



Life Insurance Corporation of India.

Patna Divisional Office-2

Detail address –Jeevan Ganga Building , Fraser Road , Patna-800001, Telephone No-(0612) 2232504

Instructions to Bidders

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial 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 should be sealed in envelopes. The use of envelopes will be as under:

- Envelope marked as 1 - The duly completed Technical Bid be put in this envelope and sealed.
- Envelope marked as 2 - The duly completed Financial Bid be put in this envelope and sealed.
- Envelope marked as 3 - The Demand Draft or Bankers cheque for 'Earnest Money Deposit' and 'Cost of tender document' or the 'Miscellaneous Receipt' of the required value be put in this envelope and sealed.
- Envelope marked as 4 - All the three envelopes shall be placed in envelope marked – 4 and sealed (i.e. Envelopes marked as 4, will contain three envelopes marked as 1, 2 and 3) and submitted to LIC of India, in sealed condition super-scribing as “**Tender for Hiring of premises for GOPALGANJ BRANCH office at GOPALGANJ, Distt. GOPALGANJ**” to be **opened on 25.06.2026 at 03.30 PM.**

TENDER SCHEDULE

		Description
1	Name of work.	Tender for hiring of premises GOPALGANJ BRANCH OFFICE at Gopalganj, Distt. - Gopalganj.
2	Cost of tender document (non refundable)	1000/- (Rupees One Thousand only)
3	Carpet Area (in sq.ft. / in sq.mt.)	8000 sq.ft. (± 5% variation in areas is acceptable)
4	Earnest money deposit	10,000/- (Ten thousands only)
5	Date of issue of tender documents	The tender documents will be issued from 04.06.2026 to 25.06.2026 between 11.00 am to 3.30 pm (Excluding Holidays ,Saturdays & Sundays) from the above office on payments of non refundable tender cost by demand draft/ pay order in the favour of “ Life Insurance Corporation of India “, Payable at Patna.
6	Last Date & Time of receiving / submission of tender documents	On 25.06.2026 up to 15.30 hrs
7	Date & Time of Opening of Technical Bids of tender documents	On 25.06.2026 at 15.30 hrs.

8	Date & Time of Opening of Financial Bids of tender documents	Shall be intimated later on to technically qualified bidders.
9	Time limit for handing over possession of the premises	Immediately after date of issue of acceptance letter
10	Lease period / Contract Period	As mentioned in the terms and condition of the contract
11	Notice period for termination of contract	04 (four) months on either side
12	Validity of tender	03 months from the date of opening of Technical Bids

An advertisement for new premises has to be published in **one Hindi i.e. The Dainik Jagran and one English i.e The Times of India on 04.06.2026** and tender documents to be uploaded on LICl site. www.licinida.in.

The competent authority is now requested to approve the following-

- To approve tender schedule as proposed above
- To upload bid documents on LICl site www.licinida.in
- To approve to advertise through newspapers on **04.06.2026** in one Hindi and one English daily.

AO (E&OS)

Manager (E&OS)

Sr. Divisional Manager

