



	<p><b>LIFE INSURANCE CORPORATION OF INDIA</b> <b>Kolkata Metropolitan Divisional Office,</b> <b>‘JEEVAN TARA BUILDING’,</b> <b>23/44X, Diamond Harbour Road,</b> <b>Kolkata - 700 053.</b></p>
<p style="text-align: center;"><b>Prequalification of Contractors.</b></p> <p><b>LIC of India intends to purchase/lease/hiring of premises for Jadavpur BO And Ghatakpukur SO under Kolkata Metropolitan Divisional Office - II. For more details and Tender form, please visit at <a href="http://www.licindia.in">www.licindia.in</a> (Tender). Last date for submission of Tender Form to the above mentioned address is 29.01.2024. The Sr. Divisional Manager reserves the right to reject/issue of tender to any agency at his sole discretion without assigning any reason whatsoever.</b></p> <p><b>Date : 10/01/2024</b> <span style="float: right;"><b>Sr. Divisional Manager</b></span></p>	

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**SUB : TENDER FOR PURCHASE/LEASE/HIRING OF OFFICE PREMISES FOR  
JADAVPUR BO AND GHATAKPUKUR SO UNDER K.M.D.O - II.**

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**NOTICE & TENDER CONDITION FOR PAYMENT**

Contractors are requested to furnish below mentioned particulars so that we can refund / release their payments through NEFT/ RTGS. This has to be treated as the part of the Tender condition.

Sl.No.	Description		Remarks
1.	Name of the beneficiary (vendor name) as in bank records.	:	
2.	Beneficiary's Account Number	:	
3.	Account type (Savings Account, Current Account, etc.)	:	
4.	Beneficiary's Bank – Branch	:	
5.	Bank's MICR code	:	
6.	Beneficiary's Bank IFSC Code	:	
7.	Beneficiary's contact number	:	
8.	Beneficiary's E-mail ID (Compulsory)	:	
9.	PAN NO.	:	
10.	GST NO.	:	

- N.B. i) No payment will be made by Cash/Cheque. Payment will be made only through NEFT.
- ii) All vendors are have to submit the bank details with every tender.
- iii) GST NO. OF LIC OF INDIA, WEST BENGAL IS 19AAACL0582H1ZJ



Ref. No: KMDO - II/OS/Premises/2024

Dated : 10.01.2024

## TENDER DOCUMENT

**NAME OF WORK : TENDER BID FOR PURCHASE/LEASE/HIRING OF OFFICE  
PREMISES FOR JADAVPUR BO & GHATAKPUKUR SO  
UNDER KMDO - II.**

**Last Date for submission of tender : 29.01.2024 up to 17.30hrs**  
**Opening of Technical Bid : 30.01.2024 at 14.30hrs**

### NOTICE FOR TENDER

<u>Sl. No</u>	<u>Description</u>	<u>Details</u>
01.	Tender Issuance Date	: 09.01.2024.
02.	EMD	: Rs.5,000/- ( Rupees five thousand Only) For each location
03.	Tender Fee	: Rs.200/- (Two hundred only) plus 18% GST (non-refundable) by cash or D.D drawn on Scheduled Bank payable at Kolkata.
05.	Address for submission of bid	: Life Insurance Corporation of India, Kolkata Metropolitan Divisional Office – II “Jeevan Tara Building ” OS Department, 23/44X, Diamond Harbour Road, <u>Kolkata – 700 053, West Bengal.</u>

#### 06. Submission of Bids Date and Time

Bidders fulfilling the eligibility conditions of above tender as per Technical Specifications mentioned in the Tender should submit technical and financial bids in separate sealed covers as mentioned in the Clause “ Instruction in regard to submission of tender” at the following address. :-

Life Insurance Corporation of India, Kolkata Metropolitan Divisional Office – II, OS Department, “Jeevan Tara Building” 23/44X, D.H. Road, Kolkata – 700053, West Bengal.

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).



Only 1(one) representative per bidder will be allowed to attend the meeting. Officials attending the pre bid meeting will have to bring their company ID Cards/Authorization Letters at the time of Pre-Bid meeting for verification.

**08. Technical Bid / Opening Date/ Venue**

The sealed covers having Technical Bids will be opened by the tender opening committee on 18.01.2017, at 12.30Hours in the presence of bidders or one of their representatives who choose to attend. Venue will be the same as in the address above.

**09. Financial Bid**

The Financial Bid will be opened on a later date which will be intimated separately to the technically qualified bidders only.

