector Undertakings (PSUs); and 4. Trusts Registered in India.	1. Title deed / conveyance / allotment document; 2. Incorporation/Registration Certificate.
2	<u>Clear title</u> Premises has clear and marketable title and is free from material encumbrance, litigation, injunction or restriction affecting occupation.	Self-declaration, encumbrance disclosure and Title Search document signed by Advocate
3	<u>Commercial use</u> Permitted for commercial office use.	Occupancy Certificate / Completion Certificate / sanctioned plan / permission or other applicable authority document.
4	<u>Location</u> Within Churchgate to Bandra corridor, Mumbai.	Full postal address, geo-coordinates, map, nearest railway / metro station and measured walking distance.
5	<u>Area and layout</u> Option 1: At least 34,000 sq. ft. usable carpet area and ability to accommodate 421(±5%) officials with Fitouts.	Architect-certified area statement and scaled, dimensioned floor plans highlighting the offered area with layout and seating arrangement.

	Option 2: Combined usable carpet area of at least 34,000 sq. ft., at a maximum of two locations with capacity of not less than 150 officials at one location with fitout for seating the said no. of officials.	
6	<u>Availability</u> Ready for possession and occupation within 15 days from award of contract.	Undertaking and present-condition photographs / video.
7	<u>Fire safety</u> Valid Fire NOC and operational fire and life-safety systems.	Fire NOC and latest renewal / inspection / maintenance evidence.
8	<u>Building compliance</u> Statutory building approvals and no known order prohibiting occupation.	OC / CC, approved plan, latest property tax receipt and declaration.
9	<u>Power and backup</u> Minimum 1000 kVA sanctioned load, separate metering / sub-metering and 100% DG backup for critical common services and lifts, subject to building design.	Sanctioned load letter, single-line details / self-declaration and DG capacity / coverage statement.
10	<u>PAN / GST</u> Valid PAN and GST registration.	PAN and GST certificates.
11	<u>Integrity / debarment</u> Bidder is not debarred and has not engaged in corrupt, fraudulent or collusive practices.	Self-declaration and Integrity Pact to be submitted.
12	<u>Blacklisting</u> The Bidder must not have been blacklisted by any department or institution or undertaking of the Government of India and the Government of Maharashtra.	Declaration in this regard by the authorized signatory on behalf of the bidder on the company letter head.

5.1 Participation by Brokers / Intermediaries

Participation by brokers, property consultants, agents or other intermediaries shall not be permitted

5.2 Property Due Diligence and Disclosures

The bidder shall disclose all pending or threatened litigation, court proceedings, attachment, acquisition notice, mortgage enforcement, society dispute or statutory proceeding affecting the offered

premises or GIC Re's proposed occupation. Non-disclosure of a material proceeding may result in rejection of the bid or cancellation of the award.

The bidder shall submit the latest property-tax paid receipt, electricity bill, ownership record, applicable society/building-management NOC, and the principal registered title document, such as a conveyance deed, sale deed, lease deed, allotment document or other legally valid instrument, as applicable. Index II or equivalent registration record, where issued, shall also be submitted as supporting evidence. Originals or certified copies shall be produced during due diligence when required by GIC Re.

5.3 Joint Ownership

Where the premises is jointly owned, all owners shall join the offer or authorize one owner / entity through a registered or otherwise legally valid power of attorney.

6 Instructions to Bidders

6.1 General

- Study the Tender, Tender terms and conditions, all annexures and corrigenda before submission.
- Only one offer for each option will be accepted
- All documents shall be legible, indexed, signed / digitally signed by an authorized signatory and uploaded in the appropriate packet.
- The technical bid must not contain any rent, rate, CAM amount or financial information. Disclosure may lead to rejection.

6.2 Pre-bid and Clarifications

- Queries shall be raised through the clarification facility on the GIC Re Procurement Portal within the prescribed period.
- Only written clarification / corrigendum issued through the GIC Re Procurement Portal shall form part of the bid.
- Bidders shall independently verify the requirement and may attend the pre-bid meeting / scheduled site interaction.
- Additionally, the Queries shall be emailed to osd.tender@gicre.in.

6.3 Bidding Process

1. Bids shall be submitted online through the GIC Re Procurement Portal within the prescribed bid submission period.
2. The tender shall follow a two-packet system comprising a Technical Bid and a Financial Bid.

3. The Technical Bids shall be opened first and examined for completeness, EMD compliance, mandatory eligibility, documentary evidence and responsiveness to the tender requirements.
4. Responsive offers shall be taken up for site inspection and technical evaluation in accordance with the prescribed criteria and scoring matrix.
5. Financial Bids shall be opened only for bidders who satisfy all mandatory criteria and achieve the minimum technical qualifying score.
6. Financial evaluation and L1 determination shall be carried out separately for Option 1 and Option 2 in accordance with the Financial Bid and Price Evaluation provisions.
7. GIC Re may seek clarifications that do not alter the substance of the bid, the offered premises or the quoted price.
8. The award shall be made after completion of evaluation, approval by the competent authority and fulfilment of the applicable tender conditions, followed by execution of the agreement and commencement formalities.

6.3.1 Online Bid Submission Procedure

1. **Visit the GIC Re Portal:** Open the GIC Re Procurement Portal (<https://gic.procure247.com/>) and click on “Bidder Registration”.
2. **Complete Bidder Registration:** Fill in the required registration details and complete the registration process.
3. **Login to the Portal:** Log in using the registered Login ID and Password.
4. **Download Tender Documents:** Open the relevant tender and download the applicable tender documents.
5. **Accept Terms and Conditions:** Read and accept the applicable terms and conditions of the tender.
6. **Open Bid Preparation:** Navigate to “Bid Preparation” and click the “Fill” button against the relevant form.
7. **Fill in the Required Forms:** Enter all mandatory information in the applicable forms and save the details.
8. **Upload Required Documents:** Go to the “Document Upload” section and upload all required documents.
9. **Final Submission:** Verify that all mandatory forms have been completed and all required documents have been uploaded, and then click “Final Submission”.
10. **Final Submission Confirmation:** Upon successful final submission, the system will display a confirmation message containing the bidder’s IP address and the submission date and time.

