

January 27 2021

Ref : ADMIN/NEWBR/20-21/WB01

Proposal for placing a tender notice for shifting of existing Park Street Regional Office to Central Kolkata West Bengal & Salt Lake branch in Salt Lake area.

Regional office of East region at Park Street, AG Church Towers in Kolkata is due for renewal on 31st January 2021. The Municipal Taxes were hiked recently and since Licensee has to bear any hike of Municipality Tax as per leave and license agreement, it results in arrears payments of more than 20 lacs and more importantly increase in rent outgo of 4.8 lacs annually.

Also both the large Branches of Kolkata - Park Street AG and RNM at Lalbazar Street are located in Central Kolkata and with heavy overlapping. Combined overall rental expenses for the 2 Branches come to 6.40 lacs per Month. It is worth mentioning that The RO has an area of over 6500 sq ft completely unnecessary for current strength of approximately 30 manpower (including Outsourced DEO).

The state of interiors at Park Street Branch is totally broken and requires urgent re-doing of the entire interior works.

Administration team was in lookout for suitable options for alternative premises for Regional Office under this circumstances and the efforts has yielded highly favorable options in and around central business area nearer to Calcutta Stock Exchange, with substantial savings in total rent of 25-30%.

Considering the above facts it is proposed to shift Park Street regional office to new location at Central Kolkata for significant cost savings and also better premises for business visibility.

Also another branch at Salt Lake which was opened in March, 2019 has been facing following issues beyond the high rent of Rs 61,655. The issues are very high electricity bill i.e average of Rs 18000p.m due to incorrect electric supply license type (Industrial instead of Commercial). Branch is having ready interior including chairs /furniture. Due to such issues it is proposed to shift Salt Lake branch at a new suitable location at Salt Lake area.

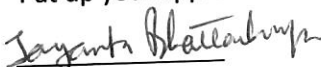
As per the mail dated 22/06/17 regarding adoption of the revised procedure for identifying new premises (copy enclosed) a four member committee have been formed comprising of Area Manager, branch manager, & branch official and for planning a tender advertisement, we have collected three quotations (enclosed) for placing the tender notice in the leading news paper namely: from M/s. Printadex Advertising, M/s. Rough Layout Advertising Agency & M/s. Adwings Creative Consultant and their quotes are given below.

Sl No	News Paper Edition at Classified edition	M/s. PRINTADEX ADVERTISING GST 5% Extra	M/s. ROUGH LAYOUT ADVERTISING AGENCY GST 5% Extra	M/s. ADWINGS CREATIVE CONSULTANT GST 5% Extra
1	Times Of India and Economic Times (English), El Samay (Bengali Vernacular), Size 9*3 cm=27 Sqcm	Rs 13,500 (Rs 500 /Sqcm)	Rs 14,850 (Rs 550 /Sqcm)	Rs 16,500 /-

We intends to publish the tender advertisement in the Times of India and Economic Times classified page for English and Ei Samay for Vernacular and since the rate of M/s. Printadex Advertising is the lowest, It is suggested that the order be given to them.

The total cost for placing the said advertisement will be Rs.13,500 **plus applicable taxes** .  
As required the approval from legal department regarding request for new /shifting of premises and advertisement form is enclosed for your ready reference.

Put up your approval Section 9 12 i.



Jayanta Bhattacharyya  
AAOM Eastern Region



Satyabrata Mohapatra  
ASM West Bengal Odisha



Mr Kaushik Bhattacharya  
RM, Eastern Region