

**23.06.2023**



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
REGIONAL OFFICE, Metro Palace, Ground Floor  
North Railway Station Road, Ernakulam, Cochin-682 018.  
(Telephone Nos: 0484 - 2579100, 2579143, 2397381, 2579105)  
CIN: U66010DL1947GOI007158

#### **OFFICE PREMISES ON LEASE BASIS**

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area of up to **800 sq.ft.** (excluding Wash Room, Lavatory, Verandaha, *stair* case etc.,) **within 1.5 kms from Pappanamcode Jn.** for a minimum of 9 years or longer period lease to be registered with the appropriate authority for the same period and registration charges to be shared on 50:50 basis ***as per the 'Draft' of our Company's standard lease deed.*** The Technical Bid as well as Financial Bid will only be selected on carpet Area basis. The premises should be in **ready to move in position**, having power back up, all basic amenities, ***exclusive parking space for us***, with proper ventilation and should be located on wide road having good approach for entry.

Interested parties may submit bids in **two separate** envelopes duly **scribed as "Technical Bid" and "Financial Bid"**. Both these bids should be put in third envelope superscribed **"OFFER FOR OFFICE PREMISES ON LEASE"**. This should be **addressed to The Deputy General Manager, The Oriental Insurance Company Limited, Regional Office** at the above mentioned address and **dropped into the Tender Box kept in this office exclusively for this purpose**. Last Date for submission of completed Bids is **10.07.2023 5.00 p.m.** The technical bid shall be opened on **12.07.2023 11.00 am**

The format for bids may be obtained from the above referred Regional Office address during office hours latest by **06.07.2023** or from our Branch Office at Padmasree, Near KSRTC Bus Stand, Neyyattinkara, Trivandrum – 695121. or may be downloaded from our company website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) (Tenders). 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, Company shall not be liable. Brokers will not be paid any Commission by the Company and their offer must accompany 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.

DEPUTY GENERAL MANAGER