

**THE OREINTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE**

4th Floor, S. K. Towers, Chindwara Road, Nelson Square, Nagpur - 440 014

**TENDER
FOR PREMISES AT NAGPUR FOR
TRANSIT HOUSE
ON LONG TERM LEASE/RENTAL BASIS**

The Company requires accommodation for Transit House in Urban areas of Nagpur, for use by its visiting employees. The Accommodation should be Bungalow, House, and flat having 3 Bedroom's with attached Bathrooms, Drawing Room, Kitchen and room for care taker. Land lord desirous of offering their ready to move in premises on long term lease, for minimum period of three years, to be registered with appropriate authority with registration charges to be shared on 50:50 basis should send their Bids on "Two Bid System" on prescribed Performa to be obtained from our Office or may be downloaded from our Company's website www.orientalinsurance.org.in (Tenders). The complete bid should be deposited latest by 12.00 noon of 15.02.2023 on the above written address. Technical bid will be opened at 03.00 pm on 15.02.2023, For the bids lost in transit or received late the Company will not be liable. The Company will not pay any commission to brokers and their every offer must be accompanied with a letter from the Owner authorizing them to quote on their behalf. The Company reserves the right to reject all or any of the offers without assigning any reason.


Chief Regional Manager

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IMPORTANT INSTRUCTIONS

- 1` "Technical Bid" to be put up in the envelope duly sealed and superscribed as "A – Technical Bid" mentioning your name , address and telephone number thereon.
- 2 "Financial Bid" to be put up in the other envelope duly sealed and superscribed as "B —Financial Bid" mentioning your name , address and telephone number thereon.
- 3 Both Financial and Technical Bid envelopes are to be put in the third envelope duly sealed and superscribed as C—Offer for premises on lease at Nagpur for Guest House" mentioning your name, address and telephone number thereon.
- 4 The third envelope containing both Financial and Technical Bids and super scribed as "C—Offer for premises on lease at Chandigarh for Guest House " should be sent to :-

The Oriental Insurance Company Limited
Regional Office – Nagpur
/4th Floor, S. K. Towers, Chindwara Road
Nelson Square, Nagpur - 440 014

latest by 12.00 NOON OF 15/02/2023

5. Any offer received after this time would not be considered.
6. Offers received through post should also reach before the stipulated last date. For offers lost in transit Company will not be held liable.

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FINANCIAL BID

Sr No	DESCRIPTION	PARTICULARS
1	NAME AND ADDRESS OF THE OFFERER WITH CONTACTNUMBER	
2	ADDRESS OF THE PROPERTY OFFERED	
3	CARPET AREA OF OFFERED PROPERTY (Excluding bathroom, lavatory, verandahs, corridors, entrance hall, porches, stair case and munties, shaft and machine room for lift/ sanitary pipes, Ac-plant rooms etc.) MENTION NUMBER OF ROOMS WITH ATTACHED BATHROOMS AVAILABLE, WITH SIZE	
4	RATE PER SQ FT ON CARPET AREA	
5	OTHER CHARGES, IF ANY	
6	TOTAL RENT INCLUDING ALL CHARGES	
7	WHETHER THE RENT QUOTED IS NEGOTIABLE	
8	WHETHER THE TERM OF LEASE IS FOR NINE YEARS OR TEN YEARS. (Kindly note that 15% enhancement is given after every three years in case lease period is nine years and 25% enhancement is given after five years in case lease period is ten years)	
9	DO YOU AGREE TO BEAR 50% CHARGES FOR EXECUTION AND REGISTRATION OF LEASE DEED.	

I/We confirm that all the above are true. I/We also confirm that I/We hold clear title to the property and construction of the accommodation offered is carried out as local rules and regulations.

SIGNATURE OF BIDDER:

NAME OF BIDDER:

ADDRESS OF BIDDER:

CONTACT NUMBER:

MAIL ID: -

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TECHNICAL BID

Sr No	DESCRIPTION	PARTICULARS
1	NAME AND ADDRESS OF THE OFFERER WITH CONTACT NUMBER	
2	ADDRESS OF THE PROPERTY OFFERED	
3	CARPET AREA OF OFFERED PROPERTY (Excluding bathroom, lavatory, verandahs, corridors, entrance hall, porches, stair case and munties, shaft and machine room for lift/ sanitary pipes, Ac plant rooms etc.) MENTION NUMBER OF ROOMS WITH ATTACHED BATHROOMS AVAILABLE, WITH SIZE. ATTACH APPROVED BLUE PRINT OF THE PROPERTY	
4	WHETHER THE PROPOSAL IS FOR READY BUILT UP PREMISES IF YES A Year of construction B General state of building C Whether immediate repairs need Type of flooring	
5	IF THE PROPOSAL IS FOR PREMISES UNDER CONSTRUCTION, MENTION A Present stage of construction B Time in which the premises would be ready for occupation C Total area to be provided	
6	WHETHER PROPERTY IS IN THE NAME OF BIDDER? IF YES NAME OF THE PROPERTY OWNER	
7	WHETHER THE OWNERSHIP ATTACHED	

8	WHETHER ANY CASE/DISPUTE IS PENDING IN ANY COURT OF LAW IN RESPECT OF PROPERTY OFFERED? IF YES, MENTION NATURE OF DISPUTE	
9	WHETHER THE BIDDER IS INTERESTED IN OFFERING PROPERTY ON LONG TERM LEASE ie FOR NINE/TEN YEARS	
10	WHETHER THE PREMISES HAS SEPARATE WATER CONNECTION AND ELECTRICITY /POWER CONNECTION HAVING SUFFICIENT LOAD?MENTION DETAILS LIKE THREE PHASE LOAD ETC.	
11	IF THE PREMISES HAS COMMON WATER AND ELECTRICITY CONNECTION, MENTION THE BASIS OF PAYMENT OF THESE CHARGES	
12	WHETHER THE BIDDER HAS ATTACHED AND UNDERTAKING TO THE EFFECT THAT HE WILL NOT OBJECT TO INSTALLATION OF GENERATOR SET	

I/We confirm that all the above are true. I/We also confirm that I/We hold clear title to the property and construction of the accommodation offered is carried out as per rules and regulations formulated by Estate Department Chandigarh administration and there is no violation of any by laws of Estate policy of Chandigarh administration.

SIGNATURE OF BIDDER:

NAME OF BIDDER:

ADDRESS OF BIDDER:

CONTACT NUMBER:

MAIL ID:
