

**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE: LEO SHOPPING COMPLEX  
44/45 RESIDENCY ROAD CROSS, BANGALORE 560 025  
080 46616100, 46616141**

**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 Chief Manager,  
**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE: LEO SHOPPING COMPLEX  
44/45 RESIDENCY ROAD CROSS, BANGALORE 560 025**

**Lastest by** 29/05/2023 **date** 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.
7. Once finalized, registered with the appropriate authority for the same period with registration charges to be shared on 50:50 basis.
8. 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 Manager