



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

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

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 22-02-2024 by 5.00 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.