

**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 VISHAKHAPATNAM**

FOR “ REGIONAL TRAINING CENTRE”

ON LONG TERM LEASE / RENTAL BASIS

LOGO

The Oriental Insurance Company Limited
(A Govt. of India Undertaking)
Regional Office, # 48-14-111, SRI NITYA Complex,
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 BASIS

Sealed offers are invited in **Two Bid SYSTEM** for acquiring commercial premises on rent in the shape of a hall/halls having approximate carpet area 2000 sq. ft. (excluding Bathroom, Lavatory, Verandahs etc.) in the specified localities of Peda Waltair, China Waltair, Lawsons Bay Colony, Rama Talkies Road, Maharani pet, Maddilapalem, East Point Colony & MVP Colony for a minimum period of 9 years lease to be registered with appropriate authority for the same period with registration charges to be shared on 50:50 basis. The Technical bid as well as Financial bid will only be selected on carpet area basis. The premises should be in ready to move in position, having power back up, Toilets for ladies and gents, with proper ventilation and should be located on wide road having good approach for entry.

Interested parties may submit bids in two separate envelopes duly scribed as “TECHNICAL BID” and “FINANCIAL BID”. Both these bids should be put in a third envelope superscribed “OFFER FOR OFFICE PREMISES ON LEASE”. This should be addressed to The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office at the above mentioned Address by 31st Aug. 2012, 4.00 PM. The Technical Bids shall be opened on 3rd Sept. 2012 at 3.00 PM.

Further, the Technical Bids should contain a Draft for Rs.5000/- towards Earnest Money Deposit (EMD), which shall be forfeited in case of backing out of the L-1 Bidder.

The format for bids may be obtained from above referred Regional Office address during office hours latest by 27th Aug.2012 or may be down loaded from our Company website www.orientalinsurance.org.in (Tenders). Sealed bids will have to be dropped into the Tender Box, available at the mentioned address, meant for the same by the Tenderer or his representative on or before the last date and time. For Bids sent by Post and lost in transit or received late due to any reason, Company shall not be liable. Brokers will not be paid any commission by the company and their offer must accompany a letter from the owner authorising them to quote on their behalf. The company reserves the right to reject all or any of the offers without assigning any reason.

Chief Regional Manager

**THE ORIENTAL INSURANCE COMPANY LIMITED
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IMPORTANT INSTRUCTIONS

1. Technical Bid to be put up in envelope-1 duly sealed and super scribed as **“Technical Bid”** and mentioning your name, address and telephone number thereon.
2. Financial Bid to be put up in envelope-2 duly sealed and super scribed as **“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 envelope-3 duly sealed and super scribed as **“Offer for Office Premises on Lease basis”** and mentioning your name, address and telephone number thereon.
4. The envelope-3 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 31.08.2012 upto 04.00 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

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TECHNICAL BID

I. Details of the Owner

1. Name and Address
2. Telephone Number /Mobile number:
E Mail ID:
3. Marketability of Title
4. Location of the plot/premises
(Attach sketch plan)
5. Floor of the offered premises _____ (Ground Floor/First Floor/
Second Floor/Third Floor.....)

II. Details of the Locality:
(near by-----landmark)

III. Details of the property:

1. Carpet Area of the Premises: _____ Sq.Ft.

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

Excluding (i) Bath room and lavatory (ii) Verandahs (iii) Corridors and passages
(iv) Entrance hall and porches (v) Staircase and mummies (vi) Shaft and Machine
room for lift (vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary pipings etc.

2. If proposal is for ready built premises Yes/NO
Year of construction _____

3. 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 premises to be provided by offerer

4. Whether parking space will be provided Yes/No

IV. Terms of lease Offered:

- (a) Minimum Period of lease (9 years or 10 years) _____ years
(b) (i) Increase of rent after 3 years @ 15%
(ii) Increase of rent after 5 years @ 25%.

VI. Registration charges:

(Do you agree to bear the registration charges on 50:50 basis) Yes/No

VII. Other facilities available:

- (a) Water availability (whether Municipal water/bore well water).
(b) Electrical Power phase and sanctioned load
(c) Lift facilities