**10. Contact Details**

Name : Sri S. Biswas, Manager(OS)  
: Sri D. Chakraborty, AEE(E)  
: Smt. S. Bhattacharjee, AO(OS)

Telephone No. : 033 - 23965977

E-mail Id : os.kolkata-do2@licindia.com

**11. Official Website :**

The Tender Document can be downloaded from our website <http://www.licindia.in> under Tenders. If, there is any change in the schedule, the same will be displayed on our web-site.

Life Insurance Corporation of India reserves the right to accept/reject any or all tenders without assigning any reason whatsoever.

**Sr. Divisional Manager**



Ref. No: KMDO - II/OS/Premises/2024

Dated : 10.01.2024

**INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS**

**NAME OF WORK : TENDER BID FOR PURCHASE/LEASE/HIRING OF OFFICE PREMISES FOR JADAVPUR BO AND GHATAKPUKUR SO UNDER KMDO - II.**

**NOTE :** *Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.*

1. Address to which the envelope containing Earnest Monet Deposit in the form of DD/ Pay Order/ Banker's Cheque of **Rs.5,000.00( Rupees Five Thousand) only** is to be submitted:

***THE SR. DIVISIONAL MANAGER, LIFE INSURANCE CORPORATION OF INDIA, KOLKATA METROPOLITAN DIVISIONAL OFFICE - II, "JEEVAN TARA", 23/44X, DIAMOND HARBOUR . ROAD, KOLKATA – 700 053.***

The offers are to be submitted in Two Bid system i.e., **Technical Bid** and **Price Bid**. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the properties, location, area of the plot, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be purchased/leased, specification of internal finishes, amenities sanctioned electrical power load of our requirement, usages of the property, title reports to confirm ownership, clear marketability, and other terms and conditions relevant to the purchase/leasing/hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (**Marked Envelope – I**) Super-scribing as **“Technical Bid for Tender for Purchase/lease/rent of office premises at Jadavpur BO and Ghatakpur SO under KMDO - II”**. The **Marked Envelope - II** shall contain the Miscellaneous Receipt for Earnest Money Deposit and Tender fees) with super-scribing as **“EMD & Tender Fees for Tender for Purchase/lease/rent of office premises at Jadavpur BO and Ghatakpur SO under KMDO - II”**. The Financial Bids will be placed in the **Marked Envelope - III** and super scribed with **“Price Bid for Tender for Purchase/lease/rent of office premises at Jadavpur BO and Ghatakpur SO under KMDO - II”**.

All these three envelopes will be placed in a **Fourth Envelope (Marked Envelope – IV)** and sealed and submitted to the office at the address given above. The envelope must be super scribed with **“ Tender for Purchase/lease/rent of office premise at Jadavpur BO & Ghatakpur SO”**.

2. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).



6. Earnest Money in the form of DEMAND DRAFT of any nationalized Bank/Approved Scheduled Banks should be drawn in favour of the “Life Insurance Corporation of India” payable at Kolkata. The scanned copy of the draft may be submitted on the on-line portal.
7. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the Signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be Signed either by all partners or person holding a valid power of attorney from all partners Constituting the firm.  
  
The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company/Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The certified true copy of Power of Attorney should be submitted in physical form in the EMD Envelope which needs be submitted manually. The tenderers have to submit the scanned copy of the same on the online portal.
8. The Contractor has to write the name of the firm on the backside of both the DDs.
9. Contractors are warned that Cash or Encashable Cheque, or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
10. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Sr. Divisional Manager.
11. The validity of the tender should be 90days from the date of receipt of the tender.
12. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
13. Specifications as applicable for the trades and as given elsewhere in the tender are applicable in Toto except where otherwise mentioned in the following paras or in the wording of items. The rates quoted shall cover for complying with the same.
14. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).



- a) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
- b) When the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
15. Any tender which proposes any alterations to any of the condition laid down or which proposes any other conditions of any description whatsoever is liable to be rejected at the discretion of the Sr. Divisional Manager.
16. The tenderer are requested to quote their rates in figure and words distinctly in the BOQ.
17. **AMENDMENT TO THE BIDDING DOCUMENT** :-
- At any time prior to the date of submission of Tender, LIC, for any reason, may modify the Tender Document, by amendment. The amendment will be posted on <http://www.licindia.in>. All tenderers must ensure that such clarifications have been considered by them before submitting the tender. LIC will not have any responsibility in case some omission is done by any tenderer. In order to allow prospective tenderer reasonable time in which to take the amendment into account in preparing their tender, LIC, at its discretion, may extend the deadline for the submission of tender.
21. **Documents comprising the Bid** : The bid is a Two Bid tender ( Technical & Price Bid).