6.4 Technical Bid

- Technical Offer Form and Mandatory Eligibility Matrix, duly completed and supported by the documents prescribed in the applicable Annexures.

- Property documents, approved plans, architect-certified area statement, statutory approvals, photographs, prescribed declarations and deviation statement.
- Proposed seating and functional layout demonstrating compliance with the applicable workplace capacity, space allocation and functional requirements.
- Acceptance of the prescribed non-price commercial terms, including provisions relating to security deposit, possession, commencement and extension, without disclosure of any rent, rate, charge or other financial information.

6.5 Financial Bid

- Commercial bid Shall be submitted in the prescribed Financial Bid format.
- For Option 2, the bidder shall quote the rent, CAM charges and other applicable commercial components separately for each offered location in the prescribed Financial Bid format. The quotation shall clearly mention the carpet area, employee capacity and monthly charges for each location. The Total Evaluated Cost for Option 2 shall be calculated by aggregating the evaluated cost of both locations for the full contract period. An incomplete quotation for either location shall render the Option 2 bid non-responsive. L1 for Option 2 shall be determined on the combined evaluated cost of both locations and not on the individual cost of either location.
- Electricity, water and other specifically approved utility consumption shall be paid at actuals against meter readings and supporting bills and shall not form part of financial evaluation.
- Property tax, municipal and other statutory levies relating to ownership or the premises, society dues, building insurance, structural/common-system maintenance and the owner's income-tax liabilities shall be borne by the owner and shall not be reimbursed by GIC Re.
- No commercial condition, caveat, alternate rate, hidden recurring charge or statutory charge payable by the owner shall be inserted in the technical or financial bid.

6.6 Bid Validity

- The bid shall remain valid for 90 days from the Bid End Date.
- Withdrawal or material alteration during validity may attract action under Tender terms and conditions and applicable rules.

6.7 Conflict, Order of Precedence and Deviations

Bidders shall submit all deviations in the Annexures. In case of conflict, the order of precedence shall be: Contract / Bid Details; GIC Re Tender conditions and accepted corrigenda; Scope of Requirement; technical offer; and other annexures, subject always to Tender terms and conditions and applicable law.

6.8 Earnest Money Deposit (EMD)

Each tenderer / bidder, except those eligible for waiver of EMD, shall submit a non-interest-bearing Earnest Money Deposit of **₹2,00,000.00 (INR Two Lakhs Only)**.

EMD shall be furnished only by Electronic Fund Transfer / RTGS/Bank Guarantee credited to the following General Insurance Corporation of India (GIC Re) account:

Payment in favour of	General Insurance Corporation of India
Account type	Current Bank Account
Account No.	000405135090
Name of Bank	ICICI Bank
IFSC Code	ICIC00000004

The EMD shall not form a part of the commercial bid.

The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder

Release of EMD: EMD for unsuccessful bidders shall be released within 45 days of conclusion of the tender process.

Forfeiture of EMD: EMD will be forfeited -

- In case the information provided by the bidder in the bid submission is found to be incorrect,
- In case the bidder withdraws the bid during the validity of the bid and
- In case the successful bidder withdraws the bid.

7 Technical Specifications and Minimum Service Levels

7.1 Furniture and Fit-out Schedule

The Bidder shall provide an inventory of all Assets provided including dimensions and condition. Final accepted inventory shall be recorded at handover. GIC Re may reconfigure non-structural furniture and install removable equipment, subject to building safety and approvals.

7.2 Readiness and Acceptance Tests

- Walk-through verification of power, DG, HVAC, lifts, lighting, water, toilets, fire alarm and access control.
- Verification of all statutory documents and current validity.
- Closure of agreed punch-list items.
- Handover of keys / access cards, emergency contacts, operating manuals and meter readings.

- Issue of a written Commencement / Acceptance Certificate by GIC Re.

8 Site Inspection and Technical Evaluation

The premises offered shall remain available in inspection-ready condition from the date of opening of the Technical Bid until completion of technical evaluation. The bidder shall provide access, current photographs and all documents required for physical verification by GIC Re.

8.1 Technical Scoring Matrix

Sr. No.	Parameter	Marks	Sub-parameter (Marks)	Assessment Basis and Mark Bifurcation
1	Location and Employee Accessibility	10	Rail/metro walking distance (4)	Up to 500 m = 4; above 500 m to 1 km = 3; above 1 km to 2 km = 2; above 2 km = 0.
			Road approach and pedestrian safety (4)	Unrestricted motorable access with continuous safe pedestrian approach = 4; partial pedestrian constraints = 2; constrained access = 0.
			Specified corridor (2)	Churchgate to Lower Parel : 2 Marks; Beyond Lower Parel and upto Bandra: 1 Marks;
2	Space Suitability and Layout Efficiency	30	Functional capacity (10) Clause 4.1, Space and Functional Capacity	Each desirable parameter carries 2 marks
			Carpet-area efficiency (5)	>=75% = 5; 70% to 75% = 4; 65% to 70% = 3; 60% to 65% = 2; 55% to 60% = 1 Less than 55% = 0;
			Contiguity (5)	Single floor = 5; adjoining floors with internal access = 4; separate floors in the same building = 3. Split Premises = 2. otherwise = 0;

