

**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE  
Metro Palace, Ground floor, North Railway Station Road,  
Ernakulam, Cochin 682 018.  
(Telephone Nos.: 0484 2579100, 2579133, 2397381,2579105)  
CIN ; U66010DL1947GO1007158**

**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 up 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 CHIEF REGIONAL MANAGER  
THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE,  
Metro Palace, Ground Floor, North Railway Station Road  
Ernakulam, Cochin 682 018  
(Telephone Nos.: 0484 2579100, 2579133, 2397381,2579105)**

**Latest by 25/07/2022 5.00 P.M**

5. Any offer received after this date and time shall not be considered.
6. Offers received through Registered post with AD should also reach the above address before the stipulated last date and time. For offers, lost in transit, Company will not be held liable.

CHIEF REGIONAL MANAGER.