

THE ORIENTAL INSURANCE COMPANY LIMITED
MUMBAI REGIONAL OFFICE No. 3
TOWN CENTRE , 6TH FLOOR - TOWER-1
MAROL, ANDHERI KURLA ROAD
MUMBAI - 400059
WEB: www.orientalinsurance.org.in
CIN: U66010DL1947GOI007I58,
Tel- 022- 28590391/28590397

TENDER NOTICE

PREMISES FOR DIVISIONAL OFFICE ON LEASE BASIS AT JOGESHWARI

Sealed offers are invited in Two-bid system for acquiring of space on rent at Jogeshwari for opening of a Divisional Office in well communcated place from Jogeshwari Railway Station,(East or West) having a carpet area of 1800 sq ft with proper parking facility.(Carpet area should be excluding toilets,Lavatory,Verandahs and parking area). The lease period will be for minimum 09/10 years which will be registered with 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 only be selected on carpet area basis. The premises should be ready to move in position, having power back up with proper ventilation & should have both ladies and gents toilet facility.

Interested parties may submit their bids in two separate envelopes duly sealed and superscribed as “Technical Bid” &” Financial Bid” .Both of these bids should be put in another envelope superscribed “OFFER OF PREMISES FOR DIVISIONAL OFFICE JOGESHWARI ON LEASE”.This should be addressed to Chief Regional Manager,The Oriental Insurance Co. Ltd.,^{6TH} floor, Town Centre – Tower- 1, Marol, Andheri-Kurla Road , Andheri(East) Mumbai -400059.

The last date of submission of bids is 15/02/2019 **by 5.45 P.M.**

The format for bids may be obtained from above office address between 10 AM to 5.30 PM from 31/01/2019 onwards . The Format for bids may also be downloaded from our Co's website www.orientalinsurance.org.in under the link provided as **TENDER**.

However, sealed bids will only be submitted in person or Regd/speed post/courier only at the above mentioned RO address so as to reach before the last date & time of submission.The company shall not be liable for bids lost in transit or received late due to any reasons.

Brokers will not be paid any commission by the company and their every offer must accompany a letter from the registered owner authorising them to quote on their behalf or **the bidder must be the registered owner of the premises at the time of submission of the bid. Proof of ownership must be enclosed with the technical bid.**

THE COMPANY RESERVES THE RIGHT TO REJECT ALL OR ANY OF THE OFFERS WITHOUT ASSIGNING ANY REASON.

Refer- ISI code no. S:3861-1975 for measurement of carpet area
NB;The technical bid must be accompanied by proof of ownership

(C. Rout)
CHIEF REGIONAL MANAGER

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.
1. Financial Bid to be put up in envelop-2 duly sealed and super scribed as **“Financial Bid”** and mentioning your name, address and telephone number thereon.
1. Both the Financial and Technical Bid envelopes are to be put up in envelope-3 duly sealed and super scribed as **“JOGESHWARI OFFICE LEASE PREMISES”** and mentioning your name, address and telephone number thereon.

The envelope-3 should be sent to:

The Chief Regional Manager
The Oriental Insurance Company Limited,
Mumbai Regional Office No. 3,
6th Floor, Town Centre, Tower-1
Marol, Andheri-Kurla Road, Andheri(East)
Mumbai -400059

latest by 15/02/2019 by 5.45 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. For offers, lost in transit, Company will not be held liable.
7. Brokers will not be paid any commission by the company and their every offer must accompany a letter from the registered owner authorising them to quote on their behalf or the bidder must be the registered owner of the premises at the time of submission of the bid. Proof of ownership must be enclosed with the technical bid.

(C. Rout)
CHIEF REGIONAL MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED
MUMBAI REGIONAL OFFICE No. 3
TOWN CENTRE , 6TH FLOOR - TOWER-1
MAROL, ANDHERI KURLA ROAD
MUMBAI - 400059
WEB: www.orientalinsurance.org.in
CIN: U66010DL1947GOI007I58,
Tel- 022- 28590391/28590397

TECHNICAL BID

I. Details of the owner

1. Name and address

2. Telephone Number/Mobile Number :
E-mail 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:

(Near by _____ 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

(Contd..2

: 2 :

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 Yeqrs/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
(mi)

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:

Duly authorized Attorney

THE ORIENTAL INSURANCE COMPANY LIMITED
MUMBAI REGIONAL OFFICE No. 3
TOWN CENTRE , 6TH FLOOR - TOWER-1
MAROL, ANDHERI KURLA ROAD
MUMBAI - 400059
WEB: www.orientalinsurance.org.in
CIN: U66010DL1947GOI007I58,
Tel- 022- 28590391/28590397

FINANCIAL BID

I. 1. Name and address of owner

2. Telephone Number/ Mobile Number
E-mail ID

3. Address of the property offered.
(GF/FF/SF/TF...)

II. Carper Area of the Premises: _____sq.ft. @ Rs. _____ per 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.

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
Name:
Designation:
Duly authorized Attorney