Sr. No.	Parameter	Marks	Sub-parameter (Marks)	Assessment Basis and Mark Bifurcation
			Cabins and meeting rooms: 15 cabins and minimum 5 meeting rooms, including 1 boardroom and 1 training room (5)	Fully complaint = 5 Marks; Otherwise = 0;
			Circulation, privacy and zoning (5)	<u>Separation of Public, Staff and Restricted Area = 5 Marks;</u> <u>No Separation of Public, Staff and Restricted Area = 1 Marks;</u>
3	Building Infrastructure	5	Power and DG readiness (1)	Evidenced and operational = 1; otherwise = 0.
			HVAC readiness (1)	Operational with fresh-air provision = 1; otherwise = 0.
			Lift adequacy and reliability (1)	Operational, certified and DG-back up = 1; otherwise = 0.
			Floor loading and clear height (1)	Architect/engineer certification = 1; otherwise = 0.
			Building condition and maintainability (1)	No material defect observed = 1; otherwise = 0.
4	IT and Technology Readiness	30	ISP links (5)	Complete compliance = 5; otherwise = 0. No partial marking.
			Complete BOQ (10)	Complete compliance = 10; otherwise = 0. No partial marking.
			LAN ports, cabling and passive connectivity (5)	Complete compliance = 5; otherwise = 0. No partial marking.
			UPS readiness with required backup (5)	Complete compliance = 5; otherwise = 0. No partial marking.
			Server/hub room and rack-space readiness (5)	Complete compliance = 5; otherwise = 0. No partial marking.
5		5	CCTV coverage of Common Areas (1)	Operational coverage with recording = 1; otherwise = 0.

Sr. No.	Parameter	Marks	Sub-parameter (Marks)	Assessment Basis and Mark Bifurcation
	Security and Controlled Access		Access control (2)	Access Controlled Building entry = 2; else = 0.
			Visitor management (1)	Documented process = 1; otherwise = 0.
			After-hours operations (1)	Documented 24x7 arrangement = 1; otherwise = 0.
6	Fire, Life Safety and Statutory Compliance	5	Fire NOC (1)	Compliant = 1; otherwise = 0.
			Detection and suppression (1)	Compliant = 1; otherwise = 0.
			Evacuation routes (1)	Compliant = 1; otherwise = 0.
			Emergency lighting and signage (1)	Compliant = 1; otherwise = 0.
			Refuge/assembly provision (1)	Compliant = 1; otherwise = 0.
7	Amenities and Employee Support	5	Cafeteria (3)	If Seating Capacity above 100 = 3 Marks If Seating Capacity is 60 to 100= 2 Marks If Seating Capacity is 50 to 60= 1 Marks
			Recreation/employee support (1)	Compliant = 1; otherwise = 0.
			First-aid/medical space (1)	Compliant = 1; otherwise = 0.
8	Parking and Transport Support	5	Dedicated car parking (4)	40 or more parkings = 5 Marks; 35–39 = 4 Marks; 30–34 = 3 Marks; 25–29 = 2 Marks; 20–24 = 1 Marks; Otherwise = 0;
9	Possession and Readiness	5	Immediate availability (2)	Immediate = 2; within 15 days = 1; later = 0.
			Modifications required (1)	No modification other than minor punch-list work = 1; otherwise = 0.

Sr. No.	Parameter	Marks	Sub-parameter (Marks)	Assessment Basis and Mark Bifurcation
			Handover certainty (2)	Dated handover plan with listed Punchlist Works and Completion dates = 2 Otherwise 0;
	Total	100	Minimum technical qualifying score: 60/100, in addition to compliance with all mandatory criteria.	

8.2 Supporting Documents for Technical Scoring

The bidder shall submit the parameter-wise supporting documents specified in Annexure III, duly indexed, signed and cross-referenced by document name and page number. The Technical Bid shall not contain rent, CAM or any other price information.

9 Commercial Terms

Commercial point	Tender provision
Contract period	6 months from Commencement Date.
Extension	At its sole discretion, GIC Re shall have the option to extend the Lease for a period of up to three (3) months by issuing a written notice to the Lessor at least thirty (30) days prior to the expiry of the Initial Lease Term. Such extension shall be on the same rates, terms and conditions set out in this Lease, unless otherwise mutually agreed in writing by the Parties. No automatic renewal or extension of the Lease shall occur
Possession	Within 15 days of Award of Contract.
Rent commencement	Only from Commencement Date certified after complete handover and operational acceptance.
Rent-free readiness period	Any period required for owner-scope readiness work shall be rent-free. GIC Re fit-out period, if any, to be 15 days.
Security deposit	[Nil / refundable interest-free deposit capped at 3 months' rent].
Billing	Monthly, supported by valid tax invoice and required statutory details.
Payment	Within 45 days after receipt and acceptance of the correct invoice, subject to deductions.
TDS / statutory deductions	Deducted at applicable rates.
GST	Extra as applicable, against valid GST-compliant invoice and subject to input-tax requirements where applicable.
Escalation	Nil
Stamp duty / registration	To be shared equally (50:50) between the Owner and GIC Re.

Commercial point	Tender provision
Repairs	Structural, external, common-area and owner-provided systems at owner cost. Day-to-day use damage attributable to GIC Re at GIC Re cost.
Restoration	GIC Re may remove its movable assets and installations. Normal wear and tear excepted. No betterment or disproportionate restoration claim.
Insurance	Owner assets insured by owner. GIC Re insures its own assets as per policy.
Quiet enjoyment	Uninterrupted legal access and occupation throughout the contract.
Subletting / third-party access	No arrangement affecting GIC Re security, privacy or exclusive use without prior written approval.
Handover at exit	Joint inspection, meter reading reconciliation, removal of GIC Re assets and peaceful surrender.

10 Contract Management, Service Levels and Remedies

Service level	Requirement	Measurement / remedy
Power / DG continuity	Building supply and DG systems available as per accepted specification.	Incident log; owner to restore promptly. Repeated failure may lead to proportionate deduction / alternate arrangement recovery.
HVAC	Operational during agreed occupied hours and critical after-hours requirement.	Temperature / complaint log; proportionate deduction for attributable outage.
Lifts	Operational subject to planned maintenance; emergency rescue support.	Downtime log and statutory maintenance records.
Water supply	Continuous water supply	Water-supply complaint register; immediate response.
Fire / life-safety systems	Operational and maintained with valid approvals.	Any critical lapse is a material breach and may require suspension of occupation / termination.
Security / access	24x7 building security and controlled access.	Incident register and corrective action.
Major defect response	Acknowledge within 30 minutes and mobilise within 2 hours for critical building/CAM incidents.	Escalation and recovery of reasonable emergency cost if owner fails to act.
Non-critical defect	Attend within 4 working hours and close within 2 working days for Non-Critical building/CAM incidents unless parts / authority dependencies recorded	Service-credit / deduction as agreed in Contract.
Statutory renewal	Maintain all approvals valid.	Failure constitutes material breach.

