

**Life Insurance Corporation of India**  
**Kolkata Metropolitan Divisional Office-II**  
**Jeevan Tara,**  
**23A/44X, Diamond Harbour Road,**  
**Kolkata -700053.**

**TENDER SCHEDULE**

1	Name of work	Tender for hiring premises for Ghatakpukur Satellite Office, P.S.: Bhnagar, Dist: South 24 Parganas
2	Cost of tender document (nonrefundable)	Rs.100.00 (Rupees Two Hundred only)
3	Carpet Area (in sq. ft.)	1350 sq. ft. (+/- 5%variation in area is acceptable)
4	Earnest Money Deposit	Rs.2,000.00 (Rupees Ten Thousand only)
5	Date of issue of tender documents	The tender documents will be issued from to from 10.00 a.m. to 3.00 p.m. (excluding Holidays, Sundays and Saturdays) from the above office on payments of nonrefundable tender cost by demand draft/ pay order in favour of Life Insurance Corporation of India, payable at Kolkata
6	Last Date and Time of receiving/ submission of tender of documents	On 27/01/2026 upto 3.00 p.m.
7	Date and time of opening of Technical Bids tender of tender documents	On 27/01/2026 at 3.30 p.m.
8	Date and time of opening of Financial Bids tender of tender documents	Shall be informed later to the Technically Qualified Bidders
9	Time limit of handing over possession of the premises	Immediately from the date of issue of the acceptance letter
10	Lease period/Contract period	As mentioned in the terms and conditions of the contract
11	Notice period for termination of the contract	04(four) months from the either side
12	Validity of the tender	6 months from the date of opening of the Technical Bid
13	Date of pre-bid meeting	21/01/2026

An advertisement for new premises has to be published in one Bengali- Dainik Statesman, Hindi-Sanmarg and one English- The Statesman on 12/01/2026 and tender documents will be uploaded on Life Insurance Corporation of India website [www.licindia.in](http://www.licindia.in)

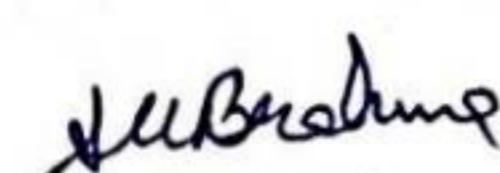
The competent authority is requested to approve the following:-

- a) Approve the tender schedule as proposed above
- b) To upload bid documents on Life Insurance Corporation of India website [www.licindia.in](http://www.licindia.in)
- c) To approve to advertise through newspapers on 12/01/2026 in one Bengali ,one English and one Hindi daily.


  
AO(OS)


  
Approved

Senior Divisional Manager


  
Manager(OS)