

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE,**  
**Metro Palace, Ground Floor, North Railway Station Road,**  
**Ernakulam, Cochin-682 018.**  
**(Telephone Nos: 0484 - 2579100, 2579133, 2397381, 2579105)**  
CIN: U66010DL1947GOI007158

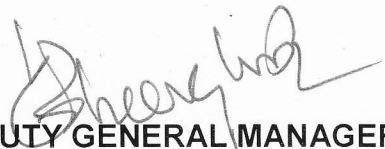
### **IMPORTANT INSTRUCTIONS**

1. Technical Bid to be put up in Envelope-1 duly sealed and superscribed as "**Technical Bid**" and mentioning your name, address and telephone number thereon.
2. Financial Bid to be put up in Envelope-2 duly sealed and superscribed 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 superscribed as "**Offer for Office Premises on lease basis**" and mentioning your name, address and telephone number thereon.
4. The Envelope-3 should be addressed to:

**THE DEPUTY GENERAL MANAGER,**  
**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE,**  
**Metro Palace, Ground Floor, North Railway Station Road,**  
**Ernakulam, Cochin-682 018.**  
(Telephone Nos: 0484 - 2579100, 2579133, 2397381, 2579105)

The Envelope-3 completed in all respects should be dropped in the Tender Box kept at our Regional Office at the above address latest by **10/04/2017 5.00 p.m.**

5. Any offer received after this date and time shall not be considered.
6. Offers received through Registered post with AD should also reach the above address before the stipulated last date and time. For offers, lost in transit, Company will not be held liable.

  
**DEPUTY GENERAL MANAGER**