

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**Regional Office**  
**G.S.Road**  
**ULUBARI, GUWAHATI 781007**  
**PH: 0361-2730524,2730527,2730523**  
**Website: [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)**  
**CIN-U66010DL1947GOI007158**

## IMPORTANT INSTRUCTIONS

1. Technical Bid to be put up in envelope-1 duly sealed and super scribed 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 super scribed 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 super scribed as "**Offer for Office Premises on lease basis**" 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  
Ulubari, G.S. Road  
Guwahati -781007

Lastest by **5<sup>th</sup> June 2017, 4.00 p.m.**

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.

Sd/-  
Chief Regional Manager

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**TECHNICAL BID**

**I. Details of the Owner**

1. Name and Address
2. Telephone Number / Mobile number:
3. Email ID:
4. Marketability of Title
5. Location of the plot/premises (Attach sketch plan)
6. Floor of the offered premises \_\_\_\_\_(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 (i) Bath room and lavatory (ii) Verandahs (iii) Corridors and passages  
(iv) Entrance hall and porches (v) Staircase and munties (vi) Shaft and Machine  
room for lift(vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary pipings etc.
2. If proposal is for ready built premises Yes/NO  
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

**IV. Terms of lease Offered:**

- (a) Minimum Period of lease (9 years or 10 years) \_\_\_\_\_ years
- (b) (i) Increase of rent after 3 years @ 15%
- (ii) Increase of rent after 5 years @ 25%.

**V. Registration 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 sanctioned load
- (c) Lift facilities
- (d) Generator / power back up
- (e) Fire Fighting arrangements
- (f) Distance from bus station / Rly. Station / Air-port
- (g) Type of flooring- Granite / marble / vitrified tiles / mosaic / ordinary flooring.
- (h) Age of Building – within 10 years / 10-20 years / 20-30 years / above 30 years.
- (i) Natural light and ventilation.
- (j) Whether premises is fitted with Airconditioners - Yes / No
- (k) Whether premises is fitted 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

Name:  
Designation of  
Duly authorized Attorney

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**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. @ Rs. \_\_\_\_\_ per square foot  
(Refer "ISI Code No. S-3861-1975")  
Excluding (i) Bath room and lavatory (ii) Verandahs (iii) Corridors and passages  
(iv) Entrance hall and porches (v) Staircase and munties (vi) Shaft and Machine room for lift(vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary pipings etc.

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

- III. Terms of lease:
- (a) period of lease (9, 10 or more ---- years) : \_\_\_\_\_ Years
  - (b) (i) Increase of rent after 3 years : @ \_\_\_\_\_ %  
(ii) Increase of rent after 5 years : @ \_\_\_\_\_ %
  - (c) Total Lease period  
(Minimum lease period acceptable is either 9 years OR 10 years)
  - (d) Advance rent.
  - (e) Security Deposit

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:

Signature