



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
“HINDUSTHAN BUILDING”, 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

## **BID- I & BID - II**

**NAME OF WORK: HIRING OF SERVICES OF REAL ESTATE CONSULTANT FOR SELLING / MONETISATION OF 17 (SEVENTEEN) NOS. FLATS (3 BHK) AT “M” BLOCK, NEW ALIPORE, KOLKATA - 700053.**

**Tender No. : LIC/EZ/ENGG/2024-25/ 58 dated 17.11.2024**

**CONDITIONS OF CONTRACT AND SCOPE OF WORK (THIS DOCUMENT IS TO BE STAMPED & SIGNED OF EACH PAGES BY LOWEST TENDERER ONLY AS & WHEN ASK FOR).**

The Earnest Money Deposit (EMD), if the Consultants / Bidders / Tenderers are avail the option of Demand Draft/Pay Order/Banker’s Cheque/Bank Guarantee/NEFT UTR. No. is to be physically submit at the following address by **14:30 hrs. of 06.12.2024**:

**Life Insurance Corporation of India.  
Eastern Zonal office.  
Engineering Department.  
“HINDUSTHAN BUILDING”  
4, C.R. Avenue (4<sup>TH</sup> floor)  
Kolkata - 700072**



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 “HINDUSTHAN BUILDING”, 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

## INDEX

Sl. No.	Description	Page nos.
1	Tender Notice	: 3-4
1.	Letter from Chief Engineer to Real Estate Consultant.	: 5-6
2.	Tendering Programme	: 7-7
3.	Letter from Bidder to the Chief Engineer	: 8-9
4.	Instruction in regard to submission of Tenders	: 10-12
5.	Brief Information about the property including rate chart of flat, layout, specifications.	: 13-20
6.	General Terms & Conditions (Annexure – “I”)	: 21-24
7.	Terms & conditions of contract	: 25-28
8.	Scope of work (Annexure – “II”)	: 29-30
9.	Eligibility criteria of Bidder (Annexure – “III”)	: 31-33
10.	Under taking format (Annexure – “IV”)	: 34-34
11.	Financial Bid format (Bid- II) (Annexure – “V”)	: 35-35
12.	No Claim certificate-cum-receipt & Bank/ NEFT details	: 36-36
13.	GST Registration Details format	: 37-37



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

## **Tender Notice**



भारतीय जीवन बीमा निगम  
 LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation Of India, Eastern Zonal Office,  
 Engineering Department, Hindusthan Building, 4th Floor,  
 4, Chittaranjan Avenue, Kolkata- 700072, Phone: 033 2212-7443,  
 Email:ez\_engineering@licindia.com,  
 Website: [www.licindia.in/tenders](http://www.licindia.in/tenders)

### **COMPETITIVE BIDDING**

Life Insurance Corporation of India invites **offline** bids through **website [www.licindia.in/tenders](http://www.licindia.in/tenders)** from eligible bidders for the following works:

<b>Bid No.</b>	Tender No. : LIC/EZ/ENGG/2024-25/ 58 dated 17.11.2024
<b>Description of Works</b>	<b>HIRING OF SERVICES OF REAL ESTATE CONSULTANT FOR SELLING / MONETISATION OF 17 (SEVENTEEN) NOS. FLATS (3 BHK) AT "M" BLOCK, NEW ALIPORE, KOLKATA-700053</b>
<b>Total Cost of 17 Nos. flats</b>	Rs. 23.90 Crore (approx.) (Total Selling Price)
<b>Earnest Money Deposit (EMD)</b>	Rs. 10,000 /- (Ten Thousand only) (Refundable)
<b>Sale Period Bid Documents (Downloading)</b>	17.11.2024 to 06.12.2024 upto 14:30 Hrs.
<b>Date, Time &amp; Venue of Pre-Bid Meeting</b>	At 11:00 hours on 29.11.2024. Venue: Our Office, address motioned above.
<b>Site visit of property</b>	From 18.11.2024 to 05.12.2024 on working days from 10:30 Hrs. to 17:00 Hrs.
<b>Bid submission closing date &amp; time</b>	06.12.2024 upto 14.30 hours
<b>Contact E-mail address &amp; Phone Number</b>	Email ID :- <a href="mailto:ez_engineering@licindia.com">ez_engineering@licindia.com</a> & Ph. No. 033-22129077 / 22127443 / 7872264142

Note: Any addendum/corrigendum/ date extension in respect of above tenders shall be issued on website: [www.licindia.in/tenders](http://www.licindia.in/tenders) only. No separate notification shall be issued in the press/newspapers. Bidders are therefore requested to regularly visit the said website to keep themselves updated. LIC of India reserves the right to accept or reject any/all applications at its own discretion, without assigning any reason.

**Date: 17.11.2024**

**CHIEF ENGINEER**



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

**SALE OF RESIDENTIAL FLATS**

**UNDER**

**‘JEEVAN NIKETAN’ POLICY HOLDERS’ HOUSING SCHEME  
BUILT BY**

**LIFE INSURANCE CORPORATION OF INDIA  
AT**

**5, BRAMHA BANDHAB UPADHYAY SARANI, M-492,M BLOCK, NEW  
ALIPORE, KOLKATA- 700053**

**ON THE BASIS OF**

**“As is where is basis, As Is What Is, Whatever There Is And Not  
Complaint Basis”.**

**(The flats are for residential purposes only)**



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

**LETTER TO BIDDER / REAL ESTATE CONSULTANT FROM CHIEF ENGINEER**

Date:.....

To,

.....  
.....  
.....  
.....  
.....

Dear Sir / Sirs,

SUB: **HIRING OF SERVICES OF REAL ESTATE CONSULTANT FOR SELLING / MONETISATION OF 17 (SEVENTEEN) NOS. FLATS AT "M" BLOCK, NEW ALIPORE, KOLKATA-700053**

=====

**EMD**

- (a) BID- I : BID DOCUMENTS (EMD & TECHNICAL BID,)**
- (b) BID –II: FINANCIAL BID**

Sealed tenders (Two Bid System) are invited from real estate agent / Consultant on Percentage **Rate Basis** for the subject work as per terms and conditions of contract.

Please note that copy of above Tender documents can be downloaded from above portal (website) and should be mandatorily submitted in **Offline Mode / Sealed Tender** hereinafter referred as "**Offline Offer**" on or before **As per the Key Dates mentioned in the tender document for above tender.**

The bidders should submit required Earnest Money Deposit in a manner/mode as mentioned in Tendering process. **Earnest Money Deposit of Rs. 10,000 /- (Rupees Ten Thousand only)** shall be submitted separately.

- a) Earnest Money Deposit of **Rs. 10,000 /- (Rupees Ten Thousand only)** in the form of Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT in favour of "**Life Insurance Corporation of India**" payable at "**Kolkata**".



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

Payment through NEFT mode directly to LIC Account.

