



The Oriental Insurance Co. Ltd.,  
Regional Office-2, 1st Floor,  
Core-1, Scope Minar,  
Distt. Centre, Laxmi Nagar,  
Delhi-92  
Ph: 22449451 , 22525001  
fax No. 22449482  
e-mail: mkmittal@orientalinsurance.co.in

*Deptt: Estb./12*

*Dated: 21/05/2012*

### 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 2000 sq.ft. (excluding Bath Room, Lavatory, Verandahs etc.) in the specified localities of **Noida** for a minimum period of 9 years lease to be registered with the appropriate authority for the same period with registrations 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 in ready to move in position, having power back up, toilets for ladies and gents, 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 Regional Manager, Estate Deptt., The Oriental Insurance Company Limited, Regional Office-2, Delhi at the above mentioned Address by 06/06/2012 upto 5.00 p.m. The technical bid shall be opened on 13/06/2012 at 3.00 p.m.

The format for bids may be obtained from The Oriental Insurance Co. Ltd., C-30, 1st & 2<sup>nd</sup> floor, Sector -2 Noida or the above referred Regional Office address during office hours latest by 31/05/2012 upto 5.00 p.m. or may be downloaded from our company website : [www.orientalinsurance.org.in](http://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.

*Mannil*  
\_\_\_\_\_  
DY. GEN. MANAGER

**ओरिएण्टल**



**इंश्योरेंस**

दि ओरिएण्टल इंश्योरेंस कंपनी लिमिटेड

क्षेत्रीय कार्यालय-2, प्रथम तल, कोर-1

स्कोप मीनार, जिला केन्द्र, लक्ष्मी नगर,

नई दिल्ली-110092

दूरभाष : 22449451, 22525001

फैक्स : 22449482

ई-मेल: mkmittal@orientalinsurance.co.in

**विभाग: संपदा/12**

**दिनांक: 21/05/2012**

**कार्यालय परिसर पट्टे पर लेने संबंधी**

नोएडा के निर्दिष्ट इलाकों में (बाथरूम, शौचालय, बरामदा आदि के अलावा) अनुमानित 2000 वर्ग फीट कार्पेट एरिया वाले हाल/हालों के आकार में किराए पर न्यूनतम 9 वर्ष लीज़ पर व्यावसायिक परिसर लेने के लिए दोहरी बोली प्रणाली में सीलबंद प्रस्ताव आमंत्रित किए जाते हैं जिन्हें 50:50 शेयरिंग आधार पर रजिस्ट्रेशन प्रभार सहित उपयुक्त प्राधिकरण के साथ समान अवधि के लिए पंजीकृत किया जाएगा। तकनीकी बोली तथा वित्तीय बोली कार्पेट केवल एरिया आधार पर चयनित की जाएंगी। परिसर तुरंत जाकर रहने लायक होना चाहिए जिसमें पावर बैक-अप, स्त्री-पुरुष शौचालय, समुचित वातायन एवं ऐसी जगह स्थित होना चाहिए जहाँ प्रवेश हेतु चौड़ी सड़क हो।

इच्छुक पार्टियों दो अलग-अलग लिफाफों में जिन पर स्पष्ट रूप से 'तकनीकी बोली' तथा 'वित्तीय बोली' लिखा हो, एक तीसरे लिफाफे में जिस पर 'कार्यालय परिसर लीज़ पर लेने के लिए प्रस्ताव' लिखा हो, में रखकर भेज सकती हैं। इसे उपरोक्त वर्णित पते पर क्षेत्रीय प्रबंधक, संपदा विभाग, दि ओरिएण्टल इंश्योरेंस कंपनी लिमिटेड, क्षेत्रीय कार्यालय को उपरोक्त पते पर 06/06/2012 तिथि तक सायं 5 बजे तक मिल जानी चाहिए। तकनीकी बोली 13/06/2012 तिथि को सायं 3 बजे खोली जाएगी।

बोली के लिए प्रोफार्मा हमारे मण्डल कार्यालय सी-30, प्रथम एवं द्वितीय तल, सैक्टर 2, नोएडा से या उपरोक्त वर्णित क्षेत्रीय कार्यालय के पते से अधिकतम दिनांक 31/05/2012 को सायं 5 बजे तक या हमारी कंपनी की वेबसाइट [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) से लिया या डाउनलोड किया जा सकता है। सीलबंद बोलियों निविदाकर्ता या उसके किसी प्रतिनिधि द्वारा अंतिम तिथि और समय से पूर्व निविदा के लिए बनाए बॉक्स में डाल दी जानी चाहिए। रास्ते में खो गई बोलियों या किसी भी कारण से देरी से प्राप्त बोलियों के लिए कंपनी जिम्मेदार नहीं होगी। कंपनी द्वारा ब्रोकरों को कोई कमीशन नहीं दिया जाएगा तथा उनके प्रस्ताव के साथ इस आशय का पत्र संलग्न होना चाहिए कि उन्हें अपने स्वामी की ओर से मूल्य देने के लिए अधिकृत किया गया है। कंपनी के पास किसी भी या सभी प्रस्तावों को बिना कोई कारण बताए रद्द करने का अधिकार सुरक्षित है।

**उप महाप्रबंधक**



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE-2**  
**SCOPE MINAR, 1<sup>ST</sup> FLOOR, CORE-1**  
**LAXMI NAGAR DISTT.CENTRE, DELHI-110 092**  
**(TELEPHONE 22449451,22525001 FAX: 22449482)**

**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 Regional Manager,**  
**Estate Department,**  
**The Oriental Insurance Company limited,**  
**REGIONAL OFFICE-2,SCOPE MINAR,**  
**1<sup>ST</sup> FLOOR, CORE-1,LAXMI NAGAR DISTT.CENTRE,**  
**DELHI-110 092**

Lastest by 06/06/2012 date 5 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.

*Nuland*  
Regional Manager  
*B. J. S.*

*The relevant portion of the draft like addresses, name, designation, date etc. may be modified by the respective user office.*

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE 2**  
**SCOPE MINAR, 1<sup>ST</sup> FLOOR, CORE-1**  
**LAXMI NAGAR DISTT.CENTRE, DELHI-110 092**  
**(TELEPHONE 22449451,22525001 FAX: 22449482)**

**TECHNICAL BID**

I. Details of the Owner

1. Name and Address
2. Telephone Number / Mobile number:  
Email 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:  
(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.

**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE-2  
SCOPE MINAR, 1<sup>ST</sup> FLOOR, CORE-1  
LAXMI NAGAR DISTT.CENTRE, DELHI-110 092  
(TELEPHONE 22449451,22525001 FAX: 22449482)**

**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: New Delhi.

Signature