



**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE : HYDERABAD**

**6-3-871, 2nd Floor, Snehalatha building, Greenlands Road,
Begumpet, Hyderabad - 500016 Ph. 040-23400175 / 23412185**

Dept : Estate

OFFICE PREMISES ON LEASE BASIS

Date : 15-03-2023

Sealed offers are invited in **Two Bid** system for acquiring commercial premises preferably on ground floor or first floor on monthly rent basis. The premises offered should be in the shape of a hall having approximate **Carpet Area of 600 sq.ft.** (excluding Bath Rooms, Toilets, balconies and corridors and common areas) in and around **Prakasam High road / Gandhi Road of Chittoor**, for a minimum period of **9 years lease** to be registered with the appropriate authority. The registration charges to be shared on 50:50 basis by the landlord and our company.


The Technical Bid as well as Financial Bid will be selected on the basis of suitability of the premises for office, Carpet Area offered, parking facility and rate per sft. The premises should be in ready to move in position, having sanctioned power load of 15 with Separate electric meter, **separate toilets for Ladies and Gents**, with proper ventilation and water supply. The building should be located on a main road having good ambience and proper approach road for entry. Exclusive Parking space should be provided for 2 cars and minimum 10 two-wheelers.

Interested parties may submit bids in **Two separate envelopes** duly super-scribed as "**Technical Bid**" and "**Financial Bid**". Both these bids should be put in a third envelope super scribed "**OFFER FOR OFFICE PREMISES ON LEASE**". This should be addressed to The Regional Manager, Estate Department., The Oriental Insurance Company Limited, Regional Office, Hyderabad at the above mentioned address on or before **31-MARCH-2023 5 p.m.** The technical bids received shall be opened on **03-APRIL-2023 3:00 p.m.**

The format for bids may be obtained from the above referred Regional Office address during office working hours on or before **30-MARCH-2023 (Mobile no.9573556971/98666105270/9963902483)** or may be downloaded from our company website www.orientalinsurance.org.in (see Tenders at the bottom of home page).

Sealed bids will have to be dropped into the Tender box meant for the same by the tenderer or his representative on or before the last date and time. For Bids lost in transit and received late due to any reason, our Company shall not be liable. Brokers will not be paid any Commission by our Company and their bid must contain a letter from the owner of the premises authorizing them to quote on their behalf. The Company reserves the right to reject any or all of the offers without assigning any reason. Any change in dates or result of tender will be uploaded on our portal.

The premises committee from our Regional Office / Head office will inspect the premises offered to decide the suitability of the premises for our office. The Financial bids of only those bidders will be opened who qualify in the Technical bid evaluation. The decision of the committee shall be final and canvassing in any form will disqualify the bidder.



Deputy General Manager



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IMPORTANT INSTRUCTIONS

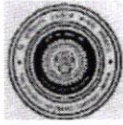
- 1. Technical Bid to be put up in envelope-1 duly sealed and superscribed as "Technical Bid " and mentioning your name, address, and telephone number thereon.**
- 2. Financial Bid to be put up in envelope-2 duly sealed and superscribed as "Financial Bid" and mentioning your name, address, and telephone number thereon.**
- 3. Both the Financial and Technical Bid envelopes are to be put in the envelope-3 duly sealed and superscribed as "Offer for Office Premises on lease basis" and mentioning your name, address, and telephone number thereon.**
- 4. The envelope-3 should be sent to:**

**The Regional Manager
Estate Department**

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by 31-03-2023 by 5.30 pm.

- 5. Any offer received after this date and time shall 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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TECHNICAL BID FOR OFFICE PREMISES

I. Details of the Owner

Name and Address :

2. Telephone Number/ Mobile number:

Email ID:

3. Marketability of Title : Free hold/ lease hold/ mortgaged

4. Location of the premises offered :

(postal address with pin code)

5. Floor of the offered premises _____ (Ground Floor/ First Floor
Second Floor/ Third Floor.....)

II. Details of the Locality:

(nearby landmark)

III. Details of the property:

1. Carpet Area of the Premises offered : _____ sq.ft.

Excluding (i) Bath room and lavatory (ii) Verandahs (iii) Corridors and passages
(iv) Entrance hall and porches (v) Staircase and munties (vi) Shaft and Machine
room for lift(vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary pipings etc.

