

ANNEXURE- 1

**THE ORIENTALINSURANCE COMPANY LIMITED
REGIONAL OFFICE (ADDRESS OF OFFICE)
PIRMOHANI, KADAMKUAN, PATNA-800003
(TELEPHONE NO.2665839, 2688369)
CIN NO.U66010DL1947GOI007158**

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 1000 Sq. ft. (excluding Bath Room, Lavatory, Verandahs etc.) in the specified localities of our Branch Office at Motihari and Godda for a minimum period of 9 or 10 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.

<u>Name of Town</u>	<u>Preferred Location</u>	<u>Preferred Floor</u>	<u>Carpet Area</u>
1. Motihari (Bihar)	Center of town	Ground or 1st or 2nd floor (with two toilet)	not exceeding 1000 Sq.ft.
2. Godda (Jharkhand)	-do-	-do-	-do-

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 The Regional Manager I/c, The Oriental Insurance Company Limited, Regional Office, Pir Mohani, Rajendra Path, Patna-800003 by 25.03.2015 : 05.45 P.M. The technical bid shall be opened on 27.03.2015 : 03.30 PM

The format for bids may be obtained from the above referred Regional office address at Patna or local Branch Office during office hours latest by 25.03.2015 (date) or may be downloaded from our company website: www.orientalinsurance.org.in (Tender). 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 reject all or any of the offers without assigning any reason.

Rajiv Kumar
Regional Manager I/c

Manoj
12/03/15