

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE 3rd FLOOR NAVJEEVAN TRUST BUILDING, B/H GUJRAT VIDYAPEETH,
OFF ASHRAM ROAD AHMEDABAD-380014 .

TENDER FORM

FOR OFFICE PREMISES

At PORBANDAR

FOR “BRANCH OFFICE”

ON LONG TERM LEASE / RENTAL BASIS

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE 3rd FLOOR NAVJEEVAN TRUST BUILDING, B/H GUJARAT VIDYAPEETH,
OFF ASHRAM ROAD AHMEDABAD-380014 .

Office premises on lease/rental basis at Porbandar

Sealed offers are invited in **Two bid system** as mentioned hereunder for acquiring on long term lease premises in the shape of a hall preferably having approximate carpet area measuring 1000 Sq. Ft. (excluding Bath Rooms, Lavatory, Verandas etc.) at Porbandar in commercial locations of M.G. Road (from Axis Bank to HMP Colony), Wadi Plot area, SVP Road.

Interested parties may submit bids **in two separate envelopes** duly super-scribed as “Technical Bid” and “Financial Bid” clearly mentioning the station where property is situated in envelope. Both these bids should be put in one envelope super-scribed **“OFFER FOR OFFICE PREMISES ON LEASE AT Porbandar”**. This should be addressed to **The Deputy General Manager, The Oriental Insurance Company Limited,. Regional office, 3rd floor, Navjeevan trust building, B/h Gujarat Vidyapeeth, Off Ashram Road ,Ahmedabad-380014**. The interested parties should be ready to allow the company to install antenna / tower on the premises offered, which is necessary for carrying out business of the company.

The **format for bids** may be obtained from our Branch Office Porabandar, Hari Bhuvan, M.G. Road, Nr. State Bank Of India, Main Branch, Porbandar-360 575 between 10.00 AM and 5.45 PM on or before **17.9.2012** and may also be downloaded from our website www.orientalinsurance.org.in, however complete bids should be submitted in person or sent by registered post only to Regional Office, Ahmedabad or dropped in the Tender Box provided within office premises at the above mentioned address **on or before 24.9.2012** upto 4.00 P.M.. For bids lost in transit and received late, Company shall not be liable. Brokers will not be paid any commission by the company and their each offer must accompany a letter from the owner authorizing them to quote on their behalf.

The company reserves the right to accept or reject the offers without assigning any reason whatsoever.

Deputy General Manager
Regional Office, Ahmedabad

THE ORIENTAL INSURANCE COMPANY LIMITED
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IMPORTANT INSTRUCTIONS

1. “**Technical Bid**” to be put up in the envelope duly sealed and superscribed as “A – **Technical Bid**” mentioning your name, address and telephone number thereon.
2. “**Financial Bid**” to be put up in the envelope duly sealed and superscribed 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 superscribed as “C – **Offer for premises on lease at Porbandar for Office Premises**” mentioning your name, address and telephone number thereon.
4. The third envelope containing both Financial and Technical Bids and super scribed as “C - **Offer for premises on lease at Porbandar for Office Premises**” should be sent to :-

The Oriental Insurance Company Limited,
Regional office 3 rd floor Navjeevan Trust Building
b/h Gujarat Vidyapeeth off Ashram road Ahmedabad-380014

latest by 24.9.2012 upto 4.00 PM.

5. Any offer received after this date and time would not be considered.
6. Offers received through post should also reach before the stipulated last date. For offers lost in transit company shall not be held liable.

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TECHNICAL BID

(Important Instruction)

1. The accommodation / premises offered should be in the shape of a hall having Carpet Area of approx. 1000 Sq. Ft. (excluding Bath Room, Lavatory, Verandas, Staircase, shaft etc.).
2. The bidder should attach blue print of the accommodation / premises offered along with the technical bid.
3. The bidder should attach the ownership proof of the accommodation / premises offered along with the technical bid.
4. There should be no case / dispute pending against the offered accommodation / premises in any Court of Law.
5. The technical bid should accompany an undertaking from the bidder that he is interested in offering the accommodation / premises on long term lease say for 'nine-ten' years or more.
6. The technical bid should accompany an undertaking from the bidder that he will allow the company to install antenna / tower at the accommodation / premises offered, which is necessary for carrying out the business of the company.
7. The technical bid should accompany a certificate from architect certifying the super built-up area, built-up area and carpet Area of the premises (excluding Bath Room, Lavatory, Verandas, Corridors and passages, Staircase and munties, Shaft and Machine Room for lift and sanitary pipings etc.)
8. The technical bid should accompany an undertaking to the effect that you should not object to installation of generator set in the premises which is necessary for carrying out the business of the company.
9. No commission shall be paid to the brokers by the company and their every offer must accompany a letter from the owner authorizing them to quote on their behalf.