**Sr. Divisional Manager**





Ref. No: KMDO - II/OS/Premises/2024

Dated : 10.01.2024

**CONDITIONS OF THE TENDERING**

**NAME OF WORK : TENDER BID FOR PURCHASE/LEASE/HIRING OF OFFICE PREMISES FOR JADAVPUR BO AND GHATAKPUKUR SO UNDER KMDO - II.**

1. The tender forms will be available from **09.01.2024 to 29.01.2024** between **10.30hrs. to 17.30hrs.** on week days only.
2. The last date for submission of filled in tenders (both technical and financial bids) is **29.01.2024 up to 17.30 PM.** . The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted to the address given below :  
**L.I.C of India, KMDO – II, OS Department “ JEEVAN TARA”, 23/44X, Diamond Harbour Road, Kolkata - 700 053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com)**
4. The tender form consists of the following documents.:-,
  - i) **Instructions to bidders and Terms & Conditions.**
  - ii) **Technical part.**
  - iii) **Financial part.**
5. **The EMD amount of Rs.5000.00 for each location and Tender fee (Non-refundable) of Rs.200.00 (Rupees two hundred) only plus 18% GST, shall be deposited in the form of Demand Draft/Pay Order in favour of “Life Insurance Corporation of India”, payable at Kolkata or at the Cash Counter of the undersigned office address. The EMD shall carry no interest.**
- 6.. **Refund of EMD :-** EMD shall be refunded as under :
  - i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month from the date of opening of tender.
  - ii) EMD of other bidders (except lowest bidder) shall be refunded within one month after opening of Financial Bids.
  - iii) The EMD of the lowest vendor shall be forfeited for refusal of allotment of premises after issuance of acceptance letter. to the vendor with a one month notice.

**Sr. Divisional Manager**

**Signature of the vendor with seal**

**Place :**

**Date :**

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).



## GENERAL TERMS AND CONDITIONS

This tender consists of two parts, viz., **Technical Bid** including Instructions to Bidders, Terms and conditions and **Price Bid** containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be submitted in sealed envelopes. The use of envelopes will be as under:

- a) **Envelope marked I** : The duly completed & sealed **Technical Bid** is to be put in this envelope super-scribing as “**Technical Bid for Tender for Purchase/Lease/Hiring of Office Premises for Jadavpur BO & Ghatakpur SO under KMDO – II**”.
  - b) **Envelope marked II** : The duly completed & sealed The DD/Pay Order/ Bankers cheque for **Earnest Money Deposit** and Tender Fee or the **M.R.** of the required value for EMD & Tender Fees, paid at our cash counter of the office of the undersigned, is to be put in this envelope super-scribing as “**EMD & Tender fees for Tender for Purchase/Lease/Hiring of Office Premises for Jadavpur BO & Ghatakpur SO under KMDO – II**”
  - c) **Envelope marked as III** : The duly completed & sealed **Price Bid** is to be put in this Envelope super-scribing as “ **Price Bid for Tender for Purchase/Lease/Hiring of Office Premises for Jadavpur BO & Ghatakpur SO under KMDO – II**”.
  - d) **Envelope marked as IV** : All the three envelopes shall be placed in this envelope and sealed (i.e. Envelopes marked as IV, will contain three envelopes marked as I , II & III) super-scribing as “**Tender for Purchase/Lease/Hiring of Office Premise for Jadavpur BO & Ghatakpur SO uunder KMDO – II**”
1. The terms and conditions along with the instructions will form part of the Technical Bid of the tender to be submitted by the tenderer to LIC of India, herein termed as Corporation.
  2. Tender which is received on account of any reason whatsoever including postal delay etc. as ‘**LATE**’ tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
  3. All columns of the tender documents must be duly filled in and should not be kept blank. All the pages of the tender document are to be signed by 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 to reject the incomplete tenders or in case where information submitted/furnished is found incorrect.
  4. In case, the space in the tender is found insufficient, the vendors may attach separate sheets.

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).



5. The offer should remain valid at least for a period of 03 (Three) months to be reckoned from the date of opening of “**Technical Bid**”.
6. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking “list of deviations”.
8. The Technical bids will be opened on (Date & Time) in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present as specified in the tender.
9. Canvassing in any form will disqualify the tenderer.
11. The short-listed vendors will be informed in writing by the Corporation for arranging site Inspection of the offered premises.
12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required.
13. Conditional or ‘Subject to’ tenders are liable to be rejected.
14. All payments to the successful vendor shall be made by **NEFT** only.