10.1 Business Continuity and Emergency Rights

Where a critical safety or statutory issue makes occupation unsafe or unlawful, GIC Re may suspend use of the affected area, require immediate mitigation, arrange temporary safeguards at the owner's risk and cost where justified, or terminate the Contract, without prejudice to other rights.

11 Legal, Integrity and Compliance Provisions

Clause	Provision
Governing law	Laws of India.
Jurisdiction	Courts at Mumbai, subject to the dispute-resolution mechanism in the Contract.
Dispute resolution	Amicable resolution followed by arbitration
Title due diligence	Successful bidder shall provide all originals / certified copies and cooperate with GIC Re/appointed advocate / valuer. Award remains subject to satisfactory due diligence.
Indemnity	Bidder shall indemnify GIC Re against title defects, third-party possession claims, statutory non-compliance attributable to owner, bodily injury / property damage caused by owner negligence, and breach of representations.
Confidentiality	Bidder and building personnel shall protect GIC Re information, layouts, access data and security details and execute a confidentiality undertaking if required.
Mandatory contract documents	The successful bidder shall execute the applicable documents with GIC Re in the prescribed forms included in the relevant annexures: 1. Integrity Pact, to be submitted by all bidders. 2. Lease Deed. 3. AMC of IT Equipment's (if provided). Execution of the applicable documents shall be a condition precedent to commencement of services and payments, unless otherwise approved in writing by GIC Re.
Conflict of interest	Bidder shall disclose relationships or interests that may create an actual or perceived conflict.
Data and cybersecurity	No access to GIC Re systems or data is permitted.

Clause	Provision
Force majeure	As per the Contract terms, with prompt notice and mitigation. Payment is not due for unusable premises to the extent contractually and legally permissible.
Termination for default	Material title / safety defect, false declaration, persistent service failure, insolvency, unlawful use restriction, corrupt practice or failure to hand over.
Termination for convenience	GIC Re may terminate with [30] days written notice, subject to approved contract terms. Rent payable only up to handover date.
No waiver	Failure to exercise a right does not waive it.
Severability	Invalid provision shall be severed without affecting the remaining provisions, subject to the Tender and Contract.

Annexure I Technical Offer Form

Sr.	Information sought	Bidder response
1	Name and legal status of bidder	
2	PAN / GSTIN	
3	Registered address and contact	
4	Name / contact of authorized person	
5	Capacity in which bid is submitted: Owner / lawful lessors	
6	Name of building and full address	
7	Location of property	
8	Nearest railway / metro station and walking distance	
9	Floor(s) offered	
10	Carpet area offered, sq. ft. and sq. m.	
11	Chargeable area offered, sq. ft. and sq. m.	
12	Carpet efficiency ratio	
13	Date / year of OC / completion	
14	Current occupancy / vacancy status	
15	Possession date	
16	Fit-out status: furnished	
17	Number of car / two-wheeler spaces	

Sr.	Information sought	Bidder response
18	Any deviation from tender	

Annexure II Property and Infrastructure Schedule

Sr.	Parameter	Bidder details / document reference
1	Ownership type and title document references	
2	Commercial-use approval	
3	OC / CC details	
4	Fire NOC validity	
5	Approved layout plan	
6	Building age and structural system	
7	Floor-to-floor and clear ceiling height	
8	Certified floor loading	
9	Number and capacity of lifts	
10	Sanctioned load and spare electrical load	
11	DG capacity, redundancy and coverage	
12	Separate meter / sub-meter	
13	HVAC type, capacity, zoning and operating hours	
14	Available ISPs / fibre routes	
15	Server / network / UPS room availability	

Sr.	Parameter	Bidder details / document reference
16	CCTV coverage and retention	
17	Access-control / visitor management	
18	Water source and storage	
19	Sewage disposal	
20	Cafeteria and seating	
21	Gym / recreation	
22	Parking schedule	
23	Monsoon / flood history disclosure	
24	Premise insurance details	
25	24x7 emergency contact	

Sanitary Facilities Schedule	
Particulars	Bidder's Response
Floor number	
Maximum employee capacity on the floor	
Male WCs	
Male urinals	
Female WCs	
Accessible/unisex toilets	
Washbasins	
Continuous water supply available	Yes / No
Sewage connection available	Yes / No
Toilets fully operational and finished	Yes / No

Sanitary Facilities Schedule	
Particulars	Bidder's Response
Compliance with NBC/local authority norms	Yes / No
Architect's certificate attached	Document/Page Reference:

The bidder shall provide adequate separate male, female and accessible toilets on each occupied floor in accordance with applicable NBC and local authority norms. All toilets shall be fully finished, operational and maintained by the Lessor. The bidder shall submit a floor-wise sanitary-facility schedule supported by an architect's certificate.

Annexure III Technical Scoring Document Submission Checklist

The bidder shall upload legible, indexed and signed documents listed below with the Technical Bid and mention the relevant file name and page number against each parameter. Where a document is not applicable or unavailable, the bidder shall state the same with reasons.

