

**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE DEHRADUN, 24-A, 3RD FLOOR,  
NCR PLAZA, NEW CANTT. ROAD, DEHRADUN (UK)  
TELEPHONE NO. 0135-2746287  
"CIN NO. U66010DL1947GO1007158"**

## **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:

**CHIEF REGIONAL MANAGER**

**The Oriental Insurance Company Limited  
Regional Office Dehradun  
24-A, 3<sup>rd</sup> Floor, NCR Plaza,  
New Cantt. Road  
Dehradun-248001**

**Latest by- 30.06.2022 at 5.00 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

**Chief Regional Manager**



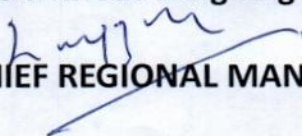
**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE-DEHRADUN  
24-A, 3RD FLOOR, NCR PLAZA, NEW CANTT. ROAD, DEHRADUN(U.K.)  
TEL.No.0135-2746287, CIN NO.U66010DL1947GO1007158**

**OFFICE PREMISES ON LEASE BASIS**

Sealed offers are invited in Two Bid system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area upto 1600 sq.ft.(excluding Bathroom, Lavatory, Verandahs etc.) for Divisional office in the Moradabad City preferably at civil lines, Delhi road, Kanth Road or some nearby areas for a minimum period of 9/10 years, lease to be registered with the appropriate authority for the same peirod with registrations charges to be shared on 50:50 basis. The Technical Bid as well as Financial Bid will only be selected on Carpet Area basis. The premises should be in ready to move in position, having power back up, toilets for ladies and gents, with proper ventilation and should be located on wide road having good approach for entry and convenient parking for sufficient number of 4 wheelers and 2 wheelers. Bids for premises in congested areas will not be considered.

Interested parties may submit bids in two separate envelopes duly scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in third envelope super scribed "OFFER FOR OFFICE PREMISES ON LEASE". This should be addressed to the Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office at the above mentioned address by 30.06.2022 at 5.00 p.m. The technical bid shall be opened on 01.07.2022 at 4.00 P.M.

The format for bids may be obtained from the above referred Regional Office address during office hours latest by 24.06.2022 or may be downloaded from our company website [www.orientalinsurance.org.in](http://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 the last date and time. For Bids lost in transit and received late due to any reason, Company shall not be liable. Brokers will not be paid any Commission by the Company and their offer must accompany a letter from the owner authorizing them to quote on their behalf. The Company reserves the right to reject all or any of the offers without assigning any reason.

  
**CHIEF REGIONAL MANAGER**





दि ओरिएण्टल इंश्योरेन्स कम्पनी लिमिटेड  
क्षेत्रीय कार्यालय देहरादून,  
24 ए, तृतीय तल, एन सी आर प्लाजा, न्यू कैण्ट रोड ,  
देहरादून (उत्तराखण्ड)  
0135-2746287

"CIN NO.U66010DL1947GOI007158"

### कार्यालय भवन लीज हेतु सूचना

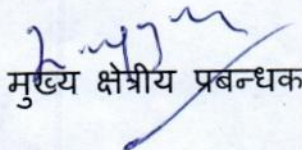
सील बन्द निविदायें दो बिड सिस्टम के आधार पर व्यवसायिक परिसर किराये पर लेने हेतु जो कि हॉल की शकल में हो जो लगभग 1600 वर्गफुट क्षेत्रफल तक हो (बाथरूम लेवटरी बरामदा इत्यादि छोड़कर) **मण्डल कार्यालय हेतु, मुरादाबाद** शहर के व्यवसायिक केंद्र स्थलों पर सिविल लाइन्स, दिल्ली रोड, कांठ रोड या उसके आस पास होने चाहिये जो कि न्यूनतम 9/10 वर्ष की लीज अवधि के लिये उपयुक्त प्राधिकरण में पंजीकृत की जानी है। जिसमें पंजीयन खर्च 50: 50 के अनुपात में वहन किये जायेंगे।

"तकनीकी निविदा" तथा "वित्तीय निविदा" जो कि कारपेट एरिया के आधार पर ही चयन किये जायेंगे। परिसर तुरंत उपयोग हेतु उपयुक्त अवस्था में होना चाहिये जिसमें पावरबैंक अप सुविधा के साथ शौचालय महिलाओं एवं पुरुषों के उपयोग हेतु अलग अलग समुचित वेंटीलेशन के साथ होना चाहिये जो कि एक चौड़े मार्ग पर स्थित हो एवं भवन में प्रवेश हेतु उचित व्यवस्था हो, साथ ही पर्याप्त संख्या में चार पहिया वाहनों एवं दो पहिया वाहनों के लिये पार्किंग की समुचित व्यवस्था हो। अधिक संक्रमण वाले क्षेत्रों की निविदाओ पर विचार नहीं किया जायगा।

इच्छुक भवन स्वामी दो अलग अलग सील बंद लिफाफों में जिसके उपर मोटे शब्दों में "तकनीकी निविदा" एवं "वित्तीय निविदा" आलेखित हो में रखें। इन दोनों लिफाफों को एक तीसरे लिफाफे में जिस पर **"कार्यालय भवन लीज पर देने हेतु निविदा"** मोटे अक्षरों पर लिखा हो, में रख कर मुख्य क्षेत्रीय प्रबन्धक दि ओरिएण्टल इंश्योरेन्स कं० लि० क्षेत्रीय कार्यालय देहरादून को उपरोक्त लिखित पते पर प्रेषित किया जाना चाहिये जो कि दि० **30-06-22** को शाम 5 बजे तक प्राप्त हो जाना चाहिये। तकनीकी निविदा दि० **01-07-22** को शाम 4 बजे खोली जायेगी।



