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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.20/02/2015

NOTICE FOR OFFICE PREMISES FOR CITY BRANCH OFFICE-1,
CUTTACK 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 Cuttack 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 Cuttack Town**". This should be addressed to The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office at the above mentioned address by **10/03/2015 5.00 p.m.** The Technical Bid shall be opened tentatively on 16/03/15 3.00 P.M.

The format for bids may be obtained from the above referred Regional Office/ D.O.,Bajrakabati Road, Cuttack/CBO-1,Mission Road,Cuttack address during office hours latest by **06/03/15** 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 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 quoting 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.

बी.मल्लिक/B. Mallik
क्षेत्रीय प्रबन्धक
Regional Manager

REGIONAL MANAGER

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Dt. 20/02/2015

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 Cuttack 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,
4th Floor, Sahid Nagar,
Bhubaneswar – 751 007.

latest by 10/03/15 **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.

Regional Manager

ब्री. मल्लिक
क्षेत्रीय प्रबन्धक
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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%

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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.

(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.

(N.B: "The lessees shall pay the service tax as entitled upon receipt of appropriate
 invoice before due date")

**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