



**THE ORIENTAL INSURANCE CO LTD,
(A GOVT OF INDIA INDERTAKING)
REGIONAL OFFICE :IDA BUILDING,4TH FLOOR,7,RACE COURSE ROAD
INDORE**

**OFFICE PREMISES ON LONG LEASE / RENTAL BASIS IN AND AROUND
PADAWA AREA INDORE ROAD, KHANDWA**

Sealed offers are invited in Double Bid system (Technical / Financial) as mentioned here under for acquiring on long period lease (minimum 9 years) a commercial premises in the shape of a Hall having approximate carpet Area ad measuring 1500sq ft ($\pm 10\%$) (Excluding Bath Room Lavatory Verandas etc) in and around PADAWA AREA INDORE ROAD Khandwa located on wide road with good approach and in a ready to move in position .. Lease with be registered with appropriate authority and charges will be shared on 50:50 Basis.

The Technical Bid and Financial Bid will be selected on Carpet Area basis only.

Interested parties may submit bids in two separate envelopes duly superscribed as '**Technical Bid**' and '**Financial Bid**' Both these bids should be put in one sealed envelope super scribed **OFFER FOR OFFICE PREMISES ON LONG LEASE**. This should be addressed to **The Deputy General Manager** at the above address. Bidder must be the registered owner of the premises and proof be submitted along with technical bid.

The format for bids may be obtained from the above referred Regional Office or Divisional Office Khandwa during office hours latest by **15.05.2017** (Monday) OR may be downloaded from our Company's website www.orientalinsurance.org.in (Tenders). Completed sealed bid should be dropped on or before the LAST DATE i.e **16.05.2017** up to 3 PM in the tender box kept in the Regional Office at Indore. If sent by post, Company will not be liable for Bids lost in transit and received late due to any reason. Brokers will not be paid any commission by the company for the bids submitted by them and their every offer must accompany a letter form the owner authorization them to quote on their behalf.

The technical bids shall be opened on **16.05.2017** at 3 PM and bidders may participates in this process.

The Company reserves the right to reject all or any of the offers without assigning any reason thereof.


Regional Manager

दि ओरिएण्टल इंश्योरेंस कम्पनी लिमिटेड



भारत सरकार का उपक्रम

क्षेत्रीय कार्यालय : आई डी ए भवन 4 थी मंजिल, 7 रेसकोर्स रोड इन्दौर 452003

दुरभाष कं. 2549061, 2549050 फैक्स क्रं. 2549060

कार्यालय भवन की आवश्यकता

खण्डवा के पडावा एरिया, इन्दौर रोड पर लीज / किराए पर लेने के लिए परिसर चाहिए ।

भवन / लीज पर लेने के लिए दो सीलबंद निविदाएं (तकनीकी व वित्तीय) निम्नानुसार लम्बे समय (न्यूनतम 9 वर्ष) के लिए आमंत्रित हैं, जो कि बड़े हॉल के आकार में जिसका कारपेट एरिया लगभग 1500 वर्ग फिट (+_ 10%)(बाथरूम, टायलेट, वराण्डा आदि छोड़कर) उक्त क्षेत्र में सुगम एवं अच्छी पहुच व तैयार स्थिति में होना चाहिए । लिज अधिकृत अधिकारी के यहा रजिस्टर्ड होगी जिसकी रजिस्ट्री का खर्चा 50:50 आनुपातिक आधार पर वहन किया जाएगा ।

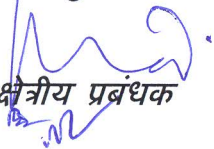
तकनीकी प्रस्ताव व वित्तीय प्रस्ताव केवल करपेट एरिया आधार पर ही स्वीकृत होंगे ।

इच्छुक पाट्रियां अपने प्रस्तवित भवन का प्रस्ताव दो अलग लिफाफे में तकनीकी प्रस्ताव व वित्तीय प्रस्ताव अंकित कर जमा करें । यह दोनो प्रस्ताव जिस पर कार्यालयीन भवन के लिए लीज प्रस्ताव अंकित हो एक तीसरे लिफाफे में सीलबंद कर उप महाप्रबंधक के नाम से उक्त पते पर जमा करें । तकनीकी बिड के साथ प्रस्तावक को भवन का पंजीकृत मालिक होने का प्रमाण संलग्न करें । कृपया निर्मित भवन / रेडी पजेशन के प्रस्ताव ही निविदा हेतु जमा करे ।