2. If proposal is for ready to move in premises Yes/NO

If YES, Year of construction ____ _

3. If the proposal is for premises under construction:

(3.a) Present stage of construction

(b) Time in which the premises would be ready for occupation

(c) Total area of the premises to be provided by offerer

4. Whether vehicle parking space will be provided. Yes / No

(4.a) How many car parking slots will be provided?

(4.b) How many two-wheelers can be parked?

(4.c) Whether it is dedicated parking or common parking?

5. Tenns of lease Offered:

(5.a) _____ Minimum Period of lease (9 years
OR 10 years) _____ years

(5.b) Increase in rent expected

(5.b.i) Increase of rent after 3 years@ 15%

(5.b.ii) Increase of rent after 5 years @ 25%.

6. Registration charges for registration of lease agreement :

(Do you agree to bear the registration charges on 50:50 basis)

7. Other facilities available:

- (7.a) Water availability (whether Municipal water / bore well water)
- (7.b) Electrical Power phase (single phase or 3 phase) and sanctioned load
- (7.c) Lift facilities
- (7.d) Generator / power back up
- (7.e) Fire Fighting arrangements
- (7.f) Distance from bus station / Rly. Station / Air-port
- (7.g) Type of flooring- Granite/ Marble / Vitrified Tiles / Mosaic / ordinary flooring.
- (7.h) Age of Building - within 10 years / 10-20 years / 20-30 years/ above 30 years.
- (7.i) Natural light and ventilation.
- o) Whether premises is fitted with Air conditioners - Yes/ No
- (k) Whether premises is fitted with Furniture & Fixtures - Yes/ No
- (l) located on Road side / Back side
- (m) Any other relevant information

DECLARATION :-

IM/e confirm that all the above are true. We also confirm that we hold clear title to the property and all construction of the premises offered are carried out as per local rules and regulations. I / We also agree to provide space on the terrace of the premises (or at any other suitable area) for installation of INLIAS Antenna or any other like device to facilitate the business operations of The Oriental Insurance Company Limited without any extra charges.

Place: Hyderabad
Date:

SIGNATURE

Name:
Designation of Duly authorized Attorney.



THE ORIENTAL INSURANCE COMPANY LIMITED

REGIONAL OFFICE : HYDERABAD

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BEGUMPET, HYDERABAD - 500016
PHONE: 040-23400175 / 23412185

FINANCIAL BID for Office Premises on Lease.

I. DETAILS OF PROPERTY OWNER/ BIDDER:

1. Name and address of owner
2. Telephone Number/Mobile Number Email ID
3. Address of the property offered. (GF /FF/ SF/TF.....)

II. CARPET AREA AND RATE PER Sq.Foot

Carpet Area of the Premises : ____ .sq.ft. @ Rs. ____ per square foot EXcluding (i) Bath rooms and lavatory (ii) Verandahs (iii) Corridors and passages (iv) Entrance hall and porches (v) Staircase and munties (vi) Shaft and Machine room for lift (vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary pipings etc.

The Tenderer is advised to quote the rate which includes all the charges and make specific mention of any other charges/taxes.

III. Terms of lease:

- (a) period of lease (9, 10 or more --- years) : _____ Years
- (b) Increase of rent after 3 years: @ _____ % OR Increase of rent after 5 years: @ _____ %
- (c) Total Lease period (Minimum lease period acceptable is either 9 years OR 10 years)
- (d) Advance rent expected : Rs. _____
- (e) Security Deposit : Rs. _____
- (f) Maintenance charges per month : Rs. _____

DECLARATION :- I/We confirm to abide by standard lease agreement of the company, which shall be compulsorily registered with the Registration Authority for a total period of lease in one go. I/ We agree to bear the registration charges on 50:50 basis.

Place: Hyderabad

Signature