For NEFT Payment	
<b>Name of Bank :</b>	<b>IDBI BANK</b>
<b>Branch :</b>	<b>Esplanade</b>
<b>Account No :</b>	<b>1270102000014580</b>
<b>IFSC No. :</b>	<b>IBKL0001270</b>
<b>Account Type :</b>	<b>Current</b>

**\*\* NEFT Receipt copy should be physically submitted to our office EZO, Engg Dept. with sealed envelope before opening of BID-I otherwise the same bidders to be Disqualified.**

**LIC of India intends to hire a Consultant to assist LIC of India in monetisation / sale of the said 17 flats. The scope of work is defined in Annexure II.**

You are invited to submit your best quote in a sealed envelope to the Chief Engineer at the following address:

**The Chief Engineer,  
 Life Insurance Corporation of India  
 Eastern Zonal Office,  
 Engineering Department (4<sup>th</sup> floor),  
 "Hindusthan" Building,  
 4, C.R. Avenue,  
 Kolkata-700072.**

The last date & Time for receiving the bids in sealed envelope is **14:30 hrs on 06.12.2024**. **Bidders are requested to submit separate two sealed envelopes which are consisting of Bid –I (Technical Bid and EMD) & Bid-II (Financial Bid). These both sealed envelopes have to put in big envelope and sealed the big envelope also. Bidders are requested to write the 'name of work' / duly 'super-scribed' on top of all sealed envelopes. The Big envelope has to submit above mentioned address on or before last date & time of closing the tender.** For submission of bid documents, no postal / courier service delayed is acceptable.

The **Bid-I** i.e. Technical Bid along with sealed envelope of EMD shall be opened physically on the same day i.e. **06.12.2024 at 15:30 hrs**.

After Evaluation of Technical bid, opening of Financial Bids of qualified Bidders shall be intimated at a later date to Bidders. In case of any queries, the same should be addressed to **ez\_engineering@licindia.com** on or before **28.11.2024**.

The Chief Engineer reserves the right to not open Financial bid of tender of any/all the applicants/ bidders at his sole discretion without assigning any reason whatsoever.

The Life Insurance Corporation of India does not bind itself to accept the lowest tender or any tender and reserves the right to reject any or all tenders without assigning any reason thereof.

Yours faithfully

**Chief Engineer**



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 “HINDUSTHAN BUILDING”, 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

## Tendering Programme

### KEY DATES:

Sl. No.	Department Stage	Bidder Stage	Start Date and Time	Expiry Date and Time
1.	.....	Downloading of Tender Document from <a href="http://www.licindia.in/tenders">www.licindia.in/tenders</a>	<b>17.11.2024</b> at 10:01 Hrs.	<b>06.12.2024</b> <b>14:30 Hrs.</b>
2	.....	Offline/ Physical submission of tender documents (Bid –I & Bid-II)	<b>18.11.2024</b> at 10:01 Hrs.	<b>06.12.2024</b> <b>14:30 Hrs.</b>
3.	.....	Last date of submission of EMD, if tenderers avail the option through online NEFT/RTGS etc.:	<b>17.11.2024</b> at 10:01 Hrs.	<b>05.12.2024</b> Upto <b>23.:59 Hrs</b>
4.	.....	Last Date of sending confirmation email to <a href="mailto:ez_engineering@licindia.com">ez_engineering@licindia.com</a> for <b>EMD</b> , if tenderers avail the option in form of DD/PO/NEFT/ RTGS UTR NO in the office of LIC of India, EZO, Kolkata.	<b>17.11.2024</b> at 10:01 Hrs.	<b>06.12.2024</b> Upto <b>14:00 Hrs</b>
5.	.....	<b>Pre-bid meeting</b> (Date, Time & Venue of Pre-Bid Meeting)	At <b>11:00</b> hours on <b>29.11.2024</b> . Venue: Our Office, address motioned above.	
6.		Site visit of property	<b>From 18.11.2024 to 05.12.2024</b> on working days from 10:30 Hrs. to 17:00 Hrs.	
7.	.....	Physical Opening of BID-I (Technical Bid along with EMD).	On <b>06.12.2024</b> at <b>15:30 Hrs.</b>	
8	-----	Opening of Financial Bid (Bid-II)	<b>Intimated at a later date</b>	

**NOTE: The date of opening of BID- II (Financial BID) shall be intimated at a later date to Bidders's, who fulfil the selection criteria. In case of non-submission of EMD amount, Technical Bid document will not be opened and the same shall be treated as non-bonafide tender & rejected.**

### The venue of the Physical Submission of BID- I & Bid-II:

**Life Insurance Corporation of India**  
 Eastern Zonal Office,  
 Engineering Department (4<sup>th</sup> floor),  
 “Hindusthan” Building,  
 4, C.R. Avenue,  
**Kolkata-700072.**



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

**LETTER FROM BIDDER/ REAL ESTATE AGENT TO CHIEF ENGINEER**

**TO BE SUBMITTED ONLINE ON OR BEFORE ON As per the Key Dates**

Date:

From:

.....  
.....  
.....

To  
The Chief Engineer,  
Life Insurance Corporation of India  
Eastern Zonal Office  
Hindusthan Building,  
4, C.R. Avenue,  
**Kolkata - 700072**

**SUB: HIRING OF SERVICES OF REAL ESTATE CONSULTANT FOR SELLING / MONETISATION OF 17 (SEVENTEEN) NOS. FLATS AT "M" BLOCK, NEW ALIPORE, KOLKATA-700053.**

Dear Sir,

1) Having examined the Terms and conditions included in the tender document relating to the above work, having visited/examined the site of the existing premises, having acquired the requisite information relating thereto as effecting the tender invited by you on behalf of the Life Insurance Corporation of India, I/We, the undersigned hereby offer in accordance with the Contract Conditions.

I/We, undertake to complete and deliver the whole of the works within a period as specified in Appendix to the Conditions of Contract from the date of issue of intimation from you that the tender has been accepted and upon receiving possession of the site.

2) I/We enclose herewith my/our tender with an Earnest money remittance of **Rs. 10,000 /- (Rupees Ten Thousand only)** in the appropriate format as specified in BID-I. I/We, hereby agree that the amount of EMD shall be retained by LIC for a period of **Six (06) months** as Security Deposit.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

3) I/We, note that the Earnest Money Deposit as Security Deposit of **Rs. 10,000 /- (Rupees Ten Thousand only)** would be refunded to me/us. No interest shall be paid in regard to Security Deposit.

- a) On expiry of the offer validity of the tender or earlier at the discretion of Chief Engineer in case my/our tender is not accepted and
- b) In case my/our offer is accepted, after completion of period of 6 (Six) months.

Yours faithfully,

**(SIGNATURE OF THE BIDDER)**

Name and Seal

NAME OF THE PARTNER OF THE FIRM

OR

NAME OF THE PERSON HAVING POWER OF  
ATTORNEY TO SIGN THE CONTRACT

(CERTIFIED TRUE COPY OF THE POWER  
OF ATTORNEY SHOULD BE ATTACHED)



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

## **INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS**

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

1. Address to which the **BID - I** i.e. Technical Bid Documents, Earnest Money Deposit in a sealed envelope is to be submitted physically if the tenderer / bidder to avail the option in form DD/PO/BG and if the tenderer / bidder avail the option through online RTGS/NEFT followed in Key dates as mentioned then t tenderer / bidder should send the UTR No & Receipt copy by email: [ez\\_engineering@licindia.com](mailto:ez_engineering@licindia.com) in due date of submission of tender. The Technical Bid & Financial Bid documents are to be stamped & signed of each pages by lowest tenderer only as & when ask for.