#	Parameter	Support Documents	Doc Name/ Page Reference
1	Location and Employee Accessibility	Full postal address and geo-coordinates; route map showing the nearest operational railway/metro station and actual walkable distance; approach-road and building-entrance photographs; declaration on pedestrian access and monsoon/waterlogging history; details of drop-off and emergency-vehicle access.	
2	Space Suitability and Layout Efficiency	Architect-certified carpet and chargeable area statement; scaled and dimensioned floor plans; proposed furniture and seating layout; floor-wise workstation count; room schedule showing 15 cabins, minimum 5 meeting rooms, 1 boardroom and 1 training room; zoning and circulation plan; floor numbers and internal-connectivity details; separate details for each location under Option 2.	
3	Building Infrastructure	Sanctioned electrical-load letter and available spare-load statement; DG capacity and coverage confirmation; electrical single-line details; HVAC capacity, fresh-air and zoning statement with service/AMC records; valid lift licence/inspection certificate and AMC; architect/structural engineer certificate for permissible floor loading and clear height; building-condition certificate/report with current photographs.	
4	IT and Technology Readiness	Item-wise IT compliance statement; complete BOQ with make, model, quantity and availability; ISP letters/orders and circuit details; LAN port and endpoint schedule; cabling, rack and server/hub-room layouts; cable/port test reports where available; UPS capacity and sizing calculation, battery details and backup confirmation; warranty, licence, subscription, AMC and support documents; inventory and readiness undertaking.	

#	Parameter	Support Documents	Doc Name/ Page Reference
5	Security and Controlled Access	CCTV layout showing coverage of entrances, lobbies, common areas and parking; recording-retention statement; access-control layout for building and premises entries; visitor-management SOP/sample register; 24x7 security and after-hours access undertaking; emergency contact and escalation matrix.	
6	Fire, Life Safety and Statutory Compliance	Valid Fire NOC; latest fire-system inspection, testing and AMC records; fire-equipment schedule; approved evacuation plan; floor plan showing exits, staircases, refuge areas and assembly point; emergency-lighting and exit-signage details; recent photographs of fire and life-safety provisions.	
7	Amenities and Employee Support	Layout and photographs of cafeteria, toilets, pantry, gym/recreation area and first-aid/medical space; seating/capacity details; floor-wise male, female and accessible toilet schedule; water, drainage and ventilation confirmation for pantry and toilets; inventory of first-aid facilities.	
8	Parking and Transport Support	Owner/society/building-management parking-allocation letter; approved or marked parking plan; numbered schedule of dedicated car and two-wheeler spaces; photographs of parking and drop-off/pick-up bay; written offer and discounted terms for additional parking.	
9	Possession and Readiness	Signed availability and possession undertaking; current vacancy/occupancy declaration; present-condition dated photographs or video; item-wise punch list; dated readiness and handover plan showing completion dates and responsible persons; confirmation that possession can be given within the tender period.	
10	General Supporting Documents	Signed Technical Offer Form; Mandatory Eligibility Compliance Matrix; Property and Infrastructure Schedule; deviation statement; bidder authorisation; declarations and undertakings prescribed in the tender. The Technical Bid shall not contain rent, CAM or any other price information.	

Annexure IV Financial Bid

Financial Bid

Option 1

Address of the Property: _____

Carpet Area Offered: _____

Chargeable Area: _____

Seating Capacity: _____

Item	Description	Unit	Bidder quote (Excluding taxes)
1	Monthly rent per sq. ft. on chargeable area	INR / sq. ft. / month	
2	Monthly CAM charges per sq ft on chargeable area	INR / month	
3	Chargeable Area	sq. ft.	
5	Monthly rent [Item 1 + Item 2) x (Item 3)	INR / month	
6	Total evaluated cost for 9 months (Item 5 × 9)	INR, excluding GST	

Declaration: The above prices include every cost necessary to provide the premises and services and expressly excluded actual metered utilities. No other charge shall be claimed.

Any quotation or billing linked to GIC Re's assets and/or revenue will result in the immediate disqualification of the bidder

Option 2

Location 1

Address of the Property: _____

Carpet Area Offered: _____

Chargeable Area: _____

Seating Capacity: _____

Location 2

Address of the Property: _____

Carpet Area Offered: _____

Chargeable Area: _____

Seating Capacity: _____

#	Description	Unit	Quote for Location 1	Quote for Location 2
1	Monthly rent per sq. ft. on chargeable area	INR / sq. ft. / month		
2	Monthly CAM charges per sq ft on chargeable area	INR / month		
3	Chargeable Area	sq. ft.		
5	Monthly rent [Item 1 + Item 2) x (Item 3)	INR / month		
6	Total evaluated cost for 9 months (Item 5 × 9)	INR, excluding GST	A	B
Grand Total for Option 2 (A+B), excluding taxes*				

***The value on which L1 will be decided in option 2 and needs to be entered in the portal.**

For Option 2, the bidder shall quote the rent, CAM charges and other applicable commercial components separately for each offered location in the prescribed Financial Bid format. The quotation shall clearly mention the carpet area, employee capacity and monthly charges for each location. The Total Evaluated Cost for Option 2 shall be calculated by aggregating the evaluated cost of both locations for the full contract period. An incomplete quotation for either location shall render the

Option 2 bid non-responsive. L1 for Option 2 shall be determined on the combined evaluated cost of both locations and not on the individual cost of either location.

Declaration: The above prices include every cost necessary to provide the premises and services and expressly exclude actual metered utilities. No other charge shall be claimed.

Any quotation or billing linked to GIC Re's assets and/or revenue will result in the immediate disqualification of the bidder

Annexure V Documents Checklist

Sr.	Document	Uploaded: Yes/No	File / page reference
1	Title deed / conveyance / allotment / share certificate		
2	board resolution / owner authorization		
3	Encumbrance disclosure and litigation declaration		
4	OC / CC / commercial-use approval		
5	Approved building and floor plans		
6	Architect-certified carpet and chargeable area statement		
7	Fire NOC and latest inspection / AMC records		
8	Latest property tax receipt		
9	Latest electricity / water / society bills		
10	Sanctioned electrical load / DG details		
11	Lift fitness / maintenance records		
12	Building insurance		
13	PAN, GST and cancelled cheque		
14	Photographs: facade, lobby, floors, toilets, fire exits, parking, cafeteria and amenities		
15	Scaled proposed layout for GIC Re functional requirement		
16	IT SoW		
18	Integrity Pact,		

