

Notes & Decisions

Ref.: Estates/AO

Date: 03.10.2023

Re: Publishing Newspaper advertisement for hiring branch office premises at Palacode.

With reference to the mail vide: sz_estates dated 15/12/2022 it has been informed that the policyholder's protection committee(PPC) has approved for shifting of office premises of Palacode Branch. The copy is enclosed for ready reference.

In this regard we propose to float a tender for hiring of office premises measuring 4000 sq ft carpet area(+/- 5%) at an elevated ground floor or 1st floor or 2nd floor or any other floor with lift facility within 3 kms radius of existing branch office in Palacode in two bid system(Technical & Financial). For this we need to publish the advertisement both in the daily newspapers and to be uploaded in our LIC website as well. The tender schedule and conditions will be available online and offline.

The proposed schedule of Tender process for shifting of Palacode BO is as under:


1. Date of publishing of advertisement in Newspaper & uploading in LIC website: 10/10/2023.
2. Date of issuance of Tender Forms: From 10/10/2023 to 25/10/2023(11 am to 3 pm)
3. Last date & time of receiving the Tender: 25/10/2023 , 3 pm
4. Tender opening date & time: 25/10/2023, 3.30 pm
5. Tender fee: Rs.295.00(with GST)(non refundable) & EMD:Rs.10000/- (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) (A)

Submitted for approval


A.O(Estates)

Recommended for approval to publish ad in newspaper as mentioned above
Manager (E&OS)

(A) - 

SENIOR DIVISIONAL MANAGER