

THE ORIENTAL INSURANCE COMPANY LIMITED

(A Govt. of India undertaking)

Regional Office G.S.Road ULUBARI, GUWAHATI 781007 PH: 0361-2730524,2730527,2730523

Website: www.orientalinsurance.org.in CIN-U66010DL1947GOI007158

OFFICE PREMISES ON LEASE BASIS AT KOHIMA

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area 800 sq ft (plus, minus 10%) (excluding Bath Room, Lavatory, Verandhas etc.) in Kohima main town area 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 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 and parking facilities.

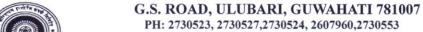
Interested parties may submit bids in two separate envelopes duly scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in third envelope super scribed "OFFER FOR OFFICE PREMISES ON LEASE AT KOHIMA". This should be addressed to The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office, at the above mentioned Address so as to reach us by 31st May 2016 upto 4.00 pm. The Technical bid shall be opened on 1st June 2016 at 3.00 pm.

The format for bids may be obtained from the above referred Regional Office address during office hours latest by 27th May 2016, up to 4.00 pm 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 authorizing them to quote on their behalf. The Company reserves the right to reject all or any of the offers without assigning any reason.

Regional Manager

THE ORIENTAL INSURANCE COMPANY LIMITED





FAX: 0361 – 2730526 Website: www.orientalinsurance.org.in CIN -U66010DL1947GOI 007158



- 1. Technical bid to be put up in envelope-1 duly sealed and superscribed as <u>"Technical Bid"</u> and mentioning your name, address and telephone number thereon.
- 2. Financial Bid to be put up in envelope-2 duly sealed and superscribed as <u>"Financial Bid"</u> and mentioning your name, address and telephone number thereon.
- 3. Both the Technical and Financial Bid Envelopes are to be put up in envelope-3 duly sealed and superscribed as <u>"Offer for Office Premises on Lease Basis"</u> 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, Godrej Building, G.S. Road, Ulubari, Guwahati- 781007

Latest by 31st May 2016, 4.00PM

- 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, the Company will not be held liable.

REGIONAL MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED

REGIONAL OFFICE



111.

G.S. ROAD, ULUBARI, GUWAHATI 781007

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TECHNICAL BID

Details of the Owner							
 Name and Address Telephone Number / Mobile number: Email ID: Marketability of Title Location of the plot/premises (Attach sketch plan) 							
5. Floor of the offered premises(Ground Floor / Fire Second Floor / Third Floor)	st Floor						
Details of the Locality: (nearbylandmark) Details of the property							
1. Carpet Area of the Premises:							
 2. If proposal is for ready built premises 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

Terms of lease Offered:

(a) Minimum Period of lease (9 years or 10 years)

vears

(b) (i) Increase of rent after 3 years (ii) Increase of rent after 5 years

@ 15% @ 25%.

V. Registration charges:

(Do you agree to bear the registration charges on 50:50 basis)

- VI. Other facilities available:
 - Water availability (whether Municipal water / bore well water) (a)

Electrical Power phase and sanctioned load (b)

- (c) Lift facilities
- Generator / power back up (d)
- Fire Fighting arrangements (e)
- Distance from bus station / Rly. Station / Air-port (f)
- Type of flooring- Granite / marble / vitrified tiles / mosaic / ordinary flooring. (g)
- Age of Building within 10 years / 10-20 years / 20-30 years / above 30 years. (h) (i)
- Natural light and ventilation.
- Whether premises is fitted with Airconditioners -(i) Yes / No (k)
- Whether premises is fitted with Furniture & Fixtures Yes / No (1) located on
- (m) Any other relevant information

Road side / Back side

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:

Date:

SIGNATURE

Name: Designation of Duly authorized Attorney.

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FINANCIAL BID:

1.	1.	Name and address of owner				
	2.	Telephone Number/Mobile N	Number			
*	3.	Address of the property offer (GF / FF / SF / TF)	red.			
II.	Carp	et Area of the Premises :	sq.ft. @) Rs	per square	foot
	(Refe	er "ISI Code No. S-3861-1975")				
	Exclu	iding (i) Bath room and lavator Intrance hall and porches (v) Air Conditioning Plant Rooms	y (ii) Verand Staircase ar	nd mumties	(vi) Shaft and A	ges Machine room fo
	The	Tenderer is advised to quot ific mention of any other cha	e the rate rges/taxes.	which inclu	ides all the cha	arges and make
III.	Term	s of lease:				
	(a) pe	eriod of lease (9, 10 or more	- years):		Years	
	(D) (I)	Increase of rent after 3 years		@	%	
		Increase of rent after 5 years otal Lease period		@	%	
	(1)	Minimum lease period acceptated a	ole is either 9	9 years OR	10 years)	
	RIVER STATE	ecurity Deposit				
egiste	erea wi	to abide by standard lease a th the Registration Authority for on charges on 50:50 basis.	agreement of a total per	of the compariod of lease	any, which shall in one go. I / V	be compulsorily Ve agree to bear
Place:					Sig	gnature