



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, Metro Palace, Ground Floor
North Railway Station Road, Ernakulam, Cochin-682 018.
(Telephone Nos: 0484 - 2579100, 2579133, 2397381, 2579105)
CIN: 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 of **800 sq.ft. (+/-10%)** (excluding Wash Room, Lavatory, Verandaha, *stair case* etc.,) **in the specified localities of Kodungallur** for a minimum of 9 years or longer period lease to be registered with the appropriate authority for the same period and registration charges to be shared on 50:50 basis **as per the 'Draft' of our Company's standard lease deed**. 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, all basic amenities, **exclusive parking space for us**, 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 The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office at the above mentioned address and **dropped into the Tender Box kept in this office exclusively for this purpose**. Last Date for submission of completed Bids is **15 /03/2021 5.00 p.m.** The technical bid shall be opened on **22/03/2021 11.00 am**

The format for bids may be obtained from the above referred Regional Office address during office hours latest by **12/03/2021 or** from our Branch Office at Manappat Building, North Nada, Kodungallur, **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.

Sd

CHIEF REGIONAL MANAGER.

Matters to be displayed in our Company's Website on 28/02/2021

| Date | Description | Downloads |
|------------|---|---|
| | OFFICE PREMISES ON LEASE BASIS Area : Kodungallur for our Branch Office Kodungallur | |
| 28/02/2021 | THE ORIENTAL INSURANCE COMPANY LIMITED Regional Office, Metro Palace, Ground floor, North Railway Station Road, Ernakulam, Cochin 682 018. (Telephone Nos : 0484 2579100. 2579133, 2397381,2579105) CIN : U66010DL1947GO1007158 | <u>Advertisement</u> <u>Important instructions</u> <u>Technical & Financial</u> <u>Bid</u> |

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IMPORTANT INSTRUCTIONS.

1. Technical Bid to be put up in Envelope – 1 duly sealed and superscribed 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 superscribed 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 superscribed 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 :

**THE CHIEF REGIONAL MANAGER
THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE,
Metro Palace, Ground Floor, North Railway Station Road
Ernakulam, Cochin 682 018
(Telephone Nos.: 0484 2579100, 2579133, 2397381,2579105)**

Latest by 15/03/2021 5.00 P.M

5. Any offer received after this date and time shall not be considered.
6. Offers received through Registered post with AD should also reach the above address before the stipulated last date and time. For offers, lost in transit, Company will not be held liable.

CHIEF REGIONAL MANAGER.

