

Website:www.orientalinsurance.org.in  
CIN-U66010DL194GOI007158  
**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE**  
**4TH FLOOR, ALOK BHARATI TOWERS,**  
**SAHID NAGAR, BHUBANESWAR-750 007**  
**(TELEPHONE NO. 0674-2547081)**

DT. 16.06.2016

**NOTICE FOR OFFICE PREMISES FOR BRANCH OFFICE,**  
**CHANDIKHOLE ON LEASE BASIS**

Sealed offers are invited in Two Bid system for acquiring space located on rent in the shape of hall/halls having approximate Carpet Area of 800 sq.ft.(excluding Bath Room, Lavatory, Verndahs etc.) in the commercial place of Chandikhole Town 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 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 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 basis at Chandikhole Town**". This should be addressed to The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office at the above mentioned address by 01.07.2016 5.00 p.m. The Technical Bid shall be opened tentatively on 11.07.2016 3.00 P.M.

The format for bids may be obtained from the above referred Regional Office/ D.O..OT Road,Balasure/BO,Chandikhole, address during office hours latest by 30.06.2016 by 5 P.M. or may be downloaded from our company 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 tenderers 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 commission by the Company and their offer must accompany a letter from the owner authorizing them to quote on their behalf. The bidder must be the registered owner of the premises at the time of submission of the bid. Proof of ownership must be enclosed with the technical bid. The Company reserves the right to reject all or any of the offers without assigning any reason.

Refer- ISI code no. S:3861-1975 for measurement of carpet area

NB;The technical bid must be accompanied by proof of ownership & while quotating the rate in the Financial Bid, the bidder should clearly mention the following:-

- (A) Whether the above rate is including Service Tax :- Yes/No  
(B) If No,whether you want Service tax extra as per norms:- Yes/No.

  
CHIEF REGIONAL MANAGER

**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE**

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**IMPORTANT INSTRUCTIONS**

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 envelop-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 at Chandikhole Town”** 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 Limited,  
Regional Office,  
4<sup>th</sup> Floor, Sahid Nagar,  
Bhubaneswar – 751 007.

latest by 30.06.2016 5.00 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.

  
Chief Regional Manager

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**TECHNICAL BID**

I. Details of the owner

1. Name and address
  
2. Telephone Number/Mobile Number :  
E-mail 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:

(Near by \_\_\_\_\_ 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 (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) Timer 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 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 10 Yeqrs/10-20 years/20-30 years/above 30 years.
- (i) Natural light and ventilation.
- (j) Whether premises is fitted with Airconditioners 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:

Duly authorized Attorney

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**FINANCIAL BID**

I. 1. Name and address of owner

2. Telephone Number/ Mobile Number  
E-mail ID

3. Address of the property offered.  
(GF/FF/SF/TF...)

II. Carper Area of the Premises: \_\_\_\_\_ sq.ft. @ Rs. \_\_\_\_\_ per 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 (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 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