The Chief Engineer,  
Life Insurance Corporation of India  
Eastern Zonal Office,  
Engineering Department (4<sup>th</sup> floor),  
"Hindusthan" Building,  
4, C.R. Avenue,  
**Kolkata-700072.**

**BID-II: FINANCIAL BID – Tenderers/ bidders shall quote their Percentage of Brokerage Charges (figure & words both ) in the format given in the tender.**

Bidders are requested to submit separate two sealed envelopes which are consisting of Bid –I (Technical Bid, EMD) & Bid-II (Financial Bid). These both sealed envelopes has to put in Big envelope and sealed the Big envelope also. Bidders are requested to write the 'name of work' on top of all sealed envelopes. The Big envelope has to submit above mentioned address on or before last date & time of closing the tender. Technical Bid & Financial Bid documents are to be stamped & signed of each pages by bidders.

2. Last date for offline/ physical submission of tenders: As per Key Dates is **up to 14:30 Hrs on 06.12.2024.**

3. Tenderer/ Bidder should ensure that the tender is received before the due date and time specified in the Key Dates of physical submission of tender.

4. Tenderer should fill in all the relevant information in prescribed templates/forms and put his signature on the relevant places as required.

5. **Percentage Rates** should be filled in as per the format given in the Tender.

6. Tenderer should note that he/ she is to quote percentage rates only.

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



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

- 
9. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque/NEFT of any Nationalized Bank/Approved Scheduled Bank drawn in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at "Kolkata" of any Nationalized/Scheduled Bank. The Bank guarantee shall be from any Nationalized /Scheduled Bank preferably at Kolkata or where a Branch/Division of LIC of India exists and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the LIC of India.
  10. 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 tenderers can submit the scan copy of the same on the online portal.
  11. Bidders's are warned that Cash, or Encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
  12. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer.
  13. Tenderer should note that tender should remain open for consideration for a minimum period of **THREE (03) MONTHS** from the last date of submission of Tender.
  14. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part or to reject any or all tenders without assigning reasons thereof.
  15. Bidders's should fill / quote in their "**PERCENTAGE of Brokerage Charges in the Price Bid (BID-II)**" on offline/ physical in **both FIGURES and WORDS**. Tenders containing the percentage rate only in figures are liable to be considered non-bonafide at the discretion of the Chief Engineer and entail forfeiture of Earnest Money Deposit.
  16. If on check there are differences between the rates given by the Bidders in words and figures or in the amount worked out by him, the following procedure shall be followed :
    - 16.1 When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the Bidder, shall be taken as correct.
    - 16.2 When the amount of rate is not worked out by the Bidder or it does not correspond with the Item rates written either in figures or in words, then the rate quoted by the Bidder in words shall be taken as correct.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

17. Any dispute arising out of this contract shall be subject to the jurisdiction of courts within the **Kolkata City** only.

**IMPORTANT NOTE: Please note that if submitted documents filed by the Tenderer are found false/forged or fabricated during verification process and / or after opening of financial bid, not only Earnest Money Deposit will be forfeited in totality but also they will be debarred from LIC of India from participating of tendering for a period of 3 (three) years and such information will also be shared with other Organizations.**



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

## **BRIEF INFORMATION ABOUT THE PROPERTY**

### **Sub: Invitation of bids for Hiring of services of Real Estate Consultant for selling / monetization of 17 (Seventeen) Nos. flats at "M" Block, New Alipore, Kolkata-700053**

LIC of India, a body corporate constituted and established by the Life Insurance Corporation Act, 1956 (Act 31 of 1956) and having its Central Office at "Yogakshema", Jeevan Bima Marg, Mumbai and its Zonal Office at 4 C.R. Avenue, Hindusthan Building, Kolkata – 700072.

**LOCATION OF FLAT:** M-492, M BLOCK, NEW ALIPORE, 5, BRAMHA BANDHAB UPADHYAY SARANI, KOLKATA - 700053

**STATUS:** STATUS OF COMPLETION OF FLATS: COMPLETED & READY FOR OCCUPATION.

#### **DESCRIPTION:**

Stilt plus 13 storied, 52 flats were constructed during December 2014 under this scheme on the freehold plot. Out of 52 flats, 35 flats have been already sold out in Phase manner and remaining 17 flats are now offered for sale. The selling price and area of flats along with location are given below (Annexure – P):

#### **PROXIMITY:**

The location of Flats is about 2 Km from Rabindra Sarobar Metro Railway Station, abutting New Alipore Police Station and in the heart of the city. It is stone through distance to New Alipore Petrol Pump & Railway Station, Post Office, Banks, School, Municipal Market Complex, Medical Facilities (B.P. Podder Hospital) etc. are available in the vicinity

The flats are available on 'As is where is basis, As Is What Is, Whatever There Is And Not Complaint Basis'

#### **ELIGIBILITY CONDITIONS FOR PROSPECTIVE BUYER:**

The individual Policy Holder who is major Indian national ( including NRIs) must hold at least one in-force Life Insurance Policy of sum assured not less than **Rs. 3 lacs**. (Single Policy) issued by Life Insurance Corporation of India on his/her own life, as on the date of application. Participation in selling process can also be made in joint name of husband and wife or parent & child provided the 1st applicant (Life Insurance Corporation of India employees) should have a single policy of sum assured not Less than Rs.3 lacs issued by Life Insurance Corporation of India. Institutions / Corporate Bodies will also be considered for participation of Selling process through appointed Real Estate Agent. NRI fulfilling these conditions are also eligible for perspective buyer. The applicant has to submit self attested copy of status report not older than one month in respect of his policies. In case of any dispute or ambiguity in status, the decision of LIC shall be final.



