

OFFICE NOTE

PERMISSION

SUBMITTED BY:  
PREMISES & ESTATE SECTION  
Circle Office, Bhubaneswar

SUBMITTED TO:  
GENERAL MANAGER  
Circle Office, Bhubaneswar

Ref: COB: P&E: ON:583/2021

Date: 15/11/2021

Sub: Permission to float tenders in our Bank's website & to release concise advertisement in newspaper for hiring of premises

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1. PRESENT PROPOSAL:

To obtain permission from our General Manager to:

1.1. Float tender in our Bank's website for hiring of premises for the following branches/ ATMs:

a) For alternate premises of MSME Sulabh Branch, Keonjhar II Branch, Khurda Branch, Chhatrapur Branch, Sundargarh Branch under Two Bid System.

b) For alternate premises of Chhendipada Branch, Bhuban Branch, Gothapatana Branch under Single Bid System.

1.2. Release a concise advertisement in newspaper for the above tenders in The Times of India, The Sambad through M/s Display line as per draft advertisement attached at a cost of Rs.37,440/- excluding GST.

1.3. Pay applicable taxes (GST) extra at actuals.

1.4. Authorize Manager/SM, P&E Section to release the payment inclusive of taxes to the vendor after deducting TDS as applicable by absorbing the expenditure under General Charges.

2. BACKGROUND:

2.1. SP&D Wing, Head Office has accorded permission for shifting of Keonjhar II Branch, Khurda Branch, Chhatrapur Branch, Sundargarh Branch & Chhendipada Branch to alternate premises. In this regard, we have earlier released advertisement seeking offers for acquiring alternate premises on lease for the said branches, however suitable premises could not be finalized.

2.2. Hence, we propose to make one more attempt by re-inviting offers through advertisement process. As a precise paper advertisement intimating the readers to refer our Banks website has to be published in leading newspaper, we requested quotes for publishing the Advertisement in Times of India & The Sambad from local advertising agencies through our email dated 12/11/2021.

2.3. Further, our RAH & MSME Sulabh Bhubaneswar are functioning from one premises with area of 1450 sft in the Ground Floor. Because of space constraint, we propose to shift the Branch to alternate location. Our MIPD Section shall seek permission from SP&D Wing, HO for the same. However, to save cost towards multiple advertisement, we propose to seek offers for carpet area measuring about 1000-1100 sft through the same advertisement.





- 2.4. Two advertising agencies have submitted their quotes. The details of quotes submitted by them are as under:

[Rate per sq. cm. in Rs.] [Exclusive of Taxes]

| Name of the Newspaper                   | M/s Display Line | M/s Nexgen |
|---|------------------|------------|
| The Times of India (All Odisha edition) | 210/-            | 211/-      |
| The Sambad (All Odisha edition)         | 258/-            | 258/-      |

The quote submitted by M/s Display Line is the lowest.

### 3. RECOMMENDATION & PERMISSION SOUGHT FOR:

A concise paper advertisement shall be released in two leading newspapers "The Times of India", "The Sambad", to be circulated all over Odisha sized 80 sq.cm. The tender documents shall be released in our Bank website. The expenditure to be incurred for releasing the advertisement in newspaper shall be Rs.37,440/- (Rs.468/- per sq.cm.) excluding GST.

Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of tender notice or availability of the bidding document for sale, whichever is later. However, for exceptional cases, for meeting urgent requirement, time required for tender may be reduced up to 2 weeks with prior approval of CO Head, duly justifying the reasons. In the present case, the Branch needs to be shifted in a time bound manner. Hence considering the urgency we propose to issue tender with 2 weeks submission time.

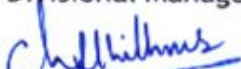
In view of the above, we may be permitted to:

- 3.1. Float tender in our Bank's website for hiring of premises for the following branches with 2 weeks submission time:
  - a) For alternate premises of Keonjhar II Branch, Khurda Branch, Chhatrapur Branch, Sundargarh Branch under Two Bid System.
  - b) For alternate premises of Chhendipada Branch, Bhuban Branch & Gothapatana Branch under Single Bid System.
- 3.2. Release a concise advertisement in newspaper for the above tenders in The Times of India, The Sambad through M/s Display Line as per draft advertisement attached at a cost of Rs.37,440/- excluding GST.
- 3.3. Pay applicable taxes (GST) extra at actuals.
- 3.4. Authorize Manager/SM, P&E Section to release the payment inclusive of taxes to the vendor after deducting TDS as applicable by absorbing the expenditure under General Charges.

  
Manager-Technical

//Submitted for order//

  
Views of Divisional Manager

  
Views of Assistant General Manager

Orders of the General Manager

