

The Oriental Insurance Employees' Welfare Society
Mittal Building, 4/12 Asaf Ali Road
New Delhi-110002
Phone: 011-23278357, 23275109

Regional Office—COCHIN The Oriental Insurance Co. Ltd Metro Place, Opp. North Railway Station Cochin-18	Divisional Office –1, TRIVANDRUM The Oriental Insurance Co. Ltd THAKARAPARAMBIL ROAD PASHAVANGADI, TRIVANDRUM
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HIRING OF PREMISES ON LEASE FOR HOLIDAY HOME AT TRIVANDRUM

Sealed offers are invited in double bid system by The Oriental Insurance Co. Ltd for acquiring premises (bungalow/flat/in hotels) for on lease for minimum 3 years in **TRIVANDRUM** for opening Holiday Home for its staff members. **The minimum requirement of space is 3 bed rooms with attached bathroom, One drawing-cum dining room, One Kitchen, one servant room and preferably parking area etc. If the bidder is hotel owner & providing hotel premises then servant room & kitchen are optional.**

Interested parties may submit their bids in two separate sealed envelopes duly superscribed as "Technical Bid " and Financial Bid". Both of these bids should be put in one envelop superscribed as "**Offer for Holiday Home Premises-TRIVANDRUM**". This should be **addressed to the Secretary, The Oriental Insurance Employees' Welfare Society, Mittal Building, 4/12 Asaf Ali Road, New Delhi-110 002 by registered/speed post or in person at above address within 15 days.**

The prescribed formats of Technical and Financial bids may be obtained from the **Regional office COCHIN/ Divisional office-1 TRIVANDRUM** on any working days (Monday to Friday) between 11 a.m to 4.30 p.m or the same may be downloaded from our website www.orientalinsurance.org.in

No broker will be entertained. The bidder must be the registered owner of the premises at the time of submission of the bid. The company reserves the right to reject any one/all offers without assigning any reason.

(AJIT RAI)
SECRETARY

THE ORIENTAL INSURANCE COMPANY LIMITED
TECHNICAL BID

1. 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. Whether the locality is free from Special hazards like Fire, Flood etc.
 2. 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.
- IV.
 1. Bed rooms _____ X _____
 - a. Drawing room _____ x _____ -
 - b. Kitchen _____ x _____
 2.
 - (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
 3. If proposal is for ready built premises Yes/No
 4. 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 any dispute on property taxes :
 - (a) If property tax paid up to date.
 - (b) Any pending property tax on the premises to be leased.
 5. Whether parking/space will be provided.
 6. Does any portion of the property fall within in the Railway/
National High way/underground cab etc.
- V. 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 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)
- VII. Other facilities available:
 - (a) Water availability (whether Municipal water/
Bore well water, if through overhead tank or
Sump) 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 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.

SIGNATURE

Place :

Date :

This technical Bid is to be put up in the envelope duly sealed and super scribed as " A-Technical Bid" mentioning your name, address and telephone number thereon

THE ORIENTAL INSURANCE COMPANY LIMITED
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
(c) Monthly Rent _____
- IV 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.
- V. 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,
 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. 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.

SIGNATURE

Place :

Date :

This Financial Bid is to be put up in the envelope duly sealed and super scribed as “ B- Financial Bid” mentioning your name, address and telephone number thereon.