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

**ANNEXURE - P**

**RATE CHART FOR 17 NOS. 3BHK FLATS AT 'M' BLOCK, PHHS, NEW ALIPORE AT KOLKATA.**  
**TABLE - A**

Sl. No.	Floor	Marking of Flat	Size of Flat	SALABLE AREA in Sq.ft. (Approx.)	No. of Flat	Fixed Sale Price of each Flat (In Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	1 <sup>ST</sup> Floor	A-1	3 BHK	1548.58	1	Rs. 140,45,276.80*
2	2 <sup>ND</sup> Floor	B-2	3 BHK	1431.08	1	Rs. 129,92,476.80*
3	3 <sup>RD</sup> Floor	B-3	3 BHK	1431.08	1	Rs. 133,13,038.72*
4	4 <sup>TH</sup> Floor	A-4	3 BHK	1548.58	1	Rs. 143,92,158.72*
5	4 <sup>TH</sup> Floor	B-4	3 BHK	1431.08	1	Rs. 133,13,038.72*
6	5 <sup>TH</sup> Floor	A-5	3 BHK	1548.58	1	Rs. 143,92,158.72*
7	6 <sup>TH</sup> Floor	B-6	3 BHK	1431.08	1	Rs. 133,13,038.72*
8	6 <sup>TH</sup> Floor	C-6	3 BHK	1431.08	1	Rs. 133,13,038.72*
9	7 <sup>TH</sup> Floor	A-7	3 BHK	1548.58	1	Rs. 149,12,481.60*
10	8 <sup>TH</sup> Floor	B-8	3 BHK	1431.08	1	Rs. 137,93,881.60*
11	8 <sup>TH</sup> Floor	C-8	3 BHK	1431.08	1	Rs. 137,93,881.60*
12	9 <sup>TH</sup> Floor	B-9	3 BHK	1431.08	1	Rs. 137,93,881.60*
13	9 <sup>TH</sup> Floor	A-9	3 BHK	1548.58	1	Rs. 149,12,481.60*
14	10 <sup>TH</sup> Floor	A-10	3 BHK	1548.58	1	Rs. 152,59,363.52*
15	10 <sup>TH</sup> Floor	B-10	3 BHK	1431.08	1	Rs. 141,14,443.52*
16	11 <sup>TH</sup> Floor	B-11	3 BHK	1431.08	1	Rs. 141,14,443.52*
17	12 <sup>TH</sup> Floor	A-12	3 BHK	1548.58	1	Rs. 152,59,363.52*
<b>Total nos. of Flats</b>					<b>17</b>	

\* Rate is including car parking cost, but excluding other Taxes as applicable as per Government rules.

**Regarding Car Parking:** - Thirty one (31) stillt parking & twenty one (21) open parking facilities are available, which shall be allocated by the Association of the allottees, by rotation from open to stillt parking on yearly basis. However, L.I.C. of India shall not be a partly or liable in any manner to any disputes whatsoever that may arise in the process of allotment of parking spaces to the flat owners by the Building Association

**SITE PLAN & TYPICAL FLOOR PLAN: Enclosed Annexure- "P-1"**

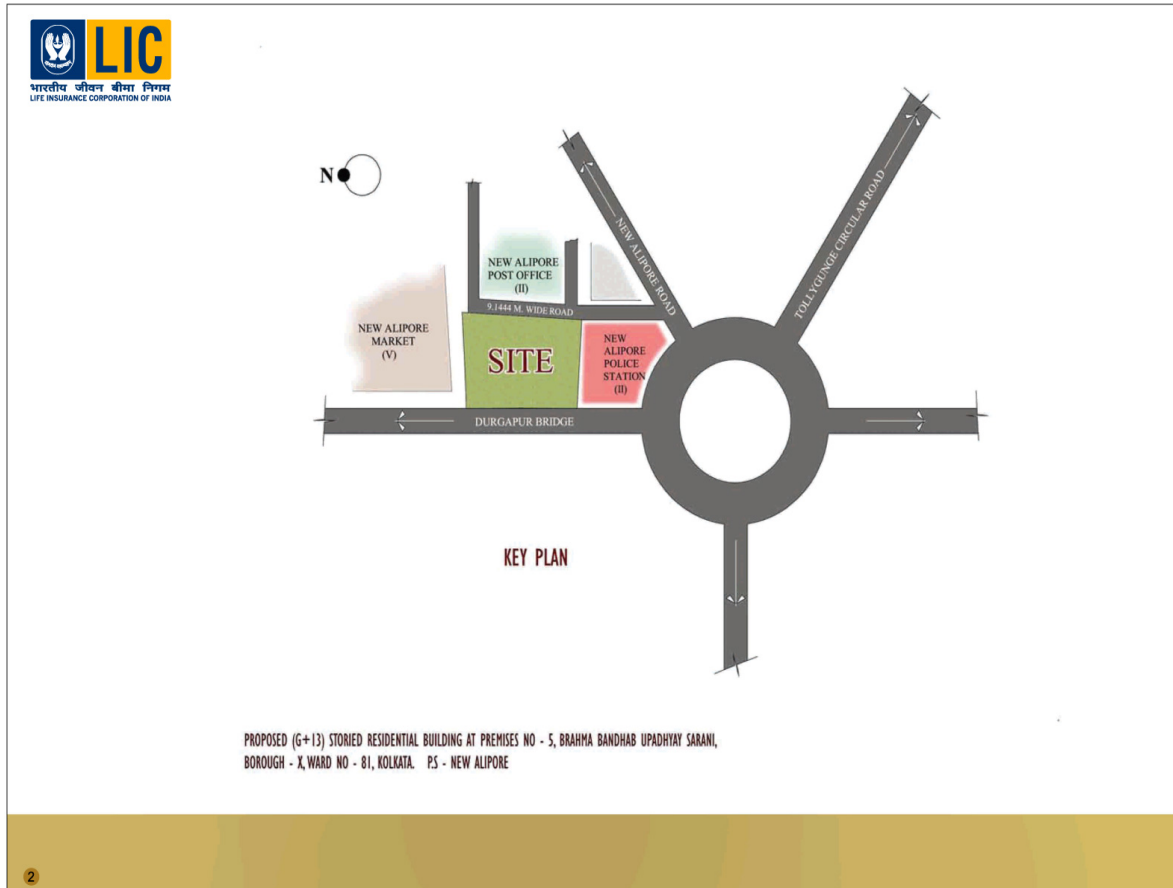


LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

Annexure 'P'

