

Matters to be displayed in our Company's Website on 30/12/2017

Date	Description	Downloads
	OFFICE PREMISES ON LEASE BASIS Area : Trichur for our BO 2 Trichur Office	
30/12/2017	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 : U66010DL1947GO1007158	<u>Advertisement</u> <u>Important instructions</u> <u>Technical & Financial</u> <u>Bid</u>



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

OFFICE PREMISES ON LEASE BASIS

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area of **800 sq.ft. (+/-10%)** (excluding Bath Room, Lavatory, Verandahs, *stair case* etc..) **in the specified area within 1Kms radius from the Swaraj Round at Trichur** for a minimum of 9 years or longer period lease to be registered with the appropriate authority for the same period and registration charges to be shared on 50:50 basis **as per the 'Draft' of our Company's standard lease deed**. 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, all basic amenities, **exclusive parking space for us**, with proper ventilation and should be located on wide road having good approach for entry.

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 superscribed "**OFFER FOR OFFICE PREMISES ON LEASE**". This should be addressed to The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office at the above mentioned address and **dropped into the Tender Box kept in this office exclusively for this purpose**. Last Date for submission of completed Bids is **15 /1/2018 5.00 p.m.** The technical bid shall be opened on **16/1/2018 11 am**

The format for bids may be obtained from the above referred Regional Office address during office hours latest by **05 /1/2018 or** from our Divisional Office at Maheswari Building, M.G Road, Trichur **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.

Sd/-

CHIEF REGIONAL 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)
CIN ; U66010DL1947GO1007158**

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 sent to :

**THE CHIEF REGIONAL 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)**

Latest by 15/01/2018 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.

CHIEF REGIONAL MANAGER.

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TECHNICAL BID

I	Details of the Owner	
1	Name and Address	
2	Telephone Number / Mobile number: Email ID:	
3	Marketability of Title	
4	Location Address of the plot/premises (Attach sketch plan)	
5	Floor of the offered premises	Ground Floor / First Floor Second Floor / Third Floor.....
II	Details of locality; (nearby.....landmark)	
III	Details of Property	
1	Carpet Area of the Premises: (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.	_____ sq.ft.
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 exclusive parking space will be provided to us	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 / Railway 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 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 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 feet * (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. <u>Note: Once the rates are finalized, the demand for any other charges/taxes will not be considered for the entire period of the lease.</u>	
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)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:

Date:

SIGNATURE