

THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE  
2<sup>nd</sup> FLOOR , RAMALINGA RADIANCE, ANDALPURAM  
NO. 78, TPK ROAD, MADURAI -625003  
(CIN NO. U66010DL1947GOI007158)  
PHONE : (0452) 2371209, 2372209  
EMAIL – 480000@orientalinsurance.co.in

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 not exceeding 800 sq.ft. (excluding Bath Room, Lavatory, Verandahs etc.,) in the specified localities of **PUDUKOTTAI , TAMIL NADU** for a minimum period of 9 years lease to be registered with the appropriate authority for the same period 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. All statutory and regulatory clearances like lift, fire safety etc, from concerned authorities will be secured by Landlord only.

Name of Town	For our Office	Preferred Location	Preferred Floor	Carpet Area
Pudukottai	Branch Office Pudukottai	Sathyamoorthy Road- in & around Pudukottai Court to Pudukottai New Bus Stand Area	Gr. /1 <sup>st</sup>	800 Sq ft. (+/-10%)

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 superscribed "OFFER FOR OFFICE PREMISES ON LEASE". This should be addressed to ' The Regional Manager Incharge, The Oriental Insurance Company Limited , Regional Office, 2<sup>nd</sup> Floor, Ramalinga Radiance, Andalpuram, 78 TPK Road, Madurai – 625 003' and must reach us on or before 15:00 Hours of 21/03/2022.

The Format for Bids may be obtained from the above referred Office address during office hours latest by 18/03/2022 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.

Date : 04/03/2022



*J. M. C. C.*

REGIONAL MANAGER



THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE  
2<sup>nd</sup> FLOOR , RAMALINGA RADIANCE, ANDALPURAM  
NO. 78, TPK ROAD, MADURAI -625003  
(CIN NO. U66010DL1947GOI007158)  
PHONE : (0452) 2371209, 2372209  
EMAIL – 480000@orientalinsurance.co.in

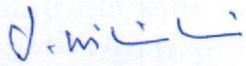
IMPORTANT INSTRUCTIONS

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 Regional Manager Incharge  
The Oriental Insurance Company Ltd.  
2<sup>nd</sup> Floor, Ramalinga Radiance  
Andalpuram  
No. 78 TPK Road  
MADURAI – 625003

Latest by 21/03/2022 , 15:00 Hours.

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





THE ORIENTAL INSURANCE COMPANY LIMITED  
 REGIONAL OFFICE  
 2<sup>nd</sup> FLOOR , RAMALINGA RADIANCE, ANDALPURAM  
 NO. 78, TPK ROAD, MADURAI -625003  
(CIN NO. U66010DL1947GOI007158)  
 PHONE : (0452) 2371209, 2372209  
 EMAIL – 480000@orientalinsurance.co.in



### TECHNICAL BID

I. Details of Owner	
1. Name & Address	
2. Telephone No./ Mobile No.	
Email	
3. Marketability of Title	
4. Whether Premises is Residential/Commercial (Proof of same must be attached )	
5. Location of the Plot/ Premises (Attach Sketch Plan )	
6. Floor of the offered premises ( Gr/ 1 <sup>st</sup> /2 <sup>nd</sup> )	

### II. Details of the Locality ( nearby \_\_\_\_\_ landmark )

III. Details of the Property	
1. Carpet Area of the Premises (in Sq. Ft.) <u>(Refer "ISI Code No. S-3861-1975")</u> 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 the 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 / Airport

(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 Air conditioners : 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. I/ We also confirm that all statutory and regulatory clearances like lift, fire safety etc, from concerned authorities has been secured by me/us.

I/We hereby declare that if, area quoted is more than the area advertised for by OICL, I/We will be entitled for the rent for area advertised by OICL and OICL will have every right to get my offered premises measured and rent will be paid according to actual measurement not exceeding area advertised for by OICL.



Place :	Signature :
Date :	Name : Designation of Duly Authorized Attorney



THE ORIENTAL INSURANCE COMPANY LIMITED  
 REGIONAL OFFICE  
 2<sup>nd</sup> FLOOR , RAMALINGA RADIANCE, ANDALPURAM  
 NO. 78, TPK ROAD, MADURAI -625003  
 (CIN NO. U66010DL1947GOI007158)  
 PHONE : (0452) 2371209, 2372209  
 EMAIL – 480000@orientalinsurance.co.in



### FINANCIAL BID

I.

1. Name & Address of Owner	
2. Telephone No./ Mobile No.	
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 rental rate and various applicable taxes as well as specific charges separately otherwise the quoted rate will be taken as inclusive of all the taxes and charges.

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.

I/We hereby declare that if, area quoted is more than the area advertised for by OICL, I/We will be entitled for the rent for area advertised by OICL and OICL will have every right to get my offered premises measured and rent will be paid according to actual measurement not exceeding area advertised for by OICL.

Place :

Signature :