ANNEXURE- P-1

**Layout Location**

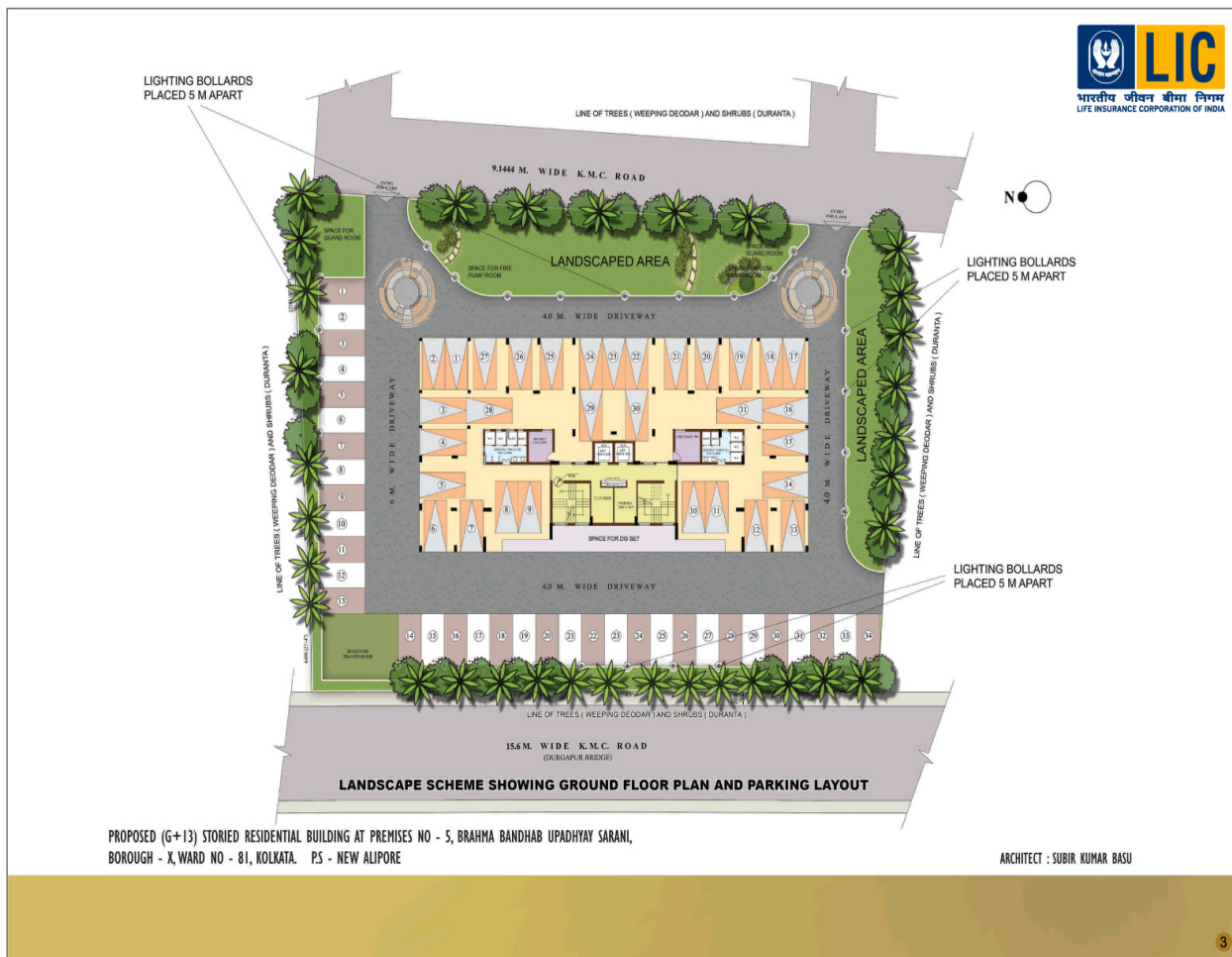




**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

ANNEXURE- P-1

**GROUND FLOOR/ STILIT FLOOR PLAN**





LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

ANNEXURE- P-1

**Typical Floor Plan**





**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

ANNEXURE- P-1



DIAGRAM SHOWING SUGGESTED LOCATIONS OF AIR CONDITIONING UNIT TO MAINTAIN BUILDING ELEVATION



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

---

## SALIENT FEATURES OF BUILDING

### 1. HIGHLIGHTS AND SPECIFICATIONS:

- a) **Structure** : RCC framed structure.
- b) **Finish**
  - i) **Internal:** Cement based putty punning with cement primer
  - ii) **External:** Weather proof Acrylic paint over cement sand plaster.
- c) **Doors :**
  - i) **Entrance Door:** Teak wood frame with solid core factory made flush door shutter with teak veneer and polish finish on both faces.
  - ii) **Internal doors:** Sal wood frames with solid core factory made flush door shutters with Synthetic Enamel paint.
  - iii) **Toilet doors:** Sal wood frames with solid core factory made flush door shutters. One side laminated & other side synthetic enamel painting.
  - iv) **Hard ware fittings:** Stainless steel/brass materials.
- d) **Windows & Ventilators:** All fully colored glazed anodized Openable & fixed aluminum windows.
- e) **Flooring:** Master Bed room: Vitrified tiles  
Living, Dining & other Bed rooms : Vitrified tiles;  
Toilets, Kitchen & Utility: Ceramic Tiles,  
Staircase : Marble Stone.
- f) **Toilet Dado:** Ceramic Tiles (up to 2100 mm).
- g) **Kitchen Platform:** Granite top and ceramic tiles above platform up to 600 mm high.
- h) **Water supply:**
  - a) **Internal:** Concealed G.I. pipes
  - b) **External:** G.I. pipes
- i) **Pillar tap & bib tap:** Chromium plated brass
- j) **Sanitary:** a) centrifugally spun soil / waste pipe.  
b) White Vitreous Wash basin, WC pan & Commode with PVC low level flushing cistern.
- k) **Electrical:** Concealed Copper wiring, Cable TV point in Living/Dining & one Bed room. Telephone point in Living/Dining room, AC point in three bed rooms & in Living/Dining room. Computer point in one bed room, Inverter point is available in Living/Dining.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

- l) **Waterproofing** : Poly membrane integrated water proofing treatment for roof and cement based water proofing in toilets.
- m) **Water supply**: KMC water supply. RCC under ground tank and Over Head Tank.
- n) **Lift** : Eight passengers capacity Two nos. Lifts with ARD facility alongwith DG Set Back up.
- o) **Parking** : Under Stilt & open area.
- p) **Electrical switch** : Modular type.  
Internal wiring for electrification provided in each flat and the buyer/s will have to apply to Electricity authority individually for obtaining supply of power and meter for their own flats.

**Note-1:-**

1. In addition to Basic Sale price as per height bidden /as approved by LIC, Registration Charges and Stamp Duty including legal charges of advocate etc. as applicable and any other applicable statutory taxes or levies, is to be borne by the buyer/s.
2. After registration of the flat, the flat owner shall be paid the maintenance and other expenses directly to the owner association of the said Premises.
3. The area shown above is approximate and may vary upto  $\pm 5\%$  (Approx.).
4. The sale price shown above includes one parking space.

In total, Thirty one (31) stilt parking & twenty one (21) open parking facilities are available, which shall be allocated by the Association to be formed by the buyer/s, by rotation from open to stilt parking on yearly basis. However LIC of India shall not be a party or liable in any manner to any disputes whatsoever that may arise in the process of allotment of parking spaces to the flat owners by the said Association.

5. The electric service connection is to be applied by the prospective buyer/s with Electricity Board, to take electric connection and cost to be borne by the buyer/s. The substation for electrification of the campus has been provided by LIC.
6. The possession of flat shall be given only after the entire sale price and statutory charges, if any are paid to LIC of India and the sale deed is registered.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

Annexure 'I'

## **GENERAL TERMS AND CONDITIONS**

### **SUBMISSION PROCEDURE AND INFORMATION FOR BIDDERS**

- Bids should be submitted on the Firm's letter head, duly signed and stamped on every page by authorized signatory of Bidder, in a sealed envelope, duly super-scribed with the **"Tender for Hiring of Services of Real Estate Consultant for Selling / monetisation of 17 (Seventeen) Nos. flats (3 BHK) at "M" Block, New Alipore, Kolkata-700053"**. The Bid should be submitted to:

**Chief Engineer,  
Life Insurance Corporation of India  
Eastern Zonal Office,  
Engineering Department (4<sup>th</sup> floor),  
"Hindusthan" Building,  
4, C.R. Avenue,  
Kolkata-700072.**

