

## TENDER NOTICE

**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE, 4<sup>th</sup> floor, ALOK BHARATI TOWER,  
SAHIDNAGAR, BHUBANESWAR, ODISHA-751007.**

**WEB: [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)**

**CIN: U66010DL1947GOI007I58, Tel-0674-2547081**

DT : 18.10.2017

### PREMISES FOR DIVISIONAL OFFICE ON LEASE BASIS AT ROURKELA

Sealed offers are invited in two bid system for acquiring of space on rent at Rourkela town for Co's Divisional Office.

- (a) **In the shape of hall/halls having approximate Carpet Area of 2000 sq.ft.(excluding Bath Room,,Lavatory,Varendahs etc.)**
- (b) **In the commercial place of Rourkela. preferably in Udit Nagar , Civil township.**
- (c) **For a minimum period of 9 years lease to be registered with 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 ready to move in position, having parking space, 3 phase connection, power back up, space for installaion of roof top antennae ,toilets for ladies and gents with proper ventilation located on wide road having good approach.

Interested parties may submit their bids in **two separate envelopes duly sealed and superscribed as "Technical Bid" & "Financial Bid"** .

**Both of these bids should be put in one envelope superscribed "Offer for Office Premises on Lease basis AT ROURKELA"** .

This should be addressed to **Chief Regional Manager,The Oriental Insurance Co. Ltd.,4<sup>th</sup> floor, Alok Bharati Tower, Sahid Nagar, Bhubaneswar-751007** by **06.11.2017**

The Technical Bid shall be opened tentatively on **10.11.2017**

The format for bids may be obtained from above office **between 10 AM to 4 PM latest by 06.11.2017**

The Format for bids may also be downloaded from our Co's website **[www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) "Tender"**.



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 by person OR Reg/speed post/ courier only at the above mentioned Regional office, Bhubaneswar so as to reach before the last date & time of submission.

The Company shall not be liable for bids lost in transit or received late due to any reasons.

Brokers will not be paid any commission by the company and their every offer must accompany a letter from the registered owner authorising them to quote on their behalf .

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

Refer- ISI code no. S:3861-1975 for measurement of carpet area.

NB : The technical bid must be accompanied by proof of ownership.

  
( P C HOTA )  
CHIEF REGIONAL MANAGER  


**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE**  
**4TH FLOOR, ALOK BHARATI TOWERS,**  
**SAHID NAGAR, BHUBANESWAR-751 007**  
**(TELEPHONE NO. 0674-2547081)**  
Website:www.orientalinsurance.org.in  
CIN-U66010DL194GOI007158

**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 envelop-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 at Rourkela**" and mentioning your name, address , e-mail and telephone number thereon.

4. The envelope-3 should be sent to:

The Chief Regional Manager  
1 The Oriental Insurance Company Limited.  
Regional Office,  
4<sup>th</sup> Floor, Alok Bharati Tower,Sahid Nagar,  
Bhubaneswar – 751 007.

latest by **6<sup>th</sup> November, 2017 5.00 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.

  
P.G. Moha  
Chief Regional Manager  


**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE**

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**TECHNICAL BID**

I. Details of the owner

1. Name and address

2. Telephone Number/Mobile Number :

E-mail ID:

3. Marketability of Title

4. Location of the plot/premises

(Attach sketch Plan)

5. Floor of the offered premises \_\_\_\_\_ (Ground Floor/First Floor/  
Second Floor/ Third Floor)

II. Details of the Locality:

(Near by \_\_\_\_\_ 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 9 years rent after 3 years

@15%

(ii) Increase of 10 years 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/Airport

(g) Type of flooring – Granite/Marble/Vitrified tiles/mosaic/ordinary flooring.

(h) Age of building – Within 10 Yeqrs/10-20 years/20-30 years/above 30 years.

(i) Natural light and ventilation.

(j) Whether premises is fitted with Air Conditioners

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:

Duly authorized Attorney

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**REGIONAL OFFICE**  
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**FINANCIAL BID**

I. 1. Name and address of owner

2. Telephone Number/ Mobile Number  
E-mail ID

3. Address of the property offered.  
(GF/FF/SF/TF...)

II. Carper Area of the Premises: \_\_\_\_\_ sq.ft. @ Rs. \_\_\_\_\_ per 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.

**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 compmpulsorily 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