



# THE ORIENTAL INSURANCE COMPANY LIMITED

( A Govt. Of India Undertaking )

REGIONAL OFFICE: Jeevan Jyoti Building  
(LIC Building), 2nd Floor, Jagadhri Road, Ambala Cantt.

Phone – 0171-2633590, CIN : U66010DL1947GOI007158,

Website : [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)

E Mail : [roambala@orientalinsurance.co.in](mailto:roambala@orientalinsurance.co.in)

## OFFICE PREMISES ON LEASE BASIS AT PANIPAT

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in Panipat (Haryana) in the shape of hall / halls having approximate carpet area of 1500 sft.( +/- 10%) [ excluding Bath Room, Lavatory, Verandahs etc.,) 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 only be selected on Carpet Area basis. The premises should be in a **ready to move in position**, having power back up, toilets for ladies & 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 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 **Regional Manager (Estate), The Oriental Insurance Company Limited**, Regional Office on the above mentioned address by **02.11.2015 (4 p.m)**. The Technical bid shall be opened on **04.11.2015 at 2.30 p.m.**

The format for bids along with detailed terms & conditions may be obtained from the above referred Regional Office during office hours latest by **30.10.2015** or may be downloaded from our website **[www.orientalinsurance.org.in](http://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. Offers received through Post should also reach before the stipulated last date & time. Company will not be liable for bids lost in transit and /or received late. 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 offer without assigning any reason.

**REGIONAL MANAGER**

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**Regional Office, 2<sup>nd</sup> Floor, LIC Building, AMBALA CANTT**  
**Phone Numbers : 0171 – 2630296,4091903, 4091908 & 4091927**

**IMPORTANT INSTRUCTIONS**

1. Technical Bid is to be put up in envelope -1 duly sealed and super scribed as "**Technical Bid**" mentioning your name, address and telephone number thereon.
2. Financial Bid is to be put up in envelope -2 duly sealed and super scribed as "**Financial Bid**" 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 dropped into tender box placed at our Regional office situated on the following address :

**Regional Manager ( Estate )**  
**The Oriental Insurance Co. Ltd.,**  
**LIC Building, 2<sup>nd</sup> Floor, Jagadhari Road**  
**Ambala Cantt-133001**

**Latest by : 02.11.2015 upto 4:00 p.m.**

5. Any offer received after this time and date would not be considered.
6. Offer received through post should also reach before the stipulated last date. For offers , lost in transit, Company will not be held liable.

**Regional Manager ( Estate )**

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**Regional Office, 2<sup>nd</sup> Floor, Jeevan Jyoti Building (LIC Building)**  
**AMBALA CANTT**  
**Phone Numbers : 0171 – 2633590, 4091903, 4091908, 4091927**

**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 the following: (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 (viii) Shaft for sanitary piping 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 (9years 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 ) Electrical 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 10years / 10-20 years / 20-30 years / above 30 years.
- ( i ) Natural light & 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 accommodation 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, 2<sup>nd</sup> Floor, Jeevan Jyoti Building( LIC Building),  
AMBALA CANTT**

**Phone Number : 0171- 2633590, 4091903, 4091908, 4091927**

**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 square foot  
(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) Staircases and munties (vi) Shaft and 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 the standard lease agreement of the Company, which shall be compulsory 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