- The last date for receipt of applications is **06.12.2024 at 14:30** hrs.
- LIC of India is not responsible for quotations lost in transit or not received in time including postal delay.
- Interested bidders can seek clarification on the tender by submitting their queries through e-mails to **ez\_engineering@licindia.com**, to be submitted on or before **28.11.2024**

### **BIDDING PROCESS (TWO STAGES):**

- The bidders must comply with all criteria mentioned in the Tender and shall furnish all relevant documents in support of the information submitted in the bid / proposal. LIC of India reserves the right to verify/evaluate the information submitted by the bidders independently and the decision of LIC of India taken in that regard shall be final, conclusive and binding upon the bidder.
- The bidders will have to submit the Technical and Financial Bids along with supporting documents in physical form as indicated above.
- The Bid must conform to the following:
  - i. The Scope of Work is as indicated in **Annexure II**
  - ii. Eligibility Criteria and Bidder's Profile as per **Annexure III** to be filled up and enclosed as Technical Bid
  - iii. Undertaking Format as per **Annexure IV**
  - iv. Brokerage Charges to be quoted as per **Annexure V** in the given Financial Bid format only. Order would be placed on L1 basis



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

## TECHNICAL BID (Part I)

- **Earnest Money Deposit (EMD):**
  - i) Lump sum Rs.10,000.00 ( Rupees Ten Thousand only) in the form of Bank Draft drawn in favour of " LIC of India" payable at Kolkata or to be paid online.
  - ii) Receipt to be enclosed along with the Technical Bid. The EMD would be returned to the unsuccessful bidder within one month of finalizing the Hiring of the Consultant.
  - iii) The EMD of the successful Bidder would be released only after the monetization of flats is completed within the stipulated **6 (Six) months** of hiring as consultant.
- In the first stage, only Technical Bids will be opened and evaluated. The Technical Bids will be evaluated for their compliance to the technical requirements of the TENDER as indicated in **Annexures I to V**. LIC of India reserves the right at its sole discretion to seek whatever information, documents, etc. from the bidder, as it may consider necessary for the purpose of evaluation of the bids.
- The qualification for selecting a bidder will primarily depend upon the capacity and capability of the bidder to successfully execute the assignment for LIC of India.
- Bidders not meeting any of the Technical Evaluation criteria will be rejected. The remaining bids, meeting all the eligibility criteria, and otherwise meeting all the terms and conditions of the TENDER, would qualify to be shortlisted for opening of the financial bids.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

## **FINANCIAL BID (Part II)**

1. The Financial Bids of only those bidders whose Technical Bids are qualified, will be opened.
2. The Financial Bid must conform to the following:
  - a. Quote as per **Annexure- V** in the given Financial Bid format only.
3. The date and time of opening of the Financial Bids, if other than the date of technical Bid opening, would be intimated in advance to the qualified bidders. The authorized representatives would be permitted to participate in the opening of the Financial Bids, if they so desire.
4. LIC of India reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability and obligation to inform the reason for it.

### **OTHER TERMS:**

1. This TENDER is not an offer by LIC of India, but an invitation for Bids. No contractual obligation on behalf of the Company whatsoever, shall arise from the TENDER process unless and until a formal contract is signed and executed by duly authorized officers of LIC of India.
2. The bidder is expected to go through all the instructions, terms, forms and specifications of the TENDER document. Failure to furnish all information required by the TENDER document or submission of bid not substantially responsive to the TENDER document in every aspect will be at bidder's risk and may result in the rejection of the bid.
3. The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and LIC of India, must be written in English.
4. **The successful Bidder/ Bidders will be given time of 06 (Six) months for sale of above flats.**
5. Bids shall remain valid for 90 days from date of submission mentioned in this document.
6. The quoted amount in any form or for any reasons should not be disclosed in the technical or other parts of the bid except in the Financial Bid, otherwise, it will lead to the bid being rejected.



**LIFE INSURANCE CORPORATION OF INDIA**  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

7. Bids must be received by LIC of India at the address specified not later than the time and date specified therein. LIC of India may at its discretion extend the bid submission date. The modified target date & time, if any, will be notified.
8. The bid shall contain no alterations or over-writing except as necessary to correct errors made by the Bidder, in which case such corrections shall be duly confirmed under signature/initials of the person(s) signing the bid, failing which the Tender Bid is liable to be rejected. Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bidder (including successful bidder) shall be allowed to withdraw the bid.
9. LIC of India reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability and obligation to inform the reason for it.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

## TERMS AND CONDITIONS OF CONTRACT

### 1.1 INTERPRETATIONS

1.1.1 **"Employer"** shall mean THE LIFE INSURANCE CORPORATION OF INDIA and his (their) heirs, legal representatives, assignees and successors.

1.1.2 **"Consultant / Bidder"** shall mean Real Estate Consultant / Firm /Person / International Property Consultant (IPC) /Brokerage firm/s who is awarded the contract and his (their) heirs, legal representatives, assignees and successors.

1.1.3 **"Site" / "Property"** namely 'Jeevan Niketan' building which is Stilt plus 13 storied, 52 flats were constructed during in 2014 under the 'Policy Holder Housing Scheme' (PHHS) on the freehold plot owned by LIC of India at 5, Bramha Bandhab Upadhyay Sarani, M-492, 'M' Block, New Alipore, Kolkata , Pin – 700053.

1.2 The Real Estate Property Consultant shall assist for selling of all 17 nos. flat (3 BHK) as per approved price to prospective buyers and finalizing for Government registration.

1.3 The real estate consultant has to ensure for proper real estate marketing/ dealing to find out prospective buyers / customers who is willingness to purchase the flat. The application form has to be filled by prospective buyers / customers along with all details. Afterwards, The formal allotment letter for sale of each flat shall be issued to prospective buyers / customer by LIC of India.

1.4 **The lowest financial bidder will be awarded the marketing rights for sale of flats in the building for the period of 06 (Six) months as discussed earlier.**

1.5 **Marketing Rights shall also be given to other qualified bidders who are willing to accept the Brokerage Charges as quoted by L-1 Bidder and accepted by LIC of India.**

1.6 During the period of Exclusive Marketing Rights including extended period, If any prospective buyers/ customer directly approaches LIC of India and the sale of flat & Government registration is taken place between LIC of India and the prospective Buyers without any assistance of Real Estate Consultant, in such cases the professional fees payable to the Real Estate Consultant will not be eligible for any Brokerage Charges.

1.7 In case LIC of India decides at any point of time to retain any flat for own use/ for use of LIC subsidiaries, then the Real Estate Consultant will not be paid any fees/ Charges for the flat retained by LIC of India.

