

THE ORIENTAL INSURANCE COMPANY LIMITED

(A Govt. of India Undertaking)

Regional Office, # 48-14-111, 'SRI NITYA', 2nd Floor, Opp. Karnataka Bank,

Rama Talkies Road, CBM Compound, Visakhapatnam-530013

Ph. No. 0891-2546465, 2546471, 2546470

TENDER FORM

FOR OFFICE PREMISES

AT ANAPARTHY, ANDHRA PRADESH

FOR " BRANCH OFFICE "

ON LONG TERM LEASE / RENTAL BASIS



TENDER NOTICE

The Oriental Insurance Company Limited
 (A Govt. of India Undertaking)
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REQUIRED 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 admeasuring 800 sq.ft.(excluding columns/pillars, Bathroom, Lavatory,Verandas etc.) preferably in the localities of 1) Surroundings of Railway Station Road 2) Market Road 3) Canal Road - Anaparthi for a minimum period of 9 years lease to be registered with the appropriate authority for the same period with registration charges to be shared on 50:50 basis. The Technical Bid as well as Financial Bid will be selected only 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.

Interested parties may submit bids in two separate sealed 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 Department, The Oriental Insurance Company Limited, Regional Office Visakhapatnam at the above mentioned address by 21.09.2016 05.00 p.m. The technical bid shall be opened on 22.09.2016 04.30 pm.

The format for bids may be obtained from 1. Above referred Regional Office address and 2. Divisional Office Kakinada, D.No. 12-2-32, 1st Floor (South East Corner) Dantuvvari street Suryaraopet, Kakinada,- 533001 East.Godavari , during office hours or may be downloaded from our Company website www.orientalinsurance.org.in (Tenders). Sealed bids will have to be dropped into the Tender Box, in our Regional Office at the above address, meant for the same by tenderer or his/her 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 of the premises, authorising them (brokers) to quote on their behalf. The Company reserves the right to reject all or any of the offers without assigning any reason.


 Regional Manager

THE ORIENTAL INSURANCE COMPANY LIMITED

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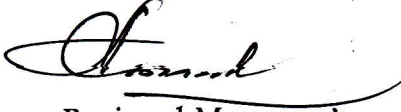
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IMPORTANT INSTRUCTIONS

1. Technical Bid to be put up in envelope-1 duly sealed and super scribed as "**Technical Bid**" 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**" 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**" 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,
Regional Office, # 48-14-111, 'SRI NITYA', 2nd Floor,
Opp. Karnataka Bank, Rama Talkies Road,
CBM Compound, Visakhapatnam-530013.

Latest by 21.09.2016 05.00pm.

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. 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. Super Built up Area

2. Built up Area

3. 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. 1. If proposal is for ready built premises Yes / No

2. Year of construction

3. If the proposal is for premises under construction:

(a) Present stage of construction

...(contd. On pg. 2)...

(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 %.

VI. Registration charges.

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

VII. Other facilities available.

- (a) Water availability (whether Municipal water/ bore well water)
- (b) Electrical Power phase also indicate 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 conditioner- 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 Oriental Insurance Company Limited without any extra charges.

Place:

Date:

SIGNATURE

Name:

Designation of

Duly authorised Attorney

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TECHNICAL BID

(IMPORTANT INSTRUCTIONS)

- (1) The accommodation /premises offered should be in the shape of a hall having carpet area of not more than 800 sq.ft.(excluding Bath room, Lavatory, Verandas, staircase, shaft etc.)
- (2) The bidder should attach blue print of the accommodation premises offered along with the technical bid.
- (3) The bidder should attach the ownership proof of the accommodation premises offered along with the technical bid.
- (4) There should be no case/dispute pending against the offered accommodation premises in any court of Law.
- (5) The technical bid should accompany an undertaking from the bidder that he is interested in offering the accommodation / premises on long term lease i.e. nine – ten years or more.
- (6) The technical bid should accompany an undertaking from the bidder that he will allow the Company to install antenna/tower at the accommodation/premises offered which is necessary for carrying out the business of the Company.
- (7) The technical bid should accompany a certificate from architect certifying the super built up area and carpet area of the premises (excluding Bath room, Lavatory, Verandas, corridors and passages, staircase and munties, shaft and machine room for lift and sanitary piping etc.)
- (8) The technical bid should accompany an undertaking to the effect that the bidder should not object to the installation of generator set in the premises which is necessary for carrying out the business of the Company.
- (9) No commission shall be paid to the Brokers by the Company and their every offer must accompany a letter from the owner authorising them to quote on their behalf.

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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 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 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:

Signature