

**THE ORIENTAL INSURANCE COMPANY LIMITED**

**REGIONAL OFFICE -1, 10<sup>th</sup> FLOOR, HANSALAYA BUILDING  
BARAKHAMBA ROAD, NEW DELHI- 110001**

**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, Estate Department  
The Oriental Insurance Company limited, REGIONAL OFFICE -1, 10<sup>th</sup> FLOOR,  
HANSALAYA BUILDING, 15 BARAKHAMBA ROAD, NEW DELHI- 110001 Lastest  
by 28<sup>th</sup> APRIL, 2022 at 05:00 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.

**Regional Manager**