

दि ओरिएण्टल इंश्योरेंस कम्पनी लिमिटेड
सीबीआरओ, दिल्ली, चतुर्थ तल,
जीवन विहार बिल्डिंग(पृष्ठ भाग)
पार्लियामेंट स्ट्रीट, नई दिल्ली - 110001
दूरभाष - 23341745,23361521,23363987

कार्यालय परिसर पट्टे पर लेने संबंधी

कार्यालय परिसर के लिए पट्टे पर परिसर प्राप्त करने के लिए दोहरी बोली पद्धति में मुहरबंद निविदाओं को आमर्णनीत किया जाता है जिनमें निर्दिष्ट क्षेत्रों में हॉल/हॉलों के आकार में **इफको चौक, गुडगांव, (हरियाण)** से **दो किलोमीटर के क्षेत्र के भीतर** विनिर्दिष्ट स्थान पर लगभग 3000 वर्गफीट का कारपेट क्षेत्र (बाथरूम, शौचालय, बरामदा, इत्यादि को छोड़कर) हो, पट्टे की अवधि 9 वर्ष, उसी अवधि के लिए उपयुक्त प्राधिकारी के साथ रजिस्टर्ड होनी चाहिए, रजिस्ट्रेशन खर्च को 50:50 आधार पर वहन किया जाएगा। वित्तीय बोली के साथ-साथ तकनीकी बोली को कारपेट क्षेत्र के आधार पर चयनित किया जाएगा। परिसर विशेष रूप से लिफ्ट, पॉवर बैक-अप, महिलाओं व पुरुषों के लिए शौचालयों की पर्याप्त संख्या, समुचित वातायन की सुविधा व प्रवेश की अच्छी पहुँच के साथ चौड़ी सड़क पर स्थित होना चाहिए।

इच्छुक पार्टियों दो अलग-अलग लिफाफों में जिन पर स्पष्ट रूप से 'तकनीकी बोली' तथा 'वित्तीय बोली' लिखा हो, एक तीसरे लिफाफे में जिस पर 'कार्यालय परिसर लीज़ पर लेने के लिए प्रस्ताव' लिखा हो, में रखकर भेजी जानी चाहिए। उपरोक्त वर्णित निविदाएं मुख्य क्षेत्रीय प्रबंधक, दि ओरिएण्टल इंश्योरेंस कंपनी लि., सीबीआरओ के उपरोक्त पते पर दिनांक 10.03.2015- 5.30 PM तक पहुंच जाना चाहिए। 'तकनीकी बोली' को 11.03.2015(दिनांक) 4.00 PM बज खोल जाएगा।

निविदा दस्तावेज दिनांक 09.03.2015 तक कार्यालय कार्यकाल के दौरान उपरोक्त संदर्भित सीबीआरओ से या इसे हमारी कंपनी की वैबसाइट www.orientalinsurance.org.in (Tenders_) से लिया या डाउनलोड किया जा सकता है। सीलबंद बोलियों निविदाकर्ता या उसके किसी प्रतिनिधि द्वारा अंतिम तिथि और समय से पूर्व निविदा के लिए बनाए बॉक्स में डाल दी जानी चाहिए। रास्ते में खो गई बोलियों या किसी भी कारण से देरी से प्राप्त बोलियों के लिए कंपनी जिम्मेदार नहीं होगी। कंपनी द्वारा ब्रोकरों को कोई कमीशन नहीं दिया जाएगा तथा उनके प्रस्ताव के साथ इस आशय का पत्र संलग्न होना चाहिए कि उन्हें अपने स्वामी की ओर से मूल्य देने के लिए अधिकृत किया गया है। कंपनी के पास किसी भी या सभी प्रस्तावों को बिना कोई कारण बताए रद्द करने का अधिकार सुरक्षित है।

मुख्य क्षेत्रीय प्रबंधक

ANNEXURE -1

**THE ORIENTAL INSURANCE COMPANY LIMITED
CBRO, DELHI, 4TH FLOOR,
JEEVAN VIHAR BUILDING (REAR PORTION)
PARLIAMENT STREET, NEW DELHI-110 001**

PH: 011-23341745, 23361521, 23363987

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 of **3000 sq. ft** (excluding bath room, lavatory, Verandhas etc.) in the specified localities of **within a radius of TWO KILOMETER from IFFCO CHOWK, GURGAON, (HARYANA)** for a minimum period of 9 years lease to be registered with 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 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 envelope 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 address to the Chief Regional Manager, The Oriental Insurance Company Limited, CBRO, at the above mentioned Address by 10.03.2015(date) 5.30 p.m., The technical bid shall be opened on .11.03.2015(date) 4.00 p.m.

The format for bids may be obtained from the above referred CBRO address during office hours latest by 09.03.2015 (date) or may be downloaded from our company website 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. 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 authorising them to quote on their behalf. The Company reserves the right to reject all or any of the offers without assigning any reason.

Chief Regional Manager

ANNEXURE -2

**THE ORIENTAL INSURANCE COMPANY LIMITED
CBRO, DELHI, 4TH FLOOR,
JEEVAN VIHAR BUILDING (REAR PORTION)
PARLIAMENT STREET, NEW DELHI-110 001**

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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 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 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 LIMITED
CBRO, DELHI, 4TH FLOOR,
JEEVAN VIHAR BUILDING (REAR PORTION)
PARLIAMENT STREET, NEW DELHI-110 001**

lastest by 10.03.2015 (date) 5.30 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

ANNEXURE -3

**THE ORIENTAL INSURANCE COMPANY LIMITED
CBRO, DELHI, 4TH FLOOR,
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PARLIAMENT STREET, NEW DELHI-110 001**

PH: 011-23341745, 23361521, 23363987

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 (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) 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 (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/ 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 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:

SIGNATURE

Date:

Name:

Designation of
duly authorized Attorney

ANNEXURE -4

**THE ORIENTAL INSURANCE COMPANY LIMITED
CBRO, DELHI, 4TH FLOOR,
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PARLIAMENT STREET, NEW DELHI-110 001**

PH: 011-23341745, 23361521, 23363987

FINANCIAL BID

I. 1. Name and Address of the 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) 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 Registration Authority for a total period of lease in one go.

I/ We agree to bear the registration charges on 50:50 basis.

Place: New Delhi

SIGNATURE