

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE: AMBALA

IMPORTANT INSTRUCTIONS

1. Technical Bid is to be put up in a separate envelope duly sealed and super scripted as "A – Technical Bid" mentioning your name, address and telephone number thereon.
2. Financial Bid is to be put up in a separate envelope duly sealed and super scripted as "B – Financial Bid" mentioning your name, address and telephone number thereon.
3. Both the Financial and Technical Bid envelopes are to be put up in the third envelope duly sealed and **super scribed as "C – Offer for hiring of Transit House" and mentioning your name, address and telephone number thereon.**
4. The third envelope containing both Financial and Technical Bids and superscribed as "C –Offer for hiring Premises" **should be addressed to :**

**Regional Manager,
The Oriental Insurance Co. Ltd.,
LIC Building, 2nd Floor, Jagadhari Road
Ambala Cantt-133001**

And submit to Divisional Office at 3rd Floor, Municipal Complex, Regal Lane,Residency Road, Srinagar-190001

Latest by : 06.08.2012 upto 4:00 PM .

5. Any offer received after this time and date would not be considered.
6. There should be sufficient parking facility/space.
7. Offer received through post should also reach before the stipulated last date. For offers , lost in transit, Company will not be held liable.
8. Brokers will not be paid any commission and their every offer must accompany a letter from the owner authorising them to quote on their behalf.
9. The Company reserves the right to reject all or any of the offers without assigning any reason.