



THE ORIENTAL INSURANCE COMPANY LTD

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 **3200 sq. ft** (excluding bath room, lavatory, Verandhas etc.) in the specified localities of **within ONE KILOMETER radius by road either from SIKANDARPUR METRO STATION OR M.G. ROAD METRO STATION, 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 addressed to the Chief Regional Manager, The Oriental Insurance Company Limited, CBRO, at the above mentioned Address by **15.12.2015 upto 5.30 p.m.**, The technical bids shall be opened on **18.12.2015 at 4.00 p.m.**

The format for bids may be obtained from the above referred CBRO address during office hours latest by **14.12.2015** 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 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