

**ANNEXURE - 1**

**THE ORIENTAL INSURANCE COMPANY LIMITED**

Mumbai Regional Office No. II ,Oriental House , 7<sup>th</sup> Floor ,  
7, J.Tata Road, Churchgate , Mumbai – 400020 .

(TELEPHONE NO :- 22897366, 22897343 )

**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 1800 sq.ft.** (excluding Bath Room, Lavatory, Verandahs etc.,) in the specified localities of **Dadar ( West )** 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.

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, Estate Deptt., The Oriental Insurance Company Limited, MRO II** , at the above mentioned Address by **05/12/2022 by 5 p.m.** The technical bid shall be opened on **06/12/2022 at 2.30 p.m.**

The format for bids may be obtained from the above referred Regional Office address during office hours latest by **02/12/2022 by 5 pm** 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 ie. **05/12/2022 by 5 pm** . 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.

  
**REGIONAL MANAGER**

**ANNEXURE - 2**

**THE ORIENTAL INSURANCE COMPANY LIMITED**

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**IMPORTANT INSTRUCTIONS**

1	Technical Bid to be put up in envelope-1 duly sealed and super scribed as <b><u>"Technical Bid"</u></b> 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 <b><u>"Financial Bid"</u></b> 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 <b><u>"Offer for Office Premises on lease basis"</u></b> and mentioning your name, address and telephone number thereon.
4	The envelope-3 should be sent to:- The Regional Manager , Estate Department , The Oriental Insurance Company Limited, , MRO II , Oriental House , 7 <sup>th</sup> Floor , 7 . J.Tata Road, Churchgate , Mumbai- 400020 . Latest by <b><u>05/12/2022 by 5 pm</u></b>
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



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**TECHNICAL BID**

I. Details of the Owner

1. Name and Address
2. Telephone Number / Mobile number: Email ID:
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 \_\_\_\_\_(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:
  - (3.a) Present stage of construction
  - (3.b) Time in which the premises would be ready for occupation
  - (3.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 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:

Date:

SIGNATURE

Name:

Designation of Duly authorized Attorney.



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**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 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