निविदा के प्रारूप (फारैमेट) को उपरोक्त क्षेत्रीय कार्यालय अथवा मंडल कार्यालय, खण्डवा से किसी भी कार्य दिवस में कार्यालयीन समय में दिनांक 15.05.2017 तक प्राप्त किया जा सकता है । अथवा कम्पनी की वेबसाईट www.orientalinsurance.org.in (टेंडर) से डाउनलोड किया जा सकता है । सभी प्रस्ताव क्षेत्रीय कार्यालय के टेंडर बाक्स में दिनांक 16.05.2017 को दोपहर 3 बजे या उससे पहले जमा हो जाना आवश्यक है । डाक द्वारा भेजी गई निविदा ट्रांजिट में किसी भी कारण से गुमने या देरी से प्राप्त होने के लिए कम्पनी जिम्मेदार नहीं होगी ।

कम्पनी द्वारा दलाल बंधुओ को कमीशन का कोई प्रावधान नहीं रहेगा एवं उनके द्वारा दिए गए हर प्रस्ताव के साथ सम्पत्ति मालिक का प्राधिकृत सूचना पत्र संलग्न करना अनिवार्य होगा । तकनीकी निविदाएं दिनांक 16.05.2017 को दोपहर 3 बजे उपरोक्त पते पर खोली जाएगी । निविदा देने वाले इस प्रक्रिया में शामिल हो सकते हैं ।

कम्पनी किसी भी निविदा को बिना कोई कारण बताए स्वीकृत / अस्वीकृत करने का अधिकार अपने पास सुरक्षित रखती है


क्षेत्रीय प्रबंधक

THE ORIENTAL INSURANCE CO.LTD.,
REGIONAL OFFICE : INDORE

TECHNICAL BID

I) **Details of the Owner**

1. Name & Address
2. Telephone Number / Mobile Number
Email ID:
3. Marketability of Title (owner details)
4. Location of the Plot / premises
(attach sketch plan)
5. Floor of the offered premmises------(Ground Floor/ First Floor/ Second Floor/ Third Floor..)

II) **Details of the Locality :**
(nearby -----landmark)

III) **Details of the property :**

1. Carpet Area of the Premises Sq. Ft
(Refer ISI Code No S-3861-1975)

Excluding 1 Bath room and lavatory 2 . Verandahs 3. Corridore and passages 4. Entrance hall and porches 5. Staircase and munties 6 Shaft and Macchine rrom for life 7. shaft for sanitary pipings etc.

(2) If proposal is for ready built premises : YES / NO

Year of condruction

(3) If the proposla is for oremises under construiction

(a) Present stage of construction

(b) Time in which the premises would be ready be occupation

(C) Total area of the premises to be provided by offerer

(4) Whether parking space will be provided YES/NO

IV) **Terms of Lease offered :**

- (a) Minimum period of lease (9 Years or 10 Years)
- (b) (1) Increased of rent after 3 years @ 15%
- (2) Increased fo rent after 5 years @ 25%

V) **Registered charges**

(Do you agree to bear the registration charges on 50.50 basis)

VI) **Other facilities available :**

- (a) Water availability (whether municipal water/ bore well water,
- (b) Electrical Power phase and santion load
- (c) Lift facilities
- (d) Generator / power backup for emergency
- (e) Fire Fighting arrangements
- (f) Distance from bus station / rly station / Air -port
- (g) Type of flooring – Granite / Marble / vitrified tiles / mos aic / ordinary / flooring
- (h) Age of Bulding – within 1 0 years / 10-20years /20-30 years / above 30 years
- (i) Natural light and vertilation

- (j) Whether premises is fitting with airconditioners Yes/ No
- (k) Whether premises is fitting with Furniture & Fixtures Yes/ No
- (L) Located on Road side / Back side
- (M) Any other relevant information

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

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE : INDORE

FINANCIAL BID

- I) 1. Name and address of owner
2. Telephone number / mobile number Email id
3. Address of the property offered
(GF /FF/SF/TF.....)

- II) Carpet Area of the Premises Sq. Ft
(Refer ISI Code No S-3861-1975)
Excluding 1 Bath room and lavatory 2 . Verandahs 3. Corridore and passages 4. Entrance hall and porches 5. Staircase and munties 6 Shaft and Macchine room for life 7. shaft for sanitary pipings etc.

The Tenderer is advised to quote the rate which oncluding all the change and make specific mention of any other charges/ taxes.

III) Term of lease

- (a) Period of lease (9 ,10 or more Years)
(b) Increase of rent after 3 years @ _____ %
Increase of rent after 5 years @ _____ %
(c) Total lease peried
(Minimum lease period acceptabel is eithers 9 years OR 10 years)
(d) Advance rent
(e) Security Reposit

I/We confirm to abide by standard lease agreement of the company, which shall be compulsorily registered with the Registration Authority for a total period of lease in one go. I/We agree to bear the registration charges on 50:50 basis.

Place :

Date :

Signature