



THE ORIENTAL INSURANCE COMPANY LIMITED

**REGIONAL OFFICE, GODREJ BUILDING
G.S.ROAD, ULUBARI, GUWAHATI 781 007
PH: 0361-2730523, 2130473,2730527**

TENDER FORM

FOR OFFICE PREMISES

AT DIBRUGARH

ON LONG TERM LEASE/ RENTAL BASIS



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OFFICE PREMISES ON LEASE BASIS AT DIBRUGARH

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, Verandhas etc.) in the specified locality of **H.S. Road, Babul Poddar Road, R.K.B. Path & Mankatta Road** for a minimum period of 9 years lease to be registered with the 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 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 super scribed “ **OFFER FOR OFFICE PREMISES ON LEASE AT DIBRUGARH**”. This should be addressed to The Chief Regional Manager. The Oriental Insurance Company Limited, Regional Office, at the above mentioned Address so as to reach us by **16th Oct,2012** upto 4.00 P.M. The Technical bid shall be opened on **17th October, 2012** at 3.00 pm.

The format for bids may be obtained from the above referred Regional Office address during office hours latest by **4th Oct,2012** , up to 4.00 pm. 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.

Chief Regional Manager.



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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 at Dibrugarh**” 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 ,G.S. Road,
Ulubari ,Guwahati-781007
Latest by **16th October, 2012** upto 4.00 pm.
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.

Chief Regional Manager.



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TECHNICAL BID

I. Details of the Owner

1. Name & Address :

2 Telephone No. /Mobile No/ :

Email ID :

3Marketability 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.

© Total area of the premises to be provided by offerer.

Contd.... p/2

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

© 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 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 & Fixture - 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 INIAS Antenna or any other like device to facilitate the business operations of the OICL without any extra charges.

Place

SIGNATURE

Date

Name

Designation of

Duly authorized Attorney.



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FINANCIAL BID

I. 1. Name & address of owner :

2. Telephone No./Mobile No. :

Email ID :

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

II. Carpet Area of the premises: _____ sq.ft @ Rs. _____ per sq.
foot.

(Refer "ISICode 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 @ _____ %

© 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:

Date:

SIGNATURE