

THE ORIENTAL INSURANCE COMPANY LIMITED  
 REGIONAL OFFICE (ADDRESS OF OFFICE)  
 2<sup>nd</sup> FLOOR, RAMALINGA RADIANCE, ANDALPURAM  
 NO.78, TPK ROAD, MADURAI- 625 003  
 (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 not exceeding 800 sq.ft. (Excluding Bath Room, Lavatory, Verandahs etc.) in the specified localities of **KARAIKUDI ( Sivagangai District, Tamil Nadu)** for a minimum period of 9 years lease to be registered with the appropriate authority for the same period with registrations charges to be shared on 50:50 basis. The premises should be in ready to move in position, having power back up and toilets for ladies & gents, with proper ventilation and should be located on wide road having good approach for entry.

Name of Town	For our Office	Preferred Loaction	Preferred floor	Carpet Area
Karaikudi	BO, Karaikudi	In & around Sekkalai, Subramaniapuram, New Bus stand	Gr/ Ist	800 Sq.ft. (+/- 10%)

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 PREMISES ON LEASE". This should be addressed to 'The Chief Regional Manager, The Oriental Insurance Company Ltd. Regional Office, 2<sup>nd</sup> Floor Ramalinga Radiance, Andalpuram, 78 TPK Road, Madurai- 625 003' and must be reached on or before 15.00 Hours , 20/09/2021

The Format of Bids may be obtained from the above referred Office during office hours latest by 17/09/2021 or may be down loaded from our Company Website: [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) (Tender). Sealed bid 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 Bid lost in transit and received late due any reason, Company shall not be liable. Broker will not be paid any Commission by the Company and their offer must accompany 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: 03/09/2021



*[Signature]*  
 REGIONAL MANAGER



ANNEXURE-2

THE ORIENTAL INSURANCE COMPANY LIMITED  
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IMPORTANT INSTRUCTIONS

1. Technical Bid to be put in envelope-1 duly sealed and super scribed as "Technical Bid" and mentioning your name, address and telephone number thereon.
2. Financial Bid to 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 Chief Regional Manager  
The Oriental Insurance Company Ltd  
2<sup>nd</sup> Floor, Ramalinga Radiance  
Andalpuram  
No. 78 T.P.K. Road  
MADURAI- 625 003.

Latest by 20/09/2021 , 15.00 Hours

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  
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TECHNICAL BID

I. Details of the Owner	
1. Name & Address	
2. Telephone No. / Mobile No.	
E-mail	
3. Marketability of Title	
4. Location of the Plot/ premises (Attach sketch plan)	

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 & 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 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 in rent after 3 years @15%

(ii) Increase in 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) Electric Power Phase and sanctioned load
- c) Lift facilities
- d) Generator / power backup
- e) Fire fighting arrangements
- f) Distance from Bus station / Railway station / Airport
- 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 fitted with Air conditioners : Yes / No
- k) Whether premises fitted with Furniture/Fixtures: Yes / No
- l) Located on \_\_\_\_\_ Roadside / Backside
- 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
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## ANNEXURE-4

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FINANCIAL BID

I

1. Name & Address of owner	
2. Telephone No./ Mobile No.	
3. Address of the Property Offered (GF/ FF/ SF/ TF .....)	

II Carpet Area of the Premises: \_\_\_\_\_ sq.ft @ Rs. \_\_\_\_\_ sq.foot

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

Excluding (i) Bathroom and lavatory (ii) Verandahs (iii) Corridors and passages (iv) Entrance hall & Porches (v) Staircase & mullies (vi) Shaft & Machine room for lift (vii) Air conditioning plant rooms (viii) Shaft for sanitary piping 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:

Signature