**Life Insurance Corporation of India is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever and/or re-tender with revised specifications and terms and conditions.**

**Sr. Divisional Manager**

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**Signature of the vendor with seal**

**Place :**

**Date :**



Ref. No: KMDO - II/OS/Premises/2024

Dated : 10.01.2024

## **TECHNICAL PART**

Life Insurance Corporation of India intends to purchase/lease/hiring of premises which are ready to occupy condition and can be handed over within 45 days, from Individuals / Firms only under Two Bid system as per details given below:

<b>Carpet area required ( approx)</b>	<b>Location</b>	<b>Remarks</b>
<b>1) 5500.00sqft.carpet area for BO office.</b>  <b>2) 1250.00sqft.carpet area for SO office</b>  <b>( ± 5% variation in areas is acceptable )</b>	<b>JADAVPUR BO</b>  <b>GHATAKPUKUR SO</b>	Should be located preferably in the main market area at the prime location of the township having availability of all public amenities like Banks, Post Offices, Railway Station /Bus Stops etc. The premises offered for Purchase/ lease/rent should be in ready to occupation condition and suitable for use as office premises.
<b>Status of Land / Plot</b>	Free Hold / Lease Hold with clear marketable Title.	
<b>Usage of the Property</b>	Commercial.	

The prospective bidders meeting the above requirements, are requested to collect the tender documents on payment of **Rs.200/- (Rupees One Hundred only) + 18%GST (Non-refundable)** for **JADAVPUR BO AND GHATAKPUKUR SO (under BARUIPUR Branch)** from respective BO or from **OS Department, KOLKATA METROPOLITAN DIVISIONAL OFFICE -II**. The tender documents will be issued from **09.01.2024 to 29.01.2024** between 10.30 AM and 17.30 PM on week days. The last date for submission of filled-in tenders is **29.01.2024 up to 17.30 PM**. The “Technical Bid” will be opened on **30.01.2024 at 14.30hrs**.

For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) and go to “Tenders” and click on the link “**Tender for purchase/lease/rent of office premises at Jadavpur BO And Ghatakpur SO**”.

**LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.**

**Sr. Divisional Manager**

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).

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Dated : 10.01.2024

### **TECHNICAL SPECIFICATION**

1. The property should be situated in good commercial area of the town/ city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools etc., especially on the Main Road.
2. The title report proving ownership and clear marketability is to be enclosed.
3. The premises shall be of freehold. Alternatively, if it is leasehold, in case of such premises, details of regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be quoted.
4. There should not be any water logging inside the premises and surrounding areas
5. The premises should have good frontage and proper access..
6. The Lessor shall have latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to LIC.
7. Offers received from Government Bodies/ Public Sector Undertakings / State Housing Boards etc. would be given preference.
8. The particulars of amenities provided/proposed to be provided in the premises should be furnished in the Technical bid.
9. The Lessor shall arrange for repairs and maintenance, paintings of building, doors & windows etc. as and when informed by the lessee.
10. The bids will be evaluated on techno commercial basis giving weight ages to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, exclusivity, nearby surroundings, proneness to water logging/flood etc. quality of construction, usefulness of the internal layout of premises and layout of buildings in the complex.
11. Tenders from intermediaries or brokers will not be entertained.
12. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within One moths after issuance of acceptance Letter

13. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.
14. **Rate per sft. on Carpet area:** The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes / cess present and future – House tax, Property tax, Service tax and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before 7<sup>th</sup> of every month.
15. **Lease period :** Minimum period of lease will be 15 (Fifteen) years with 5 (FIVE) years lock - in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.
16. **Addition & alteration works :** During the period of tenancy, if the lessee desires to carry out any addition & alterations works at its own cost as per the requirement of the office, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display signboards without any extra cost.
17. **Lease agreement :** Will be with the Owner & Rent will be paid to respective owner.
18. **Income Tax :** will be deducted at source at prevailing rate.
19. **GST :** GST will be paid to the vendor at per actual to the Owner.
20. **Registration & Stamp Duty Charges :** It will be shared equally between the Lessor and the Lessee on 50 : 50 ratio or otherwise mutual consent..
21. **Deposit :-**
  - i) LIC will pay the interest free advance rent, which should be restricted to 06 (six) Month Rent subject to **max. Rs.20,00,000/- (Rupees twenty lac) only.**
  - ii) Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition. The payment shall be made only after occupation of the premises or after the possession is handed over to us.
  - iii) No advance should be made for a building under construction or for an extension to an existing building or to construct a new building on a vacant plot of the landlord.

