भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Ref.Estate/D015/EDMS **Date:09.02.2026**

Sr. Divisional Manager

Sub: Advertisement for Hiring office premises for Satellite office (CLIA) at Hamirpur (HP) and Satellite office at Karsog (HP) .

This is with reference to the subject mentioned above in this regard it is submitted that our above mentioned Satellite offices are in rented premises. The owners of the above mentioned rented office premises have requested for vacating the premises rented to LIC of India. Consequent upon this we have sent detailed office note to RM (Estate) for principle approval for shifting office premises of Satellite office Hamirpur (CLIA) and Karsog from rented to rented premises.The Zonal office has accorded principle approval for the same vide their email dated 08.12.2025 and 19.12.2025 and advised float advertisement as per new circular CO/SBU-Estate/Cir.no.114 dated 15.07.2024.

Hence , we have to float tender for hiring space for Satellite office at Hamirpur(HP) and Satellite at Karsog (HP) for this we have to place an advertisement in two news paper one in Hindi and another in English (HP editions). And also to upload the tender document and advertisement copy on Central Office site through CC Deptt . NZO, Delhi. The competent authority has approved for placing an advertisement in the News paper The tribune (English) and Amar Ujala in Hindi both Himachal edition vide office note dated 05.02.2026.

We recommend the following points thereof :-

A) Programme for the tender:-

1.The date to publish advertisement in newspaper : 11.02.2026
2.Period of Issue of tender forms : 11.02.2026to 03.03.2026up to 15 hrs
3. Last date of receipt of tender : 03.03.2026up to 17 hrs
4. Date of opening technical bids : 05.03.2026 at 11 hrs
5. Tender cost : Rs.295/- (Rs. Two Hundred Ninety-Five only)
7. Earnest Money Deposit : Rs.10000/- (Rs Ten Thousand only)refundable
8. Date of upload of Advertisement on LIC site : 11.02.2026

B) Cost for publishing the News paper advertisement as approved rate vide office note dated05.02.2026 (copy enclosed):-

Sr.no	Name of Newspaper	Approved rate (rate per sq.cm)HP Edition
1	The Tribune(English)	Rs. 245.34 GST Extra
2	Amar Ujala (Hindi)	Rs 250.00 GST extra

C) To upload the tender document on LIC website.
D) Draft of English & Hindi advertisement.
E) Tender draft

Submitted for approval of point no A, B, C,D & E.

Manager (Estate)

Approved.

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