Sr.	Document	Uploaded: Yes/No	File / page reference
19	Non-debarment / non-blacklisting declaration		
20	Deviation statement		

Annexure VI Bidder Declarations

- ☐ All information and documents submitted are true, complete and current.
- ☐ The bidder has legal authority to offer and hand over the premises.
- ☐ No financial information has been disclosed in the technical offer.
- ☐ The premises is not subject to any undisclosed litigation, injunction, acquisition notice, attachment or restriction affecting use by GIC Re.
- ☐ All statutory approvals will remain valid throughout the Contract.
- ☐ GIC Re may verify documents, inspect the premises, undertake title search and obtain valuation.
- ☐ No brokerage or commission is payable by GIC Re.
- ☐ The bidder accepts the Tender terms and conditions, Bid Details and Tender conditions, except deviations expressly listed.
- ☐ The bidder has not offered any inducement and has no undisclosed conflict of interest.
- ☐ The quoted price is complete and sustainable for the contract period.

Place: _____ Date: _____

Name and designation: _____

Signature / Digital Signature and Seal: _____

Annexure VIII Statement of Deviations

Sr.	Tender clause / page	Tender requirement	Proposed deviation	Reason / commercial impact
1				
2				
3				
4				

If no deviation is proposed, write “NIL DEVIATIONS”. Any deviation not listed here shall be deemed waived.

Annexure IX Handover and Commencement Certificate

Field	Record
Contract / LOA No.	
Property and floor(s)	
Accepted carpet area	
Handover date and time	
Commencement Date	
Meter readings	Electricity: _____ Water: _____ DG / other: _____
Keys / access cards	
Furniture / asset inventory	Attached / Not applicable
Fire and emergency briefing	Completed / Pending

Field	Record
Open punch-list items	
Rent commencement confirmation	Rent shall commence only from the Commencement Date stated above.

For GIC Re: _____ For Owner / Licensor: _____
Name / designation: _____ Name / designation: _____
Date: _____ Date: _____

Annexure X Integrity Pact

Integrity Pact should be downloaded from GIC Re Website:

https://www.gicre.in/images/phocadownload/ip__final.pdf

Annexure XI - Draft Lease Deed

THIS DEED OF LEASE made on this day of 20 at
.....

Between

..... D/S/o. residing at who is/are owners
of the office premises bearing no. admeasuring Sq.ft. of Carpet Area
(hereinafter referred to as the said premises) and hereinafter referred to as the Lessor (which term shall
mean and include wherever the context so requires or admits his/ their heirs, successors, administrators,
executors, attorneys and assignees) of the One part

And

THE GENERAL INSURANCE CORPORATION OF INDIA, a company incorporated on 22 November
1972 under the Companies Act, 1956 pursuant to Section 12(1) of the General Insurance Business
(Nationalisation) Act, 1972, having its Registered and Head Office at “Suraksha”, 170, Jamshedji Tata
Road, Churchgate, Mumbai – 400 020 hereinafter referred to as the Lessees (which term shall mean and
include wherever the context as admits or requires its successors, administrators, assignees, liquidator
and receivers) of the Other Part represented by its Manager and holder of Power of Attorney dated
..... Sri, D/S/o.....witnesseth as follows ;

WHEREAS, the Lessor/s is/ are the lawful owner/s of the building bearing No.....situated at
..... admeasuring Sq.ft. of Carpet Area.

AND WHEREAS, the Ground floor/ First floor/ Second floor measuring about sq. ft. (carpet
area) in the said building more fully described in the schedule hereto and hereinafter called the ‘Said
Premises’ was/ were vacant and ready for occupation and whereas the Lessee being in need of
accommodation for its use and occupation approached and requested the Lessor/s to grant lease in its
favour in respect of the ‘Said Premises’.

AND WHEREAS both the parties now desired to reduce the terms into writing and whereas the Lessor/s
agreed to grant lease in favour of the Lessee in respect of the ‘Said Premises’. It is now hereby agreed
as follows and :

18 I. NOW THIS LEASE DEED WITNESSETH AS FOLLOWS:

1. The Lease shall commence on _____ ("Commencement Date"), and for all purposes, including payment of rent and calculation of the Lease Term, the Lease shall be deemed to have commenced from the Commencement Date.
2. The Lease shall remain in force for the Initial Lease Term of six (6) months from the Commencement Date, which shall also constitute the Lock-in Period for both Parties. Neither Party shall terminate the Lease during the Lock-in Period except in the event of a material breach of the terms of this Lease by the other Party. Upon expiry of the Initial Lease Term, the Lease shall automatically expire unless GIC Re exercises its option to extend the Lease in accordance with this Agreement. If the Lease is extended pursuant to this Agreement, the Lease shall expire upon completion of the extension period unless otherwise agreed in writing by the Parties.

3. **Monthly Rent and Payment Terms:**

The Lessee shall pay to the Lessor a monthly rent of ₹[Insert Amount in Figures] (Rupees [Insert Amount in Words] only), payable in advance on or before the _____ day of each calendar month. The rent shall be paid via digital transfer (NEFT/RTGS/UPI) to the Lessor's designated bank account:

Account Holder Name: [Name]

Bank Name: [Bank]

Account Number: [Number]

IFSC Code: [IFSC]

The monthly rent stated herein is **exclusive** of electricity, water charges, and society maintenance fees, which shall be paid separately by the Lessee as per actuals/applicable clauses.

4. **Security Deposit:**

The Lessee shall pay to the Lessor an interest-free refundable security deposit of ₹[Amount in Figures] (Rupees [Amount in Words] only), equivalent to 3 months' rent, via [Bank Transfer/Cheque] upon signing this Agreement.

The Lessor shall hold this deposit for the entire duration of the tenancy. It shall not be treated as an advance payment of rent.

Upon termination of this Agreement and peaceful handover of the premises, the Lessor shall refund the full amount or the balance after lawful deductions within 15 days.

