

Corporate Identity Number (CIN) : U66010DL1947GOI007158

दि ओरिएण्टल इन्शुरेन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

क्षेत्रीय कार्यालय: 6-3-871, "स्नेहलता", पो.बॉ. नं. 45,
ग्रीनलैंड्स रोड, बेगमपेट, हैदराबाद-500 016.
ई-मेल : 430000@orientalinsurance.co.in
वेबसाइट : www.orientalinsurance.org.in



THE ORIENTAL INSURANCE CO. LTD.

(A Government of India Undertaking)

REGIONAL OFFICE: 6-3-871, "Snehalatha", P.B. No.45,
Greenlands Road, Begumpet, HYDERABAD-500 016.
E-mail : 430000@orientalinsurance.co.in
Website : www.orientalinsurance.org.in

Grams: ORIENTHYD

Fax: 040-23400873

Ph: 23400175, 23412185, 23413330, 23400939, 23411366, 23411367

RE: OFFICE PREMISES REQUIRED ON LEASE for Direct Agents Branch, Hyderabad

Our company requires office space of about 800 Square feet carpet area either on **Ground floor or First floor** in and around Moosarambagh / Malakpet area of Hyderabad city for Company Lease for a minimum lease period of 9 years on monthly rent basis.

Interested owners of commercial space in and around Moosarambagh / Malakpet area of Hyderabad City are required to submit the details of the property and the expected monthly rent per square feet of the carpet area offered for lease. The bids should be submitted in 2 SEPERATE closed envelopes viz.. (1) Technical Bid and (2) Financial Bid.

The first envelope superscribed as (1) Technical Bid shall contains the details of the property offered for lease like carpet area, floor plan, parking facilities, drinking water and toilet facilities offered, whether lift is available, other terms and conditions. We will be requiring the following facilities in the premises offered for lease .

- (a) Separate Electric meter for the premises offered for lease
- (b) Two separate toilets with water connection for exclusive use of our Male and Female employees / customers
- (c) Exclusive Drinking water connection inside the premises offered to us
- (d) Permission to install the internet antenna on the terrace of the building
- (e) One car parking space for the Branch manager and 10 scooter parking space for staff

Please note that the details of expected rent (rate per square feet) for the premises offered to us should NOT be mentioned in the Technical bid.

The second envelope superscribed as (2) Financial bid and shall contain the expected rent per square feet of carpet area offered to us. The monthly maintenance charges, if any, shall also be mentioned in the Financial bid.

The payment of monthly rent will be done through electronic mode in the first week of every calendar month and Tax will be deducted on the monthly rent as per the Income Tax Rules and Form-16 will be provided to the landlord at the end of each financial year.

पंजीकृत कार्यालय : "ओरिएण्टल हाउस", पो.बॉ. नं. 7037, ए-25/27, आसफ अली रोड, नई दिल्ली-110 002.

Regd. Office: "Oriental House", P.B.No.7037, A-25/27, Asaf Ali Road, New Delhi-110002.

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Documents required to be submitted along with the Technical bid :-

1. Proof of ownership of the property by the bidder such as Copy of sale deed, Electricity bill / Property Tax bill. Only the legal owner of the premises can submit the bid.
2. Drawing of the floor plan of the building for the floor offered to us
3. Proof of separate Electric connection for the premises offered
4. Photographs of the building from outside / inside
5. Copy of PAN card of the owner of the premises for TDS
6. Copy of the cheque leaf of Bank account for payment of rent

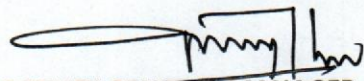
The 2 separate envelopes containing the Technical Bid and Financial bids should be sealed and put in a bigger envelope and should be sent to the Regional office at the following address :-

The Deputy General Manager
The Oriental Insurance Company Limited
Regional office, 6-3.871, Snehalatha building
Greenlands Road, near C.M.Camp office,
Begumpet, Hyderabad – 500016.

The last date for submitting the bids in the Regional office is Friday 17-09-2021.

TERMS and CONDITIONS :-

- (a) The Financial bids of only those bidders will be opened whose Technical bid meets our requirement.
- (b) The carpet area offered to us for lease shall not include the corridors, common areas, parking area and toilets
- (c) The bidder whose Financial bid is accepted will be required to execute a lease agreement with us for a minimum period of 9 years.
- (d) The lease agreement should be registered in the sub-registrar office and the registration charges will be shared on 50:50 basis by the landlord and our company.
- (e) The monthly rent will be paid at the beginning of each calendar month as per English calendar.
- (f) As per the Estate policy of our company, two months advance rent and Periodical increase in rent not exceeding 15% is allowed after every 3 years of the lease period.


DEPUTY GENERAL MANAGER



पंजीकृत कार्यालय : "ओरिएण्टल हाउस", पो.बॉ. नं. 7037, ए-25/27, आसफ अली रोड, नई दिल्ली-110 002.

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