



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

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

Dept : Estate

**OFFICE PREMISES ON LEASE BASIS** Date : 30-10-2023

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 800 sq.ft.** (excluding Bath Rooms, Toilets, balconies and corridors and common areas) in and around near District Court, Wyrva Road, Khammam 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 K W** 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 superscribed "**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 **15 November-2023 5 p.m.** The technical bids received shall be opened on **20-11-2023 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 **15-NOVEMBER-2023** (Mobile no. **9441257772/8317517342/8500057633**) or may be downloaded from our company website [www.orientalinsurance.org.in](http://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.

*K. Savethri*  
Deputy General Manager