The Lessor may deduct funds from the deposit only for:

- (i) Unpaid monthly rent or utility/maintenance dues.
- (ii) Repair of structural damages caused by the Lessee, excluding normal wear and tear.

The Lessor must provide a written, itemized breakdown of any deductions made alongside the final refund.

5. Upon expiry of the Initial Lease Term, GIC Re shall have the sole option to extend and continue the Lease for a further period of up to three (3) months by giving at least thirty (30) days' prior written notice to the Lessor. Such extension shall be on the same rates, terms and conditions contained in this Lease unless otherwise mutually agreed in writing by the Parties. Any

continuation of the Lease beyond such extension period, if required, shall be subject to a separate written agreement between the Parties. No automatic renewal shall apply.

II. THE LESSOR HEREBY COVENANTS WITH THE LESSEE AS FOLLOWS:

3. That the Lessor agrees to be responsible for the payment of all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the 'said premises', such as Corporation/ Municipal/ Panchayat Tax, Urban Land Tax, Property Tax, etc., payable to the State Government, Central Government or other local or other civic, including enhancements and new introductions and any tax imposed in future The Lessee shall be at liberty to pay the above tax, rate or cess or other levy including penalties, if any, charged thereon in case of default or delay by the Lessor and adjust the amount so paid together, with interest and other incidental expenses from out of rents in respect of the 'said premises' becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @18% per annum from the date of such payments until realization by the Lessee.

GST, if applicable on rent, shall be borne by the Lessee and remitted by the Lessor to the appropriate statutory authorities in accordance with applicable law.

4. The Lessor agrees to discharge all its duties and obligations relating to structural repairs including structural repairs to walls, columns, beams, roof, slab, foundation, external façade, water tanks, plumbing and electrical infrastructure forming part of the building; and replacements of worn-out, unserviceable equipments, plants and machinery etc. installed in the building.

5. The Lessor agrees to arrange for repairs and maintenance, white washing/ colour washing/ painting, polishing and maintenance of walls, ceilings, doors, windows and other common finishes etc. at his cost. If the Lessor fails to carry out such repairs including periodical whitewashing and painting, the Lessee may call upon the Lessor in writing to do the same within one month from the date of receipt of such request and if the Lessor fails to carry out the same within that time, the Lessee shall be at liberty to get it done and recover the costs incurred together with interest at 18% per annum by way of adjustment against future rent payable.

6. The Lessor agrees that during the term of the Lease, the Lessee may carry out any additions, alterations, fit-outs, cabling, partitioning, furnishing or interior works at its own cost, as may be required for its business operations. The Lessor shall provide all necessary permissions and consents and shall cooperate in obtaining approvals from the competent authorities wherever required.

7. The Lessor shall hand over the said premises to the Lessee in a ready-to-use and habitable condition, complete with all fixtures, fittings, flooring, false ceiling, air-conditioning infrastructure, electrical installations, workstations (if agreed), and such other amenities as may be reasonably required for immediate occupation and use by the Lessee for its business operations. In the event that any additional fit-outs, alterations, or modifications are required by the Lessee after taking possession, the same may be undertaken by the Lessee with the prior written consent of the Lessor, which consent shall not be unreasonably withheld or delayed.

8. The Lessor agrees that the Lessee shall be at liberty to allow the use of the said premises or part thereof to any subsidiary, group company, associate company, affiliate, joint venture or entity under the ,management or control of the Lessee..
9. The Lessor agrees to grant all rights of way, water, air, light and privy and other easements appertaining to the `said premises'.
10. The Lessor covenants that upon payment of rent and observance of the terms of this Lease by the Lessee, the Lessee shall peacefully possess, occupy and enjoy the Premises without interruption, disturbance, interference or obstruction by the Lessor or any person claiming through or under the Lessor.
11. The Lessor agrees not to object to the Lessee in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Lessee or taken on hire from a Third Party for the exclusive use of the Lessee. Further, the Lessor agrees to provide suitable space with proper enclosures for installation of generator set free of cost.
12. The Lessor agrees that he/she has no objection to the Lessee installing V-SAT antenna in the said premises at any time without additional rent, or compensation (free of cost) to the Lessor.
13. The Lessor agrees to ensure that sufficient Electrical/ Power load sanctioned and made available to the Lessee. If required, additional electric power will have to be arranged by the Lessor at his cost from the energy suppliers.
14. Water supply – The Lessor agrees to ensure and provide adequate supply of drinking water and water for W.C. and Lavatory throughout the lease period. The Lessors shall be responsible for any shortage or stoppage of water for W.C and Lavatory and also for the breakdown in the plumbing system. Any minor/major repairs required to be made in the plumbing system will be carried out by the Lessors at their own cost.
15. The Lessor will bear common maintenance charges of the society/building/association if any.
16. The Lessor agrees that the Lessee shall have exclusive use of ____ car parking spaces and ____ two-wheeler parking spaces for parking of the vehicles (car/ jeep/ two wheelers) of staff members and customers of Lessee and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever. As well as Lessee shall have right to use common open parking lots along with other members of the society/building/owners for their officers, employees, constituents or customers.
17. The Lessor agrees that the Lessee shall have the absolute & exclusive right to use the entire space in the said premises both outside and inside for making full use of frontages and the side walls in displaying Lessee's signboards/ advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Lessee over the space which is specifically meant for usage of the Lessee, the Lessor on receipt of such Notice from the Lessee shall take all possible legal actions against such violations including criminal action, if necessary. If the Lessor fails to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Lessee, the Lessee shall be at liberty to take legal action against the violators and recover

the cost/ expenses incurred for such removal out of the rent payable to the Lessor or from any other monies payable to the Lessor.

18. The Lessor agrees that the Lessee shall have the right to remove at the time of vacating the 'said premises', all electrical fittings and fixtures, counters, safes, partitions and all other furniture put up by Lessee without causing structural damage to the Premises.

19. The Lessors represents and warrants that the Premises possess all approvals, permissions, occupation certificates, completion certificates and permissions required for commercial use and shall keep the lessee and its rights as per this agreement protected and harmless and the Lessors shall keep the Lessee indemnified against any losses or claims arising thereof.

20. The Lessor shall not create any mortgage, charge or encumbrance affecting the rights of the Lessee without prior written notice to the Lessee. Any such mortgage shall be subject to the rights of the Lessee under this Lease Deed. If the said premises is Mortgaged in future to any Banks/ Financial Institutions or Competent Authorities, then the Lessors shall obtain NO OBJECTION CERTIFICATE, in this regard, from the Lessee.

21. Lessors shall also keep the Lessee and its rights as per this agreement /deed , protected and harmless and the Lessors shall keep the Lessee indemnified against any losses or claims arising thereof.

22. Any sale, transfer, assignment or creation of third-party rights in the said premises shall be subject to the rights of the Lessee under this Lease, and such transaction shall not affect the validity, continuation or enforceability of this Lease. Lessor shall obtain NO OBJECTION Certificate from the Lessee, if they intend to sell the premises. Also , lease of the premises hereby demised to the lessee, shall not be terminated by the reason of sale or mortgage of the demised premises by the Lessors.

23. The Lessor shall issue and deliver to GIC Re a valid tax invoice for rent and applicable GST every month within the prescribed timelines under applicable law.

III. THE LESSEE HEREBY COVENANTS WITH THE LESSOR AS FOLLOWS:

24. The Lessee agrees to pay to the Lessor/s in respect of the 'said premises' a monthly rental of Rs..... (Rupees only) within 10th working day of each succeeding calendar month.

25. The Lessee agrees to deduct at source the income tax at prevailing rate from the Rent payable to the Lessor.

26. The Lessee agrees to pay all charges for electricity for the area taken on lease and water actually consumed by the Lessee during the occupation and calculated as per the reading recorded by the separate meters installed in the 'said premises' by the lessor.

19 IV. IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:-

26. It is clearly and explicitly understood by and between the parties hereto that as and when the lessors call upon the Lessee to recognize the nominee(s) of the Lessors as Lessors and to make monthly rent payment to the nominee(s) of the Lessors, then in that eventuality it is absolutely obligatory on the part of the Lessee as the Lessee has and to make payment of the monthly rent to such nominee(s) of the Lessors and all the terms and conditions herein contained shall be binding to the nominee(s) of the Lessors and the Lessees.

27. The Lessee shall not be liable for any kind of loss financial or otherwise arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

28. In case the said premises or any part thereof shall anytime during the term hereby created be destroyed or damaged by Fire, Act of the God, riot and civil commotion, enemy action and such like damage not within the control of the Lessees so as to be wholly or partially unfit for use of the Lessees then the monthly rent hereby reserved or proportionate part thereof according to the damage sustained, shall cease to be payable from the time of such destruction of damage until the said premises shall be reinstated and the Lessees if called upon to do so by the Lessors shall vacate the whole or any portion thereof for enabling the Lessors to make necessary repairs hereto with regard to any claim for abatement or suspension of monthly rent of the amount of period of such abatement or suspension, in case of dispute the same shall be referred to two Arbitrators one to be appointed by the Lessors and the other by the Lessees in accordance with the provisions of the Arbitration Act 1996 and any statutory modification or re-enactment thereof shall apply to such Arbitration PROVIDED ALWAYS that after such repairs are affected by the Lessors, the Lessees shall be entitled to occupy the said premises on the terms and conditions as are herein contained.

29. Upon expiry of the Initial Lease Term or any extension thereof, any further occupation of the Premises by GIC Re shall be subject to a fresh written agreement between the Parties on such terms and conditions, including rent, as may be mutually agreed. No renewal or extension shall be automatic. If discussions for such fresh agreement are pending at the expiry of the Lease Term, GIC Re may continue to occupy the Premises and pay rent at the existing rate on a provisional basis until a final decision is reached or the Premises are vacated, whichever occurs earlier, subject to adjustment for any revised rent subsequently agreed.

30. Lessee shall be entitled to terminate the lease at any time giving to the Lessor 30 days previous notice in writing of its intention to do so subject to the terms of the lease..

31. Any notice to be made or given to the Lessee under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of Post.

32. The Lessee shall hand over possession of the said premises to the Lessor on the expiry of the period of lease fixed herein or upon termination of this Lease, the Lessee shall avail itself of the refund of deposit made by the Lessee, and handover the Said Premises in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.

33. This lease deed has been executed in duplicate. One counterpart of the lease deed to be retained by the Lessee and the other by the Lessor.

IV. ARBITRATION

1. Any dispute, difference, claim or controversy arising out of or in connection with this Lease Deed, including any question relating to its existence, validity, interpretation, performance, breach or termination, shall be referred to and finally resolved by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, and any statutory amendment or re-enactment thereof for the time being in force.
2. The arbitration shall be conducted by a Sole Arbitrator mutually appointed by the Lessor and GIC Re. In the event that the Parties are unable to agree upon the appointment of the Sole Arbitrator within thirty (30) days from the date on which a written request for arbitration is made by either Party, the Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
3. The seat and venue of arbitration shall be Mumbai, and the arbitration proceedings shall be conducted in the English language.
4. The award of the Arbitrator shall be final and binding upon the Parties. The costs and expenses of the arbitration shall be borne in such manner as may be determined by the Arbitral Tribunal.
5. During the pendency of the arbitration proceedings, the Parties shall continue to perform their respective obligations under this Lease Deed to the extent such performance is not the subject matter of the dispute.

SCHEDULE OF THE PROPERTY

The immovable Property of

Who is/are owners of the Office premises bearing No. admeasuring Sq.ft. of Carpet area.

East : West : North :

South :

CALCULATION SHEET OF ANNUAL RENT

Period/Calculation of Rent	Total monthly Rent (Rs.)	3 years calculation of Rent	Total Amt. Rs.
Total Rent for 9 years Rs.			
Avg. Amount of Rent per year Rs.			

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned.