



**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE DEHRADUN, 24-A, 3RD FLOOR,
NCR PLAZA,
NEW CANTT ROAD, DEHRADUN (UK)
TELEPHONE NO.0135-2746287
"CIN NO.U66010DL1947GOI007158"**

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 800 sq.ft. (excluding Bath Room, Lavatory, Verandahs etc.,) in Indirapuram (Ghaziabad) City preferably or nearby areas for a minimum period of 9/10 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 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 seperately, 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 2 wheelers. Bids 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 Regional Manager Incharge, The Oriental Insurance Company Limited, Regional Office at the above mentioned address by 09/12/2019 at 5.00 p.m. The technical bid shall be opened on 11/12/2019 at 4.00 P.M.

The format for bids may be obtained from the above referred Regional Office address during office hours latest by 05/12/2019 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 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.

Regional Manager Incharge