

THE ORIENTAL INSURANCE EMPLOYEES WELFARE SOCIETY  
MITTAL BUILDING  
4/12, ASAF ALI ROAD, NEW DELHI - 110002

## **PREMISES FOR HOLIDAY HOME ON LEASE/RENTAL BASIS**

Sealed offers are invited in double bid system as mentioned hereunder for acquiring on lease independent bungalow/flat/cottage or in Hotels on lease for minimum 3 years in OOTY near railway station, bus stand, main market for opening Holiday Home for its staff members. The minimum requirement of space- three to four bed rooms with attached baathrooms, one drawing-cum-dining room, one kitchen and option of servant quarter with regular power/water supply. . The Technical Bid as well as Financial Bid will only be selected on the above requirements.

Interested parties may submit bids in two separate envelopes duly super scribed as “Technical Bid” and “Financial Bid”. Both these bids should be put in one envelope superscribed “OFFER FOR HOLIDAY HOME PREMISES ”. This should be addressed to The Secretary, The Oriental Insurance Employees' Welfare Society, Mittal Building , 4/12, Asaf Ali Road, New Delhi – 110002 **with in 15 days.**

The format for bids may be obtained from the Regional Office, at D.No. 72, Dr. Balasundaram Road, Coimbatore- 641018 between 10.00 AM and 5.00 PM before **22.04.2012**. The completed bids should reach our Delhi office either by ordinary post or by person on or before **22.04.2012, 5.00 PM..** For Bids lost in transit and receiving late, Company will not be liable. Brokers will not be paid any Commission by the Company and their every 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. For further details, visit [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)

Chief Regional Manager

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**TECHNICAL BID**

**I. Details of the Owner :**

- 1. Name and Address of the offerer**
- 2. Telephone Number/Fax number**
- 3. Marketability of Title**
- 4. Location of the 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) 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.**

**(Please enclose Architects Report showing the measurement of Carpet Area on the basis mentioned above)**

2. (a) F.S.I prevailing in the locality  
 (b) % of ground coverage permissible in the locality  
 (c.) Whether any specific/restriction/development rules are applicable.
  
3. If proposal is for ready built premises Yes/No
4. 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
  
5. If ready built premises :
  - (a) Year of construction
  - (b) General state of building and premises
  - © 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 Bye-laws.
  - (f) Whether the foundation is strong enough to take load on 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.
  
6. Whether parking/space will be provided.
  
7. Does any portion of the property fall within in the Railway/National High way/underground cable etc..

**IV. 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 @ \_\_\_\_\_ %
  
- © Total lease period,  
 (Total lease period acceptable is either 9 years, initial 3 years plus 2 extensions of 3 years each)  
 OR (10 years (initial 5 years plus 1 extension of 5 year)

**(d) Advance rent :**

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

**VI. Registration charges :**

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

**VII. Other facilities available :**

- (a) Water availability (whether Municipal water/borewell water, if through overhead tank or sump) please clarify.**
- (b) Power phase also indicate sanctioned load for light and power separately**
- © 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 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 number thereon.**

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**FINANCIAL BID**

- I.        1. Name and address of owner**
- 2. Telephone Number/Fax Number**
- 3. Particulars of the property offered.**
- II.        (a) Type of accommodation    Independent/Complex/Apartment**
- (b) No. of flats/offices to be provided**
- III.        (a) Rate per sq.ft. On Carpet Area        Rs. \_\_\_\_\_ per sq.ft.**
- (b) Carpet area of the premises**
- (Refer ISI Code 0.3861-1975)**
- (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) Air conditioning plant rooms**
- (viii) Shaft for sanitary piping, etc..**
- IV.        In case of flat/premises in a multi storied Building:**
- (a) Rent of each flat/premises**
- (b) Maintenance charges of the flats/premises**
- © Other charges, if any**
- (d) Total rent including all the charges.**

**V. Terms of lease :**

**(a)Initial period of lease (3 years or 5 yars): \_\_\_\_\_Years**

**(b(i)Increase of rent after 3 years :@\_\_\_\_\_%**

**(iiIncrease of rent after 5 years :@\_\_\_\_\_%**

**© Total Lease Period**

**(Total lease period acceptable is either 9 years**

**Initial 3 years plus 2 extensions of 3 years each)**

**OR (10 years (initial 5 years plus 1 extension of 5 years)**

**(d) Advance rent**

**VI.Registration charges:**

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

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

**Place: Coimbatore.**

**Signature**

**This Financial Bid is to be put up in a separate envelope duly sealed and superscribed as "B Financial Bid" mentioning your name, address and telephone number thereon.**

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**IMPORTANT INSTRUCTIONS**

**Technical Bid to be put up in the envelope duly sealed and superscribed as 'A Technical Bid' and mentioning your name, address and telephone number thereon.**

**Financial Bid to be put up in the envelope duly sealed and superscribed as "B- Financial Bid" and mentioning your name, address and telephone number thereon.**

**Both the Financial and Technical Bid envelopes are to be put up in the third envelope duly sealed and superscribed as "C- Offer for hiring of Office Premises" and mentioning your name, address and telephone number thereon.**

**The third envelope containing both Financial and Technical Bids and superscribed as "C- Offer for hiring of Office Premises" should be sent to :**

**THE ORIENTAL INSURANCE EMPLOYEES WELFARE SOCIETY  
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**Latest by \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_**

**Any offer received after this time and date would not be considered.**

**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**