THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, U.I.L. BUILDING, IV Floor
New No. 4, Esplanade, <u>CHENNAI – 600 108.</u>
PHONE : 044-23458211/12/13.   FAX : 044-23458217

OFFICE PREMISES ON LEASE BASIS

Sealed offers are invited in **Two Bid** system for office premises on long term lease basis, having approximate Carpet Area of about 1800 sq.ft. (excluding Bath Room, Lavatory, etc.,) preferably in Egmore, Chintadripet, Choolaimedu, Ambattur, Ashok Nagar, West Mambalam areas in Chennai City, for a minimum period of 9 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 be selected on Carpet Area basis only . The premises should be in ready to move in position, having power back up, separate toilets for ladies and gents, 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 superscribed 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 Regional Manager, Estate Deptt., The Oriental Insurance Company Limited, Regional Office, and dropped into the Tender Box kept at the above mentioned address latest by 5.00 PM on 30/09/2015. The technical bid shall be opened on 01/10/2015 at 4.00 p.m. The Bid Forms may be obtained from this Office during office hours latest by 29/09/2015 against proper written request. 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 accept or reject all or any of the offers without assigning any reason.

REGIONAL MANAGER.