निविदा हेतु प्रपत्र उपरोक्त वर्णित क्षेत्रीय कार्यालय के सम्पदा विभाग से कार्यालय समय पर दि० २४.०६.२०२२ तक निशुल्क प्राप्त किये जा सकते हैं अथवा कंपनी की वेबसाइट [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) के टेंडर (Tenders) से प्राप्त किये जा सकते हैं। सीलबंद निविदायें टेंडर बाक्स में निविदाकर्ता या उसके प्रतिनिधि द्वारा अंतिम तिथि एवं समय से पूर्व डाल दी जानी चाहिये। निविदाये जोकि परिचालन में या किसी कारण से विलम्ब से प्राप्त होती है तो उसके लिए कंपनी उत्तरदायी नहीं होगी और उनके संबंध में कोई पत्राचार नहीं किया जाएगा। दलाल (ब्रोकर) को किसी प्रकार का कमीशन कंपनी द्वारा देय नहीं होगा एवं उनके द्वारा दिया जाने वाले प्रस्ताव के साथ भवन स्वामी द्वारा उनके ओर से प्रस्ताव दिये जाने के लिये अधिकृत किये जाने का पत्र सलग्न होना चाहिये। कंपनी सभी या किसी एक निविदा को निरस्त करने का अधिकार बिना किसी कारण बताये करने हेतु अपने पास सुरक्षित रखती है।

  
मुख्य क्षेत्रीय प्रबन्धक



**THE ORIENTAL INSURANCE COMPANY LIMITED  
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TELEPHONE NO.0135-2746287  
"CIN NO.U66010DL1947GOI007158"**

**TECHNICAL BID**

**I. Details of the Owner**

1. Name and Address

2. Telephone Number / Mobile number:

Email ID:

3. Marketability of Title

4. Location of the plot/premises  
(Attach sketch plan)

5. Floor of the offered premises \_\_\_\_\_ (Ground Floor / First Floor  
Second Floor / Third Floor.....)

II. Details of the Locality:  
(nearby -----landmark)

**III. Details of the property:**

1. Carpet Area of the Premises : \_\_\_\_\_ sq.ft.  
(Refer "ISI Code No. S-3861-1975")

Excluding (i) Bath room and lavatory (ii) Verandahs (iii) Corridors and passages  
(iv) Entrance hall and porches (v) Staircase and munties (vi) Shaft and Machine  
room for lift(vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary pipings etc.

2. If proposal is for ready built premises Yes/NO  
Year of construction \_\_\_\_\_

3. If the proposal is for premises under construction:  
(a) Present stage of construction  
(b) Time in which the premises would be ready for occupation  
(c) Total area of the premises to be provided by offerer

4. Whether parking space will be provided. Yes / No

**IV. Terms of lease Offered:**

(a) Minimum Period of lease (9 years or 10 years) \_\_\_\_\_ years

(b) (i) Increase of rent after 3 years @ 15%



(ii) Increase of rent after 5 years @ 25%.

V. Registration charges:

(Do you agree to bear the registration charges on 50:50 basis)

VI. Other facilities available:

(a) Water availability (whether Municipal water / bore well water)

(b) Electrical Power phase and sanctioned load

(c) Lift facilities

(d) Generator / power back up

(e) Fire Fighting arrangements

(f) Distance from bus station / Rly. Station / Air-port

(g) Type of flooring- Granite / marble / vitrified tiles / mosaic / ordinary flooring.

(h) Age of Building – within 10 years / 10-20 years / 20-30 years / above 30 years.

(i) Natural light and ventilation.

(j) Whether premises is fitted with Airconditioners - Yes / No

(k) Whether premises is fitted with Furniture & Fixtures - Yes / No

(l) located on Road side / Back side

(m) Any other relevant information

I/We confirm that all the above are true. We also confirm that we hold clear title to the property and all construction of the premises offered are carried out as per local rules and regulations. I / We also agree to provide space on the terrace of the premises (or at any other suitable area) for installation of **INLIAS Antenna** or any other like device to facilitate the business operations of the OICL without any extra charges.

Place:

Date:

SIGNATURE

Name:

Designation of  
Duly authorized Attorney.



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TELEPHONE NO.0135-2746287  
"CIN NO.U66010DL1947GOI007158"

FINANCIAL BID:

I. 1. Name and address of owner

2. Telephone Number/Mobile Number  
Email ID

3. Address of the property offered.  
(GF / FF / SF / TF.....)

II. Carpet Area of the Premises : \_\_\_\_\_ sq.ft. @ Rs. \_\_\_\_\_ per square foot  
(Refer "ISI Code No. S-3861-1975")

Excluding (i) Bath room and lavatory (ii) Verandahs (iii) Corridors and passages  
(iv) Entrance hall and porches (v) Staircase and munties (vi) Shaft and Machine room for  
lift (vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary pipings etc.

**The Tenderer is advised to quote the rate which includes all the charges and make  
specific mention of any other charges/taxes.**

III. Terms of lease:

(a) period of lease (9, 10 or more --- years) : \_\_\_\_\_ Years

(b) (i) Increase of rent after 3 years : @ \_\_\_\_\_ %

(ii) Increase of rent after 5 years : @ \_\_\_\_\_ %

(c) Total Lease period

(Minimum lease period acceptable is either 9 years OR 10 years)

(d) Advance rent.

(e) Security Deposit

I/We confirm to abide by standard lease agreement of the company, which shall be compulsorily  
registered with the Registration Authority for a total period of lease in one go. I / We agree to bear  
the registration charges on 50:50 basis.

Place: DEHRADUN

Signature