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FINANCIAL BID

1. Name & address of the offerer/owner:
2. Telephone No./Fax No:
3. Particulars of the Property Offered
 - (a) Type of accommodation: Independent/ Complex/ Apartment
 - (b) No.of flats /offices to be provided
 - (c) Rate per sq.ft. on carpet area : Rs. _____ per sq.ft.
 - (d) carpet area of the premises :
(refer “ISI” code no. 0.3861-1975”)
Excluding the following
 - (I)
 - (II) Bath room and lavatory
 - (III) Verandas
 - (IV) Corridors and passages
 - (V) Entrance hall and porches
 - (VI) Staircases and Mumties
 - (VII) Shaft and machine room for lift
 - (VIII) Air conditioning plant rooms
 - (IX) Shaft for sanitary piping etc.
4. In case of flat/premises in a multi storied building :
 - (a) Rent of each flat / premises
 - (b) Maintenance charges of the flats / premises
 - (c) Other charges, if any
 - (d) Total rent including all the charges

continue....

5. Terms of lease :

- (a) Initial period of lease (3 years or 5 years) _____years
- (b) (i) Increase of rent after 3 years : @ _____%
- (ii) Increase of rent after 5 years : @ _____%
- (c) Total lease period
(Total lease period acceptable is either 9 years) OR (initial 3 years plus 2 extensions of 3 years each) OR (10 years (Initial 5 years plus 1 year extension of 5 years))
- (d) Advance rent.

6. Registration charges

(Do you agree to bear the registration charges on 50:50 basis)

I/We confirm that all information mentioned above are true. We also confirm that we hold clear title to the property and construction of the accommodation offered is carried out as per local rules and regulations.

Place :

SIGNATURE

Date :

The Financial bid is to be put up in a separate envelope duly sealed and super scribed as “B Financial Bid” mentioning your name, address and telephone number thereon.

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TECHNICAL BID

I. Details of the Offerer/Owner

- 1 Name & address of the Offerer/Owner:
- 2 Telephone No. / Fax No.:
- 3 Marketability of Title:
- 4 Location of Plot/Premises (Attach sketch plan):

II Details of the Locality

1. Proximity to Bank/Post Office/ School /College/Hospital/Shopping Centre/Availability of transport/ Railway Station.
2. Whether the locality is free from Special Hazards like Fire, Flood etc.
3. Is there any adverse feature such as Industry which may create noise, smoke, dust etc in the near vicinity.

III Details of the Property :

1. Area of the Premises in Sq.Ft.

- | | | |
|-------------------------|---|--------------|
| (a) Super Built up area | : | _____ sq.ft. |
| (b) Built up area | : | _____ sq.ft. |
| (c) Carpet area | : | _____ sq.ft. |

(Refer "ISI Code No. S-3861-1975")

Excluding the following :

- (I).Bath room and lavatory
- (II).Verandas
- (III).Corridors and passages
- (IV).Entrance hall and porches.
- (V).Staircases and Munties
- (VI).Shaft and Machine room for lift.
- (VII).Shaft for sanitary pipings etc.,
- (VIII).Air Conditioning Plant Rooms

(Please enclose Architect's report showing the measurement of Carpet Area on the basis mentioned above). continue...

- IV (a). F.S.I. Prevailing in the locality.
 (b) % of ground converge permissible in the locality.
 (c) Whether any specific/restriction/development rules are applicable.
- V If proposal is for ready built premises Yes/No
- VI 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 flats/premises to be provided by offerer.
- VII If ready built premises :
 a) Year of construction
 b) General state of building and premises
 c) Whether any immediate repairs are needed? If so please specify.
 d) Whether completion certificate obtained
 e) Whether additional floor can be built on the existing building under municipal by-laws.
 f) Whether the foundation is strong enough to take load of an additional floor over the existing structure.
 g) Whether any dispute on property taxes
 a) If property tax paid up to date
 b) Any pending property tax on the premises to be leased.
- VIII. Whether parking space will be provided.
- IX.. Does any portion of the property falls within Railway/National Highway/Underground cable etc,
- X. Terms of Lease Offered :
 a. Initial Period of Lease (3 years or 5 years) _____ years
 b. i) Increase of rent after 3 years @ _____%
 ii) Increase of rent after 5 years @ _____%
 c. Total Lease Period (Total lease period acceptable is either 9 years (initial 3 years plus 2 extension of 3 years each OR 10 years (Initial 5 years plus one extension of 5 years)
 d. Advance rent:

continue.....

XI . Names of other Public Sector Companies/Banks/Govt. Offices occupying the existing premises and existing rent charged from them

XII. Registration charges

(Do you agree to bear the Registration charges on 50:50 basis)

XIII. Other facilities available

a) Water availability

(whether municipal water/bore wall water, if through overhead tank or pump)

Please clarify.

b) Power Phase. Also indicate sanctioned load for light and power separately.

c) Lift facilities

d) Generator for emergency

e) Fire-fighting arrangements

f) Any other relevant information (attach separate sheet, if necessary)

I/We confirm that all the information mentioned above are true. We also confirm that we hold clear title to the property and all construction of the accommodation offered are carried out as per local rules and regulations.

Place :

Date :

SIGNATURE

This technical bid is to be put up in the envelope duly sealed and superscribed as “A-Technical bid” mentioning your name address and telephone no. thereon.