

**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, # 48-14-111, SRI NITYA, 2ND FLOOR, OPP. KARNATAKA
BANK, RAMA TALKIES ROAD, CBM COMPOUND,
VISHAKHAPATNAM-530013**

TENDER FORM

FOR OFFICE PREMISES

AT GAJUWAKA, VISHAKHAPATNAM

FOR “ DIVISIONAL OFFICE – III”

ON LONG TERM LEASE / RENTAL BASIS

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, # 48-14-111, SRI NITYA, 2ND FLOOR, OPP. KARNATAKA
BANK,RAMA TALKIES ROAD, CBM COMPOUND, VISHAKHAPATNAM-530013
PH. NO. 0891-2546463,2546471,2546478
website : www.orientalinsurance.org.in

REQUIRED OFFICE PREMISES ON LEASE/RENTAL BASIS

Sealed offers are invited in DOUBLE BID SYSTEM as mentioned hereunder for acquiring on long term lease, say for nine/ten years or more, premises in the shape of a hall having approximate carpet area (excluding Passages, Columns/Pillars, Bathroom, Lavatory, Verandas etc.) admeasuring not more than 2000 sq. ft. in the specified localities of Old Gajuwaka Junction & New Gajuwaka areas of Visakhapatnam. The Technical bid as well as Financial bid will only be selected on carpet area.

Interested parties may submit bids in two separate sealed envelopes duly superscribed as “Technical Bid” and “Financial Bid” and both these bids should be put in one sealed envelope superscribed “OFFER FOR OFFICE PREMISES ON LEASE”. This should be addressed to The Chief Regional Manager at the above address. The interested parties should allow the Company to install antenna / tower on the premises offered, which is necessary for carrying out business of the Company.

The format for bid documents may be obtained from 1. Divisional Office located at D. No. 16-18-8, Old Gajuwaka Junction, Visakhapatnam & 2. Regional Office located at the above address (between 11.00 AM to 5.00 PM) latest by **04/05/2012** and may also be downloaded from our website address given above. The completed and sealed bids should be submitted in person or by post so as to reach our Regional Office located at the above mentioned address on or before 05.00 pm on **14/05/2012**. For bids lost in transit and receiving late, Company will not be liable. Brokers, if any, will not be paid any commission by the company and their every offer must be accompanied by a letter from the owner of the premises offered, authorising them (brokers) to quote on their behalf. The Company reserves the right to reject all or any of the offers without assigning any reason, whatsoever.

Chief Regional Manager

**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, # 48-14-111, SRI NITYA, 2ND FLOOR, OPP. KARNATAKA
BANK, RAMA TALKIES ROAD, CBM COMPOUND, VISHAKHAPATNAM-530013**

IMPORTANT INSTRUCTIONS

1. Technical Bid to be put up in the envelope duly sealed and super scribed as “A - Technical Bid” and mentioning your name, address and telephone number thereon.
2. Financial Bid to be put up in the envelope duly sealed and super scribed as “B - 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 third envelope duly sealed and super scribed as “C - Offer for hiring of Office Premises” and 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 hiring of Office Premises” should be sent to :

The Chief Regional Manager,
The Oriental Insurance Company Limited,
Regional Office, Sri Nitya, 2nd Floor, Opp. Karnataka Bank,
Rama Talkies Road, CBM Compound, Vishapatnam-530013

Latest by 14/05/2012 upto 05.00 PM.

5. Any offer received after this time and date would 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

REGIONAL OFFICE, # 48-14-111, SRI NITYA, 2ND FLOOR, OPP. KARNATAKA BANK, RAMA TALKIES ROAD, CBM COMPOUND, VISHAKHAPATNAM-530013

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

..technical bid page 1 of 4..

(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 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 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
- (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 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

..technical bid page 2 of 4..

7. Does any portion of the property fall within in the Railway/

National Highway/ 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 @ _____ %.
- (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 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/
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.

I/We confirm to abide by the standard lease agreement of the Company and under take to get the lease agreement Registered with the Appropriate Authority.

Place:

Date:

SIGNATURE

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.

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ANNEXURE. A5

THE ORIENTAL INSURANCE COMPANY LIMITED
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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")
Excluding the following:
- (i) Bath room and lavatory
 - (ii) Verandahs
 - (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
 - (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. 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:

SIGNATURE

This 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.