1.8 The service charge/ fees quoted shall be inclusive of all taxes except GST, the GST shall be paid separately at the prevailing rate and rules, Income Tax & any other statutory taxes shall be deducted at source at the prevailing rate from the real estate Consultant bills, TDS Certificates shall be issued for the same.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

- 1.9 The Real Estate Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by them in selling out flats to the most prospective buyers.
- 1.10 The Real Estate Consultant will abide by the rules, regulations, by-laws & statutes etc. prevailing & imposed by the Government / semi Government and other local governing bodies for execution of this job.
- 1.11 The Real Estate Consultant shall undertake full responsibility for the services performed by them. The Real Estate Consultant shall adhere to standard good practice for adequacy and technical soundness of the services provided by them.
- 1.12 The terms and provisions of the CONTRACT shall be governed and interpreted in accordance with the laws of India.
- 1.13 **TERMINATION OF CONTRACT:**
- a. The contract herein will be terminated on expiry of exclusive marketing rights including the extended period if any.
  - b. If the Real Estate Consultant shall close business or die or become incapacitated from acting as such Property Consultant, the contract shall stand terminated.
  - c. If the Real Estate Consultant fails to adhere to the time schedule stipulated in the schedule hereto annexed or the extended time which may be granted by the employer **at sole discretion** and / or in case there is any change in the constitution of the firm of the Property Consultant for any reason whatsoever, then the employer shall be entitled to terminate this contract and entrust the work to some other Property Consultant.
- 1.14 The Real Estate Consultant or his representatives /specialist Consultants shall visit the property, Offices of LIC & Offices of Local Authorities periodically and as frequently as the works requires. No out of pocket expenses or conveyance charges for such visits shall be paid separately.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

#### 1.15 SETTLEMENT OF DISPUTES:

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or the interpretation thereof

- a. Any dispute between the parties as to matters arising out of the agreement, which cannot be settled amicably within thirty (30days) after receipt, by one party on the other party's request for such amicable settlement may be submitted by either party for settlement in accordance with the procedure specified below
- b. For a dispute of any kind whatsoever arising between the officer in charge and the consultant, be referred in writing within 14 days of its occurrence to the officer in charge for his review. The officer in charge will give the decision within 14 days of receipt of such reference.
- c. If the Real Estate Consultant disagrees with the decision of the officer in charge, an appeal may be referred, within 14 days of the decision of the officer in charge, to the **Executive Director (Engg) / Chief Engineer, LIC**. If it is found that there is some substance to the appeal of the consultant, **Executive Director (Engg) / Chief Engineer**, will examine the matter and take decision on its merits within 30 days. The decision of the **Executive Director (Engg) / Chief Engineer, LIC**, will be final and binding on both parties.
- d. If any dispute, difference or question shall at any time arise between the parties as to this contract or concerning anything herein contained or arising out of this contract or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the said works, except in respect of matters for which it is provided herein that the decision of the employer is final and binding, the same shall be referred to **Sole Arbitrator decided by Chief Engineer**. All matter relating to arbitration shall be guided by Arbitration & Conciliation Act of 1996.

1.16 All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen in Kolkata (**property location**) and only the courts in Kolkata **shall** have jurisdiction to determine the same.

#### **TERMS OF PAYMENT AND PERIOD OF COMPLETION**

1. **This Service Charge / fees will be payable to the Real Estate consultant after the sale of each flat and Government registration is executed between the Prospective buyer/ customer & Life Insurance Corporation of India**. No part payment/ running Bill payment / advance payment shall be made to Real Estate consultant.
2. The cost of preparation of matter for electronic media, digital marketing, publication cost of newspaper, advertisement, hording, cable network and other incidental expenditure related to marketing shall be borne by the Real Estate consultant. However, the selection of media, its timing and content will be decided in consultation with L.I.C. of India.
3. The Real Estate Consultant shall be paid by the Employer from time to time as and when sale of flat is finalised i.e. full approved amount paid by prospective buyers and Government registration is executed between the prospective buyers and LIC of India.



**LIFE INSURANCE CORPORATION OF INDIA**  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

4. The payments will be made at the earliest, how ever within a period of 15 days from date of submission of bills.
5. Deduction at source of Income tax, cess etc will be made by LIC of India as per prevailing provisions of the Statutory Authorities.
6. **The Bidder shall mention the following LIC of India GSTIN Number according to State of work site in their bill.**

**FOR WEST BENGAL GSTIN NUMBER : 19AAACL0582H1ZJ**



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
“HINDUSTHAN BUILDING”, 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

## ANNEXURE - 'II'

**Sub: Invitation of bids for Hiring of Real Estate Consultant for selling / monetisation of 17 (Seventeen) Nos. flats (3 BHK) at “M” Block, New Alipore, Kolkata-700053**

### **SCOPE OF WORK**

#### **I. TERMS OF ENGAGEMENT / HIRING**

The terms of this engagement / hiring shall be for following timelines which the Consultant shall use its commercially reasonable best efforts to adhere to:

##### **For Asset Monetization / Selling:**

The term of this **hiring service** shall commence from the date of acceptance of offer and shall be valid till the sale of the above-mentioned property (units) is completed, unless terminated earlier by either party. The sale preferably completed within 6 months of the agreement / award of the contract. Either party may terminate this Agreement, without prejudice, by delivering to the other party 30 days prior written notice at their respective principal places of business.

#### **II. SCOPE OF EXERCISE**

The scope of the assignment would include:

1. Inspect the subject property and the surrounding environment (the inspection is not a site or building survey)
2. LIC of India has fixed the selling price which is described in Annexure-“P” and no changes shall be applicable in regards of fixed price.

#### **II. For Asset Monetization / Selling:**

- **The Real Estate Consultant (REC) to carry out all marketing and publicity activities to get the buyers.**
- Contact the potential buyers and discuss with them to understand their interest in the proposed property.
- Arrange site visits for interested parties.
- Clarify queries raised by the potential buyers on best effort basis.
- Arrange inspection of copies of title document for prospective buyers.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

- Send update on transaction status including status of enquiries, site inspections and offers received.
- **The Real Estate Consultant (REC) to use their skills to sale the flats at desired Price.**
- **Brokerage Payment to the Real Estate Consultant (REC) for sale of particular Flat shall be released only on receipt of declaration from the Buyer that the Buyer has approached through the Real Estate Consultant (REC) and the Real Estate Consultant (REC) has done marketing, co-ordination etc for sale of flat.**
- All payments on the final disposal of the flats would be by way of cheque/DD/NEFT / Online mode payments only.



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
“HINDUSTHAN BUILDING”, 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

## ANNEXURE – ‘III’

### Hiring of Service of Real Estate Consultant for selling / monetisation of 17 (Seventeen) Nos. flats (3 BHK) at “M” Block, New Alipore, Kolkta-700053

#### ELIGIBILITY CRITERIA FOR SELECTION OF BIDDERS

The Bidders shall meet the following minimum eligibility criteria through supporting documents to qualify for participation in the bidding process:

1. Must have **minimum 3 years previous experience** in the field of real estate solutions like Property/Asset Management, Project Management, transaction (renting/outright sale of Residential & commercial space), marketing, valuation & advisory.
2. Limited Company (Public or Private) or a partnership firm/ Limited Liability Partnership (LLP) having **their office / establishment at Kolkata.**
3. Bidder should have registration with **the West Bengal Real Estate Regulatory Authority (WBRERA)** and recognised real Estate / International Property Consultant (IPC) /Brokerage firm/s OR License / Registration with Kolkata Municipality Corporation (K.M.C.).
4. Must have excellent reputation in the real estate community.
5. Must be knowledgeable in the local real estate market and have experience with residential properties.
6. The firm should have been empanelled/ engaged by at **least 2 clients from Government/ / PSUs / Private Sector** for real estate services in the last 3 years.
7. Valid registration number issued by Income Tax and GST Authorities.
8. The Consultant/ Bidder/ Firm should not have been blacklisted/ debarred by any Government / Public Sector organization (Self Declaration).



