

E& OS DEPT,LIC OF INDIA, DIVISIONAL OFFICE, SALEM

NOTES & DECISIONS

OS/ESTB

DT:16.10.2025

Reg: Publishing Newspaper advertisement for hiring of new premises for Thalaivasal SO

With reference to the mail from SZ/Estates dept dt: 06/10/2025 it has been informed that the policyholder's protection Committee(PPC) has approved for shifting of office premises of Thalaivasal So. The copy is enclosed for ready reference.

In this regard we propose to float a tender for hiring of office premises measuring 1000 sq.ft carpet area (+/- 5%) preferably at an elevated ground floor or first floor with lift facility within 3 kms radius of existing office in Thalaivasal in two bid system(Technical & Financial). For this we need to publish the advertisement both in the daily newspapers and to upload in our LIC Website. The tender schedule and conditions will be available online and offline.

The proposed schedule of Tender process for shifting of Thalaivasal SO is as under :

- 1.Date of publishing of advertisement in Newspaper & uploading in LIC Website : 19.10.2025
- 2.Date of issue of Tender Forms: From ~~21~~ 24/10/2025 to 03/11/2025(11 am to 3 pm) (21/10 to 03/11)
- 3.Last Date & time of receiving the Tender: 03/11/2025 - 3 pm
- 4.Tender Opening Date& Time:03/11/2025 - 3.30 pm
- 5.Tender Fee:RS.295.00(with GST - non refundable) with EMD RS.10,000/- refundable.

In view of the above we may invite quotations from advertising agencies to publish newspaper advertisements in one widely circulated Tamil and one English newspaper.

Size of advertisement : Width 15 cm & Height 12 cm(180 sq.cm)

Thalaivasal
AO(Estates)

may be approved
Adamp
Manager(E&OS)

Approved
AM

Sr.Divisional Manager

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In principle approval for shifting of Thalaivasal SO

sz_estates

Sent: Monday, October 6, 2025 5:10 PM

To: os.salem

Cc: sz_estates

Sir/Madam,

We wish to inform that Competent Authority has given In principle approval for shifting of Thalaivasal SO. We request you to give vide publicity through our field force and newspaper advertisement may be given at two different dates for proper reach.

Also we give below the timeline given by our CO regarding shifting of offices.

SR NO	ACTIVITY	TIMELINE
1	Floating of Advertisement in Newspaper for Hiring of Premises after receipt of sanction from Zonal Office.	21 days
2	Period for submission of tenders in response to Advertisement.	21 days
3	Scrutiny of Technical Bids and short listing of premises to be visited by Space Committee.	21 days
4	Visit of the Space Committee to the shortlisted premises after PPC approval along with preparation of the report.	30 days
5	Approval of the Report and finalization of the premises.	21 days.
6	Execution of the Lease agreement after measurement of the area offered and taking possession of the premises.	30 days.
7	Handing over of the premises to Engineering Department for Civil and allied works making the same habitable.	Maximum 7 days after execution of lease
8	Civil, Electrical and allied works by Engineering Department.	90 days/60 days BO/SO
9	Actual Shifting in to the new premises.	30 days

With thanks

R.Vivekanandan
AS(Estates)
ZO,Chennai