



Silchar Divisional Office
Meherpur. Silchar-788015

SDO/OS/STORE

Date-19.10.2023

Note to the Sr Divisional Manager

Re: Administrative Approval vis-a-vis for calling for Quotations for preparing and fitting of name plates in Managers' Chamber & Departments of Silchar DO

We would like to mention that we require preparing and fitting of name plates of Managers and Departments of Silchar DO. The approximate number of required boards is 38. The existing name plates were damaged during modernisation. We have at present only two empanelled vendors for this purpose.

As such, we propose to collect quotation from empanelled vendors and for competitiveness of prices we may collect quotation from local vendors. A notice for the purpose may be placed at the Divisional Office premises.

SL	Item	Items Description	Estimated Cost	Rate per Board
1	Preparing and fitting of Name Plates (8 inch x 12 inch)	Name Plates for Managers' Chambers -- 17 (approx) Departments-- 21 (approx) Size 8 inch x 12 inch	17100	Quotation to be called for (all inclusive)

Time Schedule : Notice to be placed on 26.10.2023 . Last date of submission of Quotation on 06.11.2023 upto 3.00 pm and opening of quotations on 07.11.2023 at 11.00 AM.

Put up to the Sr Divisional Manager for Approval/ decession..

(Signature)
AOP/OS

(Signature)

Approved
Vino
Sam

वरिष्ठ क्षेत्रीय प्रबन्धक
Sr. Divisional Manager
भारतीय जीवन बीमा निगम
LIC OF INDIA
सिलचर क्षेत्रीय कार्यालय
SILCHAR DIVISIONAL OFFICE