LIFE INSURANCE CORPORATION OF INDIA  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

**BIDDER'S PROFILE (to be filled up by the Bidder)**

S.no.	Particulars	Description
1	<b><u>Registration details:</u></b> - Name of the Bidder	
2	Indicate type i.e., Firm or Limited Liability Partnership (LLP) / partnership etc.	
3	<b><u>Locational details-</u></b> Complete Postal Address and date since when functioning for: i. <b>Head Office</b>	
	ii. <b>Office – at Kolkata</b>	
4	<b><u>Contact Details -</u></b> Contact Person(s), Address Telephone Numbers, Fax Number, E-mail Address,	
5	a) PAN No. of Bidder.	
	b) GST No. of Bidder.	
	c) Registration with <b>the West Bengal Real Estate Regulatory Authority (WBRERA)</b> .	
6	Have you been blacklisted / debarred during the last 3 years ? <b>YES / NO</b>	<b>Self declaration to be submitted.</b>



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

---

**Following is the lists of documents to be submitted along with the Technical Bid:**

1. Copy of registration / incorporation certificate of the firm/ Company.
2. Professional Body registration / licence copy
3. PAN (Permanent Account Number) allotted by Income Tax Department.
4. GST registration details issued by Authorities.
5. Copy of IT Return/Acknowledgement for last three years.
6. Copy of GST Certificate. (self certified).
7. Customer References and relevant documentary evidence for nature & details of experience as mentioned at point No. 6 in 'Eligibility criteria for bidders'.
8. Self-Declaration as mentioned at point No. 7 above under eligibility criteria.
9. Undertaking as per **Annexure IV** on the Bidder's letter head and duly signed by the authorised signatories.

**Name of the Bidder**

**Bidder's Stamp & Signature**



LIFE INSURANCE CORPORATION OF INDIA  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443/7872264142,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT

**Annexure-“IV”**

**Sub: Invitation of bids for Hiring of Real Estate Consultant for selling / monetisation of 17 (Seventeen) Nos. flats (3 BHK) at “M” Block, New Alipore, Kolkta-700053**

**UNDERTAKING FORMAT**

**(to be submitted on Company Letter Head)**

1. We hereby certify that all the information furnished by us is true to our knowledge. We have no objection to Life Insurance Corporation of India verifying any or all the information furnished in this document.
2. In the event of any information or statement being found to be incorrect in any way, the same is construed to be a misrepresentation, enabling LIC of India to refuse any resultant contract.
3. We further undertake, as and when called for, to submit original documents for verification.
4. It is certified that we / our company / firm have not been debarred or blacklisted during the last 3 years from participation in any tenders or such type of bidding process of State & Central Governments / PSUs / Public Sector Banks / Financial Institutes / Municipalities / any other Government statutory organizations at the time of submission of this bid.
5. We hereby certify that we/ our company have not been penalised or found guilty in any court of law.
6. We hereby certify that we / our company have nil records of poor performance during the last 3 years as on the date of submission of this bid such as abandonment of work, rescinding of contract due to non-performance of the Bidder, inordinate delay in completion, or financial failure due to bankruptcy, etc.

Name:

Designation:

Signature:

Stamp:



LIFE INSURANCE CORPORATION OF INDIA  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

## Annexure-"V"

NAME OF WORK: HIRING OF SERVICES OF REAL ESTATE CONSULTANT FOR SELLING / MONETISATION OF 17 (SEVENTEEN) NOS. FLATS (3 BHK) AT "M" BLOCK, NEW ALIPORE, KOLKATA-700053.

## Financial Bid Format (BID-II)

Sr. no.	Particulars	Quoted in % of approved Sale Price
1	<p>Brokerage Charges for selling of each flat / Asset Monetization (after Sale &amp; Government registration concludes of each flat) including all statutory Tax/s but excluding GST as applicable. The GST shall be paid separately as per Government rules at the time of billing.</p>	

In Words: ..... percentage(%) of approved Sale Price plus GST as applicable as per rules

**Note: Please note that any discrepancy in quoted rate bef. Figure & words, the percentage (%) quoted in words shall be considered final.**

**Notes :**

1. The GST shall be paid separately as per Government rules at the time of billing.
2. There should be no **cutting / overwriting**. In case of cutting / overwriting, the bidder to initial the same, otherwise such bid shall be rejected.

Date :  
Place :

Signature:  
Authorized Signatory's  
Name:  
Selected Bidder:  
Date:



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

**NO CLAIM CERTIFICATE CUM RECEIPT**

(To be given on Bidder's letterhead)

"Received Rupees \_\_\_\_\_ (Rupees \_\_\_\_\_) being the amount against my/our final bill dated \_\_\_\_\_ for \_\_\_\_\_ (Name of Work) in full and final settlement of bill. I/We have no any further claim on account of mentined work .

Bidder/ Real Estate Consultant  
 (Signature of Bidder/ Real Estate Consultant on Revenue stamp)

Rubber stamp/seal of the Bidder/ Real Estate Consultant /company

**BANK / NEFT DETAILS**

Bidders 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, if any	:
9.	PAN NO.	:
10.	VAT NO. (under W.B.)	:

- N.B. i) No payment will be made by Cash/Cheque. Payment will be made only through NEFT / ECS.  
 ii) All Bidders have to submit the bank details with every tender.

**Signature of the Bidder**  
**With date & seal**



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443/7872264142,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

### **GST REGISTRATION DETAILS FORMAT**

SR. No.	Requirement	Submissions
1.	Name of Construction Associate as per GST Registration Certificate	
2.	Address as per GST Registration Certificate	
3.	City	
4.	Police Station	
5.	Postal Code	
6.	Region / State (to provide complete State name)	
7.	Permanent Account Number	
8.	GST IN ID / PROVISIONAL ID Number (copy of acknowledgement is required)	
9.	Business nature as per Registration with GST	
10.	Service Accounting Code / HSN Code	
11.	Contact Person	
12.	Phone Number / Mobile Number	
13.	E-mail ID	
14.	Compliance Rating if updated by GST IN	

NB: The specific details should also be asked for all new contracts and it should be an integral part of the Contract Document.

*As per GST Act, there is no such condition which makes him mandatorily register in the state where they are making supplies. Rather, GST registration should be obtained by a taxable person under GST in each of the State or Union Territory, from where the taxable supply of goods or services is made.*

*As such, vendor, if making inter-state supplies he shall charge IGST and if making intra-state supplies he shall charge CGST plus SGST/ UTGST in his invoice.*