



**The Oriental Insurance Co. Ltd.**  
**Regional Office, 4, Lyons Range, Kolkata-700 001**  
**(TEL. 033-2230 7995)**  
**CIN – U66010DL1947GO1007158**

**Tender Notice for Office Premises on Lease at Behala, Kolkata**

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 600 sq.ft. in Behala, Kolkata, West Bengal, for a minimum period of 9 years lease to be registered with the appropriate authority for the same period with registration charges to be shared on 50:50 basis. 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, toilets for ladies and gents, with proper ventilation and should be located on wide road having good approach for entry and parking space. All statutory and regulatory clearances like lift, fire safety etc, from concerned authorities will be secured by the Lessor. Interested parties may submit bids in two separate sealed envelopes duly scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in third sealed envelope superscribed "OFFER FOR BEHALA OFFICE PREMISES ON LEASE". Please note that both the Financial Bid and the Technical Bid should be submitted in separate sealed envelopes and should be put inside a separate sealed envelope, which should be addressed to The Deputy General Manager, The Oriental Insurance Company Limited, RO Kolkata, and sent at the above mentioned address by 03/11/2023, 5 p.m. The Technical Bid shall be opened on 07/11/2023 at 3 p.m. The format for bids may be obtained from the above referred Regional Office or Behala Branch Office, during office hours latest by 27/10/2023 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 03/11/2023, 5 p.m. 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. For details visit [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)

**Sd/-**

**Date:-**

**DEPUTY GENERAL MANAGER**