

## **TERMS AND CONDITIONS**

1. The space will be offered on 'as is where is basis' only for running offices engaged in **commercial** activities. Other amenities like parking, generator, V-sat antenna etc. will depend on availability of space and subject to negotiation.
2. For hiring residential vacant space, preference will only be given to Government/PSU/reputed Companies/Organisations/Institutions.
3. Space will be offered on Lease basis for a period of 3/5 years as per the terms and conditions of the corporation.
4. The Lease deed is to be executed as per the standard proforma and the cost is to be borne by the Lessee. The Lease may be renewed and rent revised through negotiation at the end of the term. A fresh lease deed is to be executed for the revised terms.
5. Six months rent has to be kept as interest free Security Deposit and must be deposited by Demand Draft at our cash counter which is refundable at the time of vacation of premises.
6. The rent is payable in advance before 10<sup>th</sup> of every month failing which a simple interest of 12% is payable.
7. The Municipal Tax, Water and Drainage charges are to be borne by the tenant. Any other tax or any hike imposed by the Appropriate Authority is to be borne by the tenant.
8. For commercial tenants GST at the prescribed rates is to be borne by the tenant.
9. The selection of bids will be done as per the rules and guidelines of the corporation and acceptance of the same will be subject to approval by the Competent Authority.

For any other query/assistance you may get in touch with us at  
033-2212 4164 /8902233686/9830915648 or e-mail us at  
[ez\\_estates@licindia.com](mailto:ez_estates@licindia.com)

**Regional Manager (Estates)**



**LIFE INSURANCE CORPORATION OF INDIA**  
**EASTERN ZONAL OFFICE, KOLKATA**  
**Hindusthan Buildings, Estates Department, 4<sup>th</sup> Floor**  
**4, Chittaranjan Avenue, Kolkata- 700072**

**LETTING OUT OF VACANT COMMERCIAL / RESIDENTIAL PREMISES**

LIC of India, Eastern Zonal Office, Kolkata intends to let out on lease basis vacant commercial space available at it's disposal.

1. The prescribed application form may be downloaded from here. The attached Terms and conditions may be referred for details. The list of vacant premises is also attached.
2. The filled in application in the prescribed format should be submitted in a sealed cover, superscribed "APPLICATION FOR OFFICE / RESIDENTIAL SPACE ON LEASE" ADDRESSED TO: The Regional Manager (Estates), Life Insurance Corporation of India, Eastern Zonal Office, Hindusthan Buildings , 4, Chittaranjan Avenue, Kolkata-700072. The same may also be dropped in person in the "Drop Box" kept in the Estates Department for this purpose.
3. One can apply for a single space or multiple spaces. If more than one space is applied, separate application is to be submitted.
4. For inspection of the space or for any other query one may contact at 033-2212 4164/8902233686/9830915648.
5. LIC of India reserves the right to accept / reject any application at its own discretion without assigning any reason. The decision of the authority will be final.
6. Preference will be given to Government/PSU Concerns/reputed Pvt. Sector Institutions as applicants
7. The last date for submission of the applications is 01.04.2025 within 5-30 p. m.

09.03.2025

Regional Manager (Estates)

## TENANCY APPLICATION FORM

PHOTO

- 1. Name of Applicant (In case of Individual) :**  
**(a) Age :**  
**(b) Name of father / husband :**  
**(c) Permanent Address :**  
(Attach Identity & Address Proof)
- 2. Business/Occupation :**
- A. In case of Individual**
- (a) If in service, Name & address of Employer :**  
**(b) If in business, Nature of business :**
- B. For Company / Partnership :**
- (a) Full particulars of business along with copies of Trade Licence, GSTIN and particulars of Company ( Deed/Memorandum & Articles of Association)**
- (b) Copy of Last 3 years Audited Balance Sheet & I.T.Return :**
- 3. In case of Individual**
- (a) Name & address of two referees :**  
**(b) Identity Proof (Self) :**  
**(c) PAN No. (Self) :**  
**(d) ITR & Bank A/C Details (Self):SB/Current A/C : No. & Name of Bank & Branch Name**  
(Attach ITR & last 3 months Bank statements)
- 4. Details of premises sought :**  
(Area, Location, Building Name & Floor etc.)
- 5. Purpose for which the premises will be utilised :**
- 6. Rent offered :**  
(Only Basic Rent per Sq. ft. to be quoted. All Taxes will be separate)
- 7. Name & Designation of contact person :**  
(with Address, Phone No & email)
- 8. Whether the applicant or its group is/was a tenant of LIC or related to any Employee / Agent of LIC, if so, give details :**

The information given above is true to the best of my knowledge and belief.

Date

Signature of applicant

(Company Seal)

**P.S.: For multiple spaces separate applications are to be submitted. LIC of India reserves the right to reject any application without assigning any reason**