- iv) The advance rent paid, should be recovered in not more than 36 (Thirty six) months in equal monthly installments. The recovery of advance rent should be effected from the month following the date from which such advance is paid.
- 22) Possession of premises : within 30 days from the date of receipt of acceptance of offer / letter. The premises has to be painted & should be in habitable condition while taking over the possession.
- 23) **Water Supply :** The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory throughout the lease period at his own cost.
- 24) **Electricity :**
- The building should have sufficient sanctioned electrical power load and made available to the corporation.
  - If required, additional electric power will have to be arranged by the Lessor/Offerer at his / their cost from the electricity authority.
  - Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor through electricity authority. Any additional cost on the electrical connectivity will be borne by the owner / lessor.
  - At the time of taking over of possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be born by the owner till date taking possession of the premises.
- 25) **Parking:** The landlord shall have to provide Car & Two Wheelers parking space (Open/ Covered) as per the details given below without any extra cost :-
- A) **For S.O Office** : i) 01 (One) Car Parking  
ii) 50 nos. for Two Wheelers
- A) **For B.O Office** : i) 02 (Two) Car Parking  
ii) 100 Nos. for Two Wheelers
- 26) **Carpet area measurements :** The carpet area measurements shall be as per Bureau of Indian Standards IS No. 3861 : 2002. Joint measurements will be taken in the presence of LIC official and vendor/authorized representative for finalizing the carpet area. the area for toilet, parking and columns of the building will not be considered as carpet area.
- 27) **Area for DG Set at BO :** The Saler/lessor/landlord shall have to provide space for DG Set with covered area of 120.0sq.ft approximately. The rate for the said space shall be considered in their offer.



- 28) The free passage for laying of power cables, earthing systems etc. shall be provided.
- 29) The first floor of the premises is preferable for SO & BO. The area for BO is only on one floor will be an added advantage.
- 30) The building should be painted internally in every four year term. Any damage/uprooting of plasters, cracks, dampness of floors/walls etc. occurred, should be taken care of with immediate effect. The damaged toilet fixtures are to be changed immediately. The sewerage line should be checked once in month for better maintenance.
- 31) The floors should be furnished with premium quality Vitrified Tiles. The toilets floors are to be furnished with rectified tiles of premium quality after getting approval from the competent authority. The toilet fixtures & fittings are to be of premium quality.
- 32) The Aluminum Shutter windows of approved quality should be provided.

Sr. Divisional Manager

\_\_\_\_\_  
Signature of vendor with seal

Place :

Date:





Ref. No: KMDO - II/OS/Premises/2024

Dated : 10.01.2024

**SPECIAL CONDITIONS**

1. The following documents should be enclosed with the Technical Bid :-
  - a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the premises.
  - b) A copy of the title investigation, search report LR Porcha, Mutation certificate from the competent authority along with copies of title deed documents.
  - c) Documents related to conversation of Non-agricultural land from the respective authority.
2. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Price bids). Incomplete bids and bids lacking in details and with out signatures are liable to be rejected.
3. Separate tender forms are to be submitted in case more than one property is offered.

LIC of India reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof.

**Sr. Divisional Manager**

\_\_\_\_\_  
**Signature of vendor with seal**

**Place :**

**Date :**

Ref. No: KMDO - II/OS/Premises/2024

Dated : 10.01.2024

**APPENDIX TO THE CONDITION OF CONTRACT**

Sl.No.	Description	
1	Name of the work	Purchase/lease/hiring of office premises for Jadavpur BO & Ghatakpurkur SO
2	Cost of tender document ( Non -refundable)	Rs.200/- (Rupees three Hundred) only +18% GST i.e. Rs.236.00
3	Earnest Money Deposit	Rs.5,000 (Rupees five thousand) only for each BO/SO favouring LIC of India, payable at Kolkata or by cash at our Cash Counter.
4	Date of issuance of tender document	From 09.01.2024 to 29.01.2024 from 10.30hrs, to 17.30hrs. on week days.
5	Last Date & Time of receiving / submission of tender document.	On 29.01.2024 up to 17.30hrs.
6	Date & Time of opening of Technical Bids	On 30.01.2024 at 14.30hrs.
7	Date & Time of opening of Financial Bids.	Shall be intimated later on.
8	Time Limit for handing over possession of the premises.	Within 15 (fifteen) days from the date of issue of acceptance letter.
9	Lease period / Contract period	Minimum for 15years from the date of agreement.
10	Notice period for Termination of contract.	04 (Four) months on either side.
11	Validity of tender	03 (Three) months from the date of opening of Technical Bid.

