



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE ,
43 JEEWAN BHAWAN 2ND FLOOR- LUCKNOW
TELEPHONE NO.0522-4093725.
"CIN NO.U66010DL1947GO1007158"

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 Branch Office OBERA (Sonebhadra) UP Premises on Lease basis**” and mentioning your name, address and telephone number thereon.
4. The envelope-3 should be sent to :
Chief Regional Manager
The Oriental Insurance Company Limited,
Regional Office 43 Jeewan Bhawan,
nd floor Hazratganj Lucknow-226001

Latest by 28/09/2018 at 5.00 pm

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 and time. For offers, lost in transit, company will not be held liable.

Chief Regional Manager



THE ORIENTAL INSURANCE COMPANY LIMITED
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43 JEEWAN BHAWAN 2ND FLOOR- LUCKNOW
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BRANCH OFFICE OBERA PREMISES ON LEASE BASIS

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in the shape of hall having approximate Carpet Area 800 sq.ft. (+/- 10%) (excluding Bathroom, lavatory, Verandahs etc.) at commercial place in Obera District Sonbhadra (UP) for a minimum period of 9/10 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 separately with proper ventilation and should be located on wide road having good approach for entry and convenient parking for sufficient number of 4 wheelers and two wheelers . Both for premises in congested areas will not be considered.

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 **super scribed “OFFER FOR OFFICE (BRANCH) PREMISES ON LEASE”** . This should be addressed to **The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office, 43 Jeewan Bhawan Hazaratganj, Lucknow** Pin Code 226001 by 28/09/2018.at 5.00pm. The Technical Bid should be opened on 01/10/2018 at 14.00 p.m.

The format for bids may be obtained from our Branch Office Civil Cercil campus Obera Sonbhadra (UP) phone No. 05445-262400 or Divisional Office Type 3A-4,JME Colony Shaktinagar (UP) Phone No. 05446-232400 during office hours latest by 27/08/2018 or may be downloaded 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 tenders 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



दि ओरिएण्टल इंश्योरेंस कम्पनी लिमिटेड
क्षेत्रीय कार्यालय ,
43 जीवन भवन, 2n तल, हजरतगंज लखनऊ
फोन नं0 .0522-4093725.
"CIN NO.U66010DL1947GO1007158"

शाखा कार्यालय ओबरा भवन लीज हेतु सूचना

सील बन्द निविदायें दो बिड़ सिस्टम के आधार पर व्यवसायिक परिसर किराये पर लेने हेतु जोकि हॉल की शकल में हो जो लगभग 800 वर्गफीट क्षेत्रफल (+/- 10%) (बाथरूम, शौचालय, बरामदा इत्यादि छोड़कर) ओबरा सोनभद्र 30 प्र0 शहर के व्यवसायिक केन्द्र स्थलों पर होने चाहिए जोकि न्युनतम 9/10 वर्षों की लीज अवधि के लिये उपयुक्त प्राधिकरण में पंजीकृत की जानी है, जिसमें आने वाले व्यय का खर्च 50:50 के अनुपात में वहन किये जायेंगे।

" तकनीकी निविदा " तथा "वित्तीय निविदा " जोकि कारपेट एरिया के आधार पर ही चयन किये जायेंगे। परिसर तुरन्त उपयोग हेतु उपयुक्त अवस्था में होना चाहिये, जिसमें पावरबैंक अप सुविधा के साथ शौचालय महिलाओं एवं पुरुषों के उपयोग हेतु अलग-अलग समुचित वेंटीलेशन के साथ होना चाहिये जोकि एक चौड़े मार्ग पर स्थित हो एवं भवन में प्रवेश हेतु उचित व्यवस्था हो, साथ ही पर्याप्त संख्या में चार पहिया एवं दो पाहिया वाहनों के लिये पार्किंग की समुचित व्यवस्था हो। अधिक संक्रमण वाले क्षेत्रों की निविदाओं पर विचार नहीं किया जायेगा।

इच्छुक भवन स्वामी दो अलग-अलग सील बंद लिफाफों में जिसके ऊपर मोटे शब्दों में तकनीकी बिड़/ एवं वित्तीय बिड़ लिखा हो में रखे तथा इन दोनों लिफाफों को एक तीसरे लिफाफे में जिसपर शाखा कार्यालय ओबरा भवन हेतु लीज पर भवन देने हेतु निविदा मोटे अक्षरों में लिखा हो में रखकर " मुख्य क्षेत्रीय प्रबन्धक, दि ओरिएण्टल इंश्योरेंस कम्पनी लिमिटेड, क्षेत्रीय कार्यालय, 43 जीवन भवन, हजरतगंज लखनऊ 226001" को प्रेषित करें जोकि दिनांक 28/09/2018 तक को शाम 5 बजे तक प्राप्त हो जाना चाहिए। तकनीकी निविदा दिनांक 01 10 2018 को 14 बजे खोली जायेगी।

निविदा हेतु प्रपत्र Branch Office, Civil Cercil Campus- Obera Sonebhadra (UP) ;231219, phone No. 05445-262400, 262353 or Divisional Office Type 3A-4, JME Colony Shaktinagar (UP);231222, Phone No. 05446-232400 से कार्यालय समय में दिनांक 27/09/2018 तक निःशुल्क प्राप्त किये जा सकते हैं अथवा कम्पनी की वेबसाइट www.orientalinsurance.org.in (Tenders) से प्राप्त किये जा सकत हैं। सीलबंद निविदायें टेण्डर बाक्स में निविदाकर्ता या उसके प्रतिनिधि द्वारा अंतिम तिथि एवं समय से पूर्व डाल दी जानी चाहिए। विलम्ब से प्राप्त निविदायें स्वीकार नहीं की जायेंगी और उनके संबंध में कोई पत्राचार नहीं किया जाएगा। दलाल (ब्रोकर) को किसी प्रकार का कमीशन कम्पनी द्वारा देय नहीं होगा एवं उनके द्वारा दिया जाने वाले प्रस्ताव के साथ भवन स्वामी द्वारा उनके ओर से प्रस्ताव दिये जाने के लिए अधिकृत किये जाने का पत्र संलग्न होना चाहिए। कम्पनी सभी या किसी एक निविदा को निरस्त करने का अधिकार बिना किसी कारण बताये निरस्त करने का अधिकार सुरक्षित है।

मुख्य क्षेत्रीय प्रबन्धक

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

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 mum ties (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 Air conditioners - Yes / No

(k) Whether premises is fitted with Furniture & Fixtures - Yes / No

(l) located on Road side / Back side

(li) 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

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

FINANCIAL BID:

- I.
1. Name and address of owner
 2. Telephone Number/Mobile Number
Email ID
 3. Address of the property offered.
(GF / FF)

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 piping 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

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:
Date:

Signature