

THE ORIENTAL INSURANCE COMPANY LIMITED

(A Govt. of India Undertaking)

Regional Office, # 48-14-111, 'SRI NITYA', 2nd Floor, Opp. Karnataka Bank,

Rama Talkies Road, CBM Compound, Visakhapatnam-530013

Ph. No. 0891-2546465, 2546471,2546470

TENDER FORM

FOR OFFICE PREMISES

AT ANAPARTHY, ANDHRA PRADESH

FOR “ BRANCH OFFICE ANAPARTHY”

ON LONG TERM LEASE / RENTAL BASIS



TENDER NOTICE

The Oriental Insurance Company Limited
(A Govt. of India Undertaking)
Regional Office, # 48-14-111, 'SRI NITYA',
2nd Floor, Opp. Karnataka Bank,
Rama Talkies Road, CBM Compound
Visakhapatnam-530013
Ph. No. 0891-2546465,2546471,2546470

REQUIRED 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 admeasuring 800 sq.ft.(excluding columns/pillars, Bathroom, Lavatory,Verandas etc.) preferably in the localities of 1) Surroundings of Railway Station Road 2) Market Road 3) Canal Road - Anaparthi for a minimum period of 9 years lease to be registered with the 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 be selected only 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 sealed 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, Estate Department, The Oriental Insurance Company Limited, Regional Office Visakhapatnam at the above mentioned address by 25/ 03 /2016 05.00 p.m. The technical bid shall be opened on 28/03/2016 04.30 pm.

The format for bids may be obtained from 1. Above referred Regional Office address and 2. Divisional Office Kakinada, D.No. 12-2-32, 1st Floor (South East Corner) Dantuvari street Suryaraopet, Kakinada,- 533001 East Godavari , during office hours or may be downloaded from our Company website www.orientalinsurance.org.in (Tenders). Sealed bids will have to be dropped into the Tender Box, in our Regional Office at the above address, meant for the same by tenderer or his/her 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 of the premises, authorising them (brokers) to quote on their behalf. The Company reserves the right to reject all or any of the offers without assigning any reason.

Regional Manager

ANNEXURE - 2

THE ORIENTAL INSURANCE COMPANY LIMITED

(A Govt. of India Undertaking)

Regional Office, # 48-14-111, 'SRI NITYA', 2nd Floor, Opp. Karnataka Bank,
Rama Talkies Road, CBM Compound, Visakhapatnam-530013
Ph. No. 0891-2546465,2546471,2546470

IMPORTANT INSTRUCTIONS

1. Technical Bid to be put up in envelope-1 duly sealed and super scribed as "**Technical Bid**" mentioning your name, address and telephone number thereon.
2. Financial Bid to be put up in envelope-2 duly sealed and super scribed as "**Financial Bid**" 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**" mentioning your name, address and telephone number thereon.
4. The envelope-3 should be sent to :
The Regional Manager,
Estate Department,
The Oriental Insurance Company Limited,
Regional Office, # 48-14-111, 'SRI NITYA', 2nd Floor,
Opp. Karnataka Bank, Rama Talkies Road,
CBM Compound, Visakhapatnam-530013.

Latest by **25 /03/2016 05.00pm.**

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