

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE (ADDRESS OF OFFICE)
A-25/27, ASAF ALI ROAD, NEW DELHI-110002
(TELEPHONE NO. 43659123, 43659121)

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:

Reg.
The ~~Chief~~ Manager,
Estate Department
The Oriental Insurance Company limited,
Oriental House, A-25/27, Asaf Ali Road, New Delhi-110002
III floor, Anand Bhawan, S C Road, Jaipur

Lastest by _____ date _____ 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.

Chief Manager

The relevant portion of the draft like addresses, name, designation, date etc. may be modified by the respective user office.

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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. 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:
 - (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 / 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 Airconditioners - 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.

Place:

Date:

SIGNATURE

Name:
Designation of
Duly authorized Attorney.

Signature of Insured

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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 OR 10 years)
- (d) Advance rent.
- (e) Security Deposit

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: New Delhi.

Signature

Signature of Insured

दि ओरिएंटल इश्योरेंस कम्पनी लिमिटेड
क्षेत्रीय कार्यालय, आनन्द भवन, तृतीय तल
संसारचन्द्र रोड, जयपुर

दूरभाष- 0141- 5113555, 5190613

CIN NO U66010DL1947GO1007158

मण्डल कार्यालय के लिए श्री गंगानगर में
कार्यालय भवन लीज / किराए पर लेने हेतु

न्यूनतम 9 वर्षों के लिए शिव चौक से सुखाडिया सर्कल और उस के आस पास के एरियामें लगभग 1500 वर्गफीट (10 प्रतिशत कम ज्यादा) कारपेट एरिया (स्नानघर, शौचालय, बरामदा आदि को छोड़कर) वाले हॉल / होलों के आकार में किराए पर वाणिज्यिक परिसर हेतु दोहरे प्रस्ताव विधि के तहत मोहरबंद प्रस्ताव आमंत्रित किए जाते हैं । इनके पंजीकरण परिभार का वहन 50-50 अनुपात में उक्त अवधि के लिए समुचित प्राधिकारी के पास पट्टे के रूप में पंजीकृत कराना होगा । तकनीकी एवं वित्तीय प्रस्ताव मात्र कारपेट एरिया तक चयनित किए जायेंगे । परिसर काम में लेने की स्थिति तैयार होना चाहिए, उसमें पावर बैकअप की सुविधा हो, महिलाओं एवं पुरुषों के लिए प्रसुविधाएं हो, उचित वेंटीलेशन हो और ऐसे चौड़े रास्ते पर स्थित हो, जिससे कि वहां आसानी से पहुँचा जा सके ।

इच्छुक पक्षकार दो अलग-अलग लिफाफो पर तकनीकी प्रस्ताव एवं वित्तीय प्रस्ताव अंकित कर उन्हें प्रस्तुत कर सकते हैं । इन दोनों प्रस्तावों को तीसरे लिफाफे में रखा जाए, जिस पर पट्टे पर कार्यालय परिसर हेतु प्रस्ताव अंकित किया जाए और उन्हें उपर वर्णित पते पर दिनांक 26/05/2017 समय सायंकाल 5:30 बजे तक श्री मति नीलम सेठ क्षेत्रीय प्रबन्धक, सम्पदा विभाग, दि ओरिएंटल इश्योरेंस कम्पनी लि, क्षेत्रीय कार्यालय को सम्बोधित किया जाए । तकनीकी प्रस्ताव दिनांक 31/05/2017 समय सायं 3:00 बजे खोले जायेंगे ।

प्रस्तावों के लिए प्रारूप दिनांक 25/05/2017 तक कार्यालय समय के दौरान दि ओरिएंटल इश्योरेंस कम्पनी लि. के मण्डल कार्यालय 15, नेशनल हाइवे श्री गंगानगर (मोबाइल संख्या 097804 83807) से प्राप्त किए जा सकते हैं अथवा कम्पनी की वैबसाईट www.orientalinsurance.org.in (निविदा) से डाउनलोड किए जा सकते हैं । मोहरबंद प्रस्तावों को निविदादाता या उसके प्रतिनिधि के द्वारा, इसके लिए उपलब्ध निविदा पेट्टी में अन्तिम तारीख व समय या उसके पहले डाला जा सकता है । मार्ग में खोए हुए प्रस्तावों या किसी कारणवश देरी से प्राप्त प्रस्तावों के लिए कम्पनी जिम्मेदार नहीं होगी । दलालों को कम्पनी के द्वारा कमीशन अदा नहीं किया जायेगा और उनके प्रस्तावों के साथ स्वामी की ओर से उन्हें अधिकृत किए जाने का पत्र संलग्न होना चाहिए । कम्पनी बिना कोई कारण बताए, किसी भी प्रस्ताव या समस्त प्रस्तावों को अस्वीकार करने का अधिकार सुरक्षित रखती है ।

मुख्य क्षेत्रीय प्रबन्धक / C

THE ORIENTAL INSURANCE COMPANY LIMITED

Regional Office

Anand Bhawan, SC Road, Jaipur-302001

Ph-0141-5113555, 5190613

CIN NO U66010DL1947GO1007158

OFFICE PREMISES ON LEASE BASIS

For D.O. Sri Ganganagar

Sealed offers are invite in **Two Bid** system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area 1500 sq. ft.(+/-10%) (excluding Bath Room, Lavatory, Verandahs etc.) in the specified localities of between Shiv Chouck to Sukhadiya Circle or near by area 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 possession , 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 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 **Smt. Neelam Seth , Regional Manager , The Oriental Insurance Company Limited, Regional office, Anand Bhawan, 3rd Floor, Sansar Chandra Road, Jaipur-302001** by 26.05.2017 (date) 5.30 p.m. The technical bid shall be opened on 31.05.2017 (date) 3.00 p.m.

The format for bids may be obtained from the **The Oriental Insurance Co. Ltd., Divisional Office, 15 , National Highway , Sri Ganganagar (Mobile No. 097804 83807)** during office hours latest by 25.05.2017 or may be download from our Company website : 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.


CHIEF REGIONAL MANAGER *1/c*