

दि ओरिएण्टल इश्योरेंस
कंपनी लिमिटेड



THE ORIENTAL INSURANCE
COMPANY LIMITED

Regional Office: IDA Building, 4 th Floor, 7, Race Course Road, INDORE- 452003
Web: www.orientalinsurance.org.in (CIN No-U66010DL 1947GOI007158) (IRDA Regn. No. 556)
Ph - 0731-2549084, 2549080

TWO OFFICE PREMISES ON LONG LEASE /RENTAL BASIS BETWEEN GWALIOR CITY

Two Sealed Offers are invited in Two Bid system to acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area for Divisional Office 1500 sq.ft. ($\pm 10\%$) and for T.P. Hub 800 sq.ft. ($\pm 10\%$)(Excluding Bath Room, Lavatory, Varandas etc.) in the specified location of Gwalior City for a minimum period of 9 years lease to be registered with the appropriate authority for the same period. Registration charges to be shared 50:50 basis. The Technical Bid as well as Financial Bid will be selected on Carpet Area & other parameters basis.

The premises should be in ready to move in position, having power back up, toiles for ladies and gents, with proper ventilation, parking and should be located on wide road having good approach for entry.

Interested parties may submit bids in two seperate envelopes duly scribed as **"Technical Bid"** and **"Financial Bid"**. Both these bids should be put in third envelope superscribed **"OFFER FOR DIVISIONAL OFFICE PREMISES & T.P. HUB ON LONG LEASE"**. This should be addressed to The Deputy General Manager at the above mentioned address by **13.04.2018** upto 3 pm. The technical bid shall be opened on **13.04.2018** at **03.30** pm. The format for bids may be obtained from the above referred Regional Office or **Divisional** Office, Gwalior during office hours on working days latest by **12.04.2018** OR may be downloaded from our Company's web site www.orientalinsurance.org.in (Tenders). Sealed bids will have to be dropped in to the Tender box meant for the same by the tenderer or his representative on or before the last date and time at Regional Office, Indore. 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 for 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.

DY. GENERAL MANAGER I/C

**दि ओरिएण्टल इंश्योरेंस
कंपनी लिमिटेड**



**THE ORIENTAL INSURANCE
COMPANY LIMITED**

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

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ग्वालियर शहर में लीज / किराए पर दो व्यवसायिक भवन चाहिये ।

दो व्यवसायिक भवन किराए पर लेने हेतु दो मुहरबंद निविदाएँ आमंत्रित हैं, जो हॉल के आकार के हों जिसका कारपेट एरिया लगभग **मंडल कार्यालय हेतु 1500 वर्गफिट (±10%)** एवं **टी.पी. हब हेतु 800 वर्गफिट (±10%)** (बाथरूम, टॉयलेट, वराण्डा आदि छोड़कर) ग्वालियर शहर के क्षेत्र में कम से कम 9 वर्ष की अवधि के लिए लीज पर चाहिए। लीज प्राधिकृत अधिकारी के पास उक्त अवधि के लिए पंजिकृत होगी, पंजिकृत शुल्क बराबर-बराबर वहन किया जावेगा। तकनीकी एवम वित्तीय प्रस्ताव कारपेट एरिया एवम अन्य मापदण्डों के आधार पर स्वीकृत होंगे। भवन हवादार व सुगम पहुंच व पार्किंग व्यवस्था के साथ चौड़ी सड़क पर होने चाहिये।

इच्छुक पार्टियां अपने प्रस्ताव दो अलग-अलग लिफाफे में तकनीकी व वित्तीय प्रस्ताव अंकित कर उसे एक तिसरे लिफाफे में रखकर उस पर **“मंडल कार्यालयीन भवन एवं टी.पी. हब के लिये लिज प्रस्ताव”** अंकित कर उप महा प्रबंधक प्रभारी के नाम से उक्त पते पर दिनांक **13.04.2018** दोपहर 3 बजे तक जमा करें। तकनीकी प्रस्ताव के साथ प्रस्तावक भवन का पंजिकृत स्वामी होने का प्रमाण पत्र सलग्न करें। तकनीकी प्रस्ताव दिनांक **13.04.2018** को दोपहर **03.30** बजे खोले जायेंगे। निविदा देने वाले इस प्रक्रिया में शामिल हो सकते हैं।

निविदा के प्रारूप उपरोक्त क्षेत्रीय कार्यालय अथवा मंडल कार्यालय ग्वालियर से किसी भी कार्य दिवस में कार्यालयीन समय में दिनांक **12.04.2018** तक प्राप्त किये जा सकते हैं या कम्पनी की वेब साइट www.orientalinsurance.org.in (Tenders) से डाउन लोड किये जा सकते हैं। मुहर बंद निविदाएँ निविदाकर्ता या निर्धारित प्रतिनिधी द्वारा क्षेत्रीय कार्यालय में स्थित टेंडर बाक्स में निर्धारित दिनांक व समय पर या पहले जमा की जा सकती हैं।

डाक द्वारा भेजी गई निविदाएँ रास्ते में खोने या देरी से प्राप्त होने या किसी भी कारण से देरी से प्राप्त होने पर कम्पनी का कोई दायित्व नहीं रहेगा। ब्रोकर्स को कोई कमीशन नहीं दिया जावेगा और ब्रोकर के प्रस्ताव के साथ भवन मालिक का अधिकृत प्रपत्र सलग्न होना आवश्यक है।

कम्पनी किसी भी निविदा या समस्त निविदाओं को बिना कोई कारण बताएँ स्वीकृत/अस्वीकृत करने का अधिकार अपने पास सुरक्षित रखती है।

उप-महाप्रबंधक प्रभारी

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 condtruction

(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 premiises iis fitting with Furniture & Fixtures Yes/ No
- (L) Located on Road side / Back side
- (M) Any other relevant inforemation

I / We confirm that all the above are true. We also confirm that we hold clear title to the propery 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 sutiable 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 rrom for life 7. shaft for sanitary pipings etc.

The Tenderer is advised to quote the rate which including 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 period
(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