Sr. Divisional Manager

\_\_\_\_\_  
Signature of vendor with seal

Place :

Date :

Kolkata Metropolitan Divisional Office - II, OS Department, "Jeevan Tara' Building" 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).

Ref. No: KMDO - II/OS/Premises/2024

Dated :10.01.2024

**Annexure - 1.**

1	Details of Individuals / Firms	Remarks
1.1	Name of Proprietor:	
1.2	Address with Phone No.	
	Fax No.	
	E - Mail ID	
1.3	Name of the Contact Pperson.	
	Phone No.	
1.4	Constitution of vendor / firm ( Proprietary/Partnership/Private / Pvt. Ltd./ Public Ltd/PSU etc)	
1.5	Solicitors/Advocate's Name	
	Address	
	Phone	
	Fax no	
1.6	Detailed report of the Solicitor/Advocate for marketability of title is to be enclosed:	
2	Details of the property :	
2.1	CTS No	
2.2	Survey No	
2.3	Ward NO	
2.4	Whether the plot is free hold or a) lease hold?	
b)	If lease hold, please mention the details of	
	Lessor	
	Tenure of the land	
	Residual lease period	
	Annual lease rents.	

<b>2.5</b>	Area of the Plot (Sq.ft. / Sq.m)	
	Location	
	Old structure /s if any ( sft)	
	Built up area of the structure ( sft)	
<b>2.6</b>	Topography of the Land	
	Level	
	Undulated	
	Sloping	
<b>2.7</b>	Low lying or raised	
	Character / Type of locality	
	a) Residential	
	b) Commercial	
	c) Commercial cum Residential	
<b>2.8</b>	d) Industrial	
	e) Slum	
	Locality's proximity to the following places in Kms.	
	i ) Railway (local) station	
	ii) Bus Stand	
	iii) Banks	
<b>2.9</b>	iv) Post Office	
	v) Hospital	
	vi) Market	
<b>2.9</b>	Size of the plot	
	Frontage in metres	
	Depth in metres	
<b>3.0</b>	Schedule of the plot i.e. boundaries of the plot on	
	North	
	East	
	South	
<b>3.1</b>	West	
	Do any easement rights exist on the plot (including like water supply line, sewer, storm water drains, electric cables etc)? If yes, please give details.	
<b>3.2</b>	Marketability of the title. Please enclose copies of greements/sale deeds establishing ownership/ development rights.	
	Please enclose copy of PR card.	

<b>3.3</b>	Schedule of the plot i.e. boundaries of the plot on	
	North	
	East	
	South	
	West	
<b>3.4</b>	Ground coverage and FSI permissible	
<b>3.5</b>	What is the Zone (Residential / Mixed) in which the subject property is located?	
<b>3.6</b>	Usage of property ( as approved by the Competent Authority)	
	a) Residential	
	b) Commercial	
	c) Commercial cum Residential	
	d) Shopping Centre	
<b>3.7</b>	Does the site or portion fall within railway / National highway and whether underground cable / high tension over head wires traverse the site.	
<b>3.8</b>	Please give details of sewerage system and for storm water disposal.	
<b>3.9</b>	Site plan of the land to be enclosed.	

**Sr. Divisional Manager**

\_\_\_\_\_  
**Signature of vendor with seal.**

**Place :**

**Date :**

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).



**LIFE INSURANCE CORPORATION OF INDIA  
OFFICE SERVICE DEPARTMENT, KMDO - II  
23/44X, DIAMOND HARBOUR ROAD,  
KOLKATA – 700 053.**

**TECHNICAL BID**



**NAME OF THE WORK**

**TENDER FOR PURCHASE/LEASE/HIRING OF PREMISES FOR JADAVPUR BO  
AND GHATAKPUKUR SO UNDER KMDO - II, KOLKATA**

**TENDER ISSUED TO :** M/s.....  
.....  
.....  
.....

Kolkata Metropolitan Divisional Office - II, OS Department, “Jeevan Tara’ Building” 23/44X, Diamond Harbour Road, Kolkata – 700053. E-mail : [os.kolkata-do2@licindia.com](mailto:os.kolkata-do2@licindia.com).