

**The Oriental Insurance Co. Ltd.**  
**Regional Office, 4, Lyons Range, Kolkata-700 001**

**IMPORTANT INSTRUCTIONS**

1. Technical Bid to be put up in envelope-1 duly sealed and super scribed 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 super scribed as "**Financial Bid**" and mentioning your name, address and telephone number thereon.
3. Both the Financial and Technical Bid envelopes are to be put up in the envelope-3 duly sealed and super scribed 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 Deputy General Manager, RO Kolkata,  
The Oriental Insurance Company Limited,  
4, Lyons Range, Ground Floor,  
Kolkata – 700001

Lastest by 07/03/2022, 5 p.m.

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.

Deputy General Manager