

Note to Sr.Divisional Manager

Re: Tender for Hiring Premises at Suri and Sainthia for shifting of branches at respective places

Consequent upon recommendation of Space/Building Committee approved by Competent Authority for shifting of Suri Branch Office, Tagore Road, P.O. : Suri, Dist : Birbhum, 731101, and Sainthia branch office, Lowtore Road, P.O. : Sainthia, Dist : Birbhum, 731234 vide dated 25.11.2024, Principal Approval from RM Estate, EZO received on 16.12.2024 for Suri Branch and on 18.12.2024 for Sainthia Branch, as per Circular no 114 dtd 15.07.2024, it is proposed to go for Tender for Hiring premises on lease basis at Suri and Sainthia Branch office.

Proposed schedule of Tender process is as under:-

- 1) **Date of publishing of advertisement in Newspaper & uploading in LIC website: 24.12.2024.**
- 2) **Date of issuance of Tender Forms : From 24.12.2024 to 13.01.2025 (11 am to 3 pm)**
- 3) **Last date & time of receiving the Tender: 13.01.2025, 03.00 PM**
- 4) **Tender opening date & time: 13.01.2025 at 3:30 PM.**
- 5) **Tender Fee: Rs 295.00(with GST) non refundable.**
EMD : Rs 10000.00 (refundable).

In the process of tender Advertisement will be published in, one widely circulated Bengali news paper , one English Newspaper and one Hindi daily. On the date of publication of advertisement in newspaper Tender for Hiring Office Premises at Suri and Sainthia, it will be placed at Corporate Website also. Advertisement will publish in following dailies.

- 1) **Bartaman** : Bengali daily Black & White ink.
- 2) **The Statesman** : English daily Black & White ink.
- 3) **Sanmarg** : Hindi Daily Black & White ink.

In view of the above quotations were invited from the ZO empanelled Advertising Agencies to publish Advertisements in above mentioned News Papers. . "Expression 360 services India Pvt. Ltd" selected as lowest vendor approved by competent Authority vide dated 09.12.2024. On date of publication of advertisement in newspaper it will be placed at Corporate Website also.

Placed before Sr.Divisional Manager for observation and decision.


AO(OS/Estate)


Manager(OS)

Sr.Divisional Manager.

Proceed for advertisement as suggested

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