

THE ORIENTAL INSURANCE COMPANY LIMITED
(A Government of India Undertaking)
REGIONAL OFFICE : NAGPUR, 4th Floor, SK Tower, Nelson Square, Byramji Town, Chhindwara Road,
Nagpur – 440013
Phone No. 0712-2580420/488, Fax No 0712-2585534 CIN U66010DL1947GOI007158

Dept : Estate

Date: 14.02.2024

OFFICE PREMISES ON LEASE BASIS

Sealed offers are invited in Two Bid system for acquiring one office premises of Carpet Area upto 1000 sq.ft. (Excluding Bath Rooms, Toilets, balconies and corridors and common areas) on monthly rent basis (lease basis) in city localities of **AURANGABAD (MH)** 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 a 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 basis, parking facility and rate per sq. ft. The premises should be in ready to move in position, having power back up with separate 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 cars and two-wheelers. All statutory and regulatory clearances like lift, fire safety etc, from concerned authorities will be secured by Landlord only.

Interested parties may submit bids in two separate envelopes duly scribed as "**Technical Bid**" and "**Financial Bid**". Both these bids should be put in a third envelope super scribed as "**OFFER FOR OFFICE PREMISES ON LEASE**". This should be addressed to **Chief Regional Manager, Estate Department, The Oriental Insurance Company Limited, Regional Office, 4th floor, S K Tower, Nelson Square, Byramji Town, Chhindwara road, Nagpur - 440013** on or before **23.02.2024**. The technical bids received shall be opened on **28.02.2024**. The format for bids may be obtained from "The Oriental Insurance co Ltd, Divisional Office 1, 1st Floor, Sai Square, Osmanpura Circle, Aurangabad (MH) - 431001" during office working hours on or before **22.02.2024** or may be downloaded from our company website 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 **23.02.2024** till **03:00 PM** at "**The Oriental Insurance co Ltd, Divisional Office 1, 1st Floor, Sai Square, Osmanpura Circle, Aurangabad (MH) - 431001**". 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.


Chief Regional Manager