

ANNEXURE-1

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE (ADDRESS OF OFFICE)
PIRMOHANI, KADAMKUAN, PATNA-800003
TELEPHONE NO. 2688369, 7739710013



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 1800 sq. ft. (excluding Bath Room, Lavalory, Verandahs etc.) in the specified localities of Patna Town for a minimum period of 09/10 years lease be registered with the appropriate authority for the same period with registraions 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 & Gennts, with proper ventilation and should be located on wide road having good approach for entry

Interested parties may submit BID in two separate envelopes duly scribed as "Technicals 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 Cheif Regional Manager, Estate Department, The Oriental Insurance Cmpany limited, Regional Office, Pirmohani, Rajendra Path, Patna-800003 by 12.07.2021 : 3.30pm, The Technical Bid shall be opend on 12.07.2021 04pm

The format for Bid may be obtained from the above referred Regional Office address at Patna or local Divisional/Branch Office during Office hours latest by 12.07.2021 (date) or may be downloaded from our Company Websit: www.orientalinsurance.org.in (Tender. Sealed Bids will have to be dropped in to the Tender Box meant for the same by the tenderer or his representative on or before the last date and time. For Bid 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.

Date: 15.07.2021


Regional Manager


ANNEXURE-2

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE (ADDRESS OF OFFICE)
PIRMOHANI, KADAMKUAN, PATNA-800003
TELEPHONE NO. 2688369, 7739710013

IMPORTANT INSTRUCTION

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:

The Regional Manager
Estate Department
The Oriental Insurance Company Limited
Regional Office
Pirmohani, Kadamkuan, Patna800003

Lastest by 12.07.2021 date 03.30 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.


Regional Manager


THE ORIENTAL INSURANCE COMPANY LIMITED
Regional office, Pirmohani, Kadamkuan, Patna-800003
Phone Number- 2665839, 2688369
CIN No.-U66010DL1947GOI007158

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 (iii) 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 Yea @ 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) Electric 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
- (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.

ANNEXURE-4

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
PIRMOHANI, KADAMKUAN, PATNA-800003

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 sq. foot.

(Refer "ISI Code No. S-3861-1975")

Excluding (i) Bath room and lavalory (ii) Verandahs (iii) (Corridors and passages (iv) Entrance hall and porches (v) Staircase and mumlies (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 3years @ _____ %
(ii) Increase of rent after 5years @ _____ %
- (c) Total Lease period
(Mnimum lease period acceptable is either 9years OR 10years)
- (d) Advance rent
- (e) Security Deposit

I/We confirm to abide by standard lease agreement of the Company, which shall be compulsceily registered with the Registration Authority for a total period of lease in one go. I/We agree to bear the registration sharges on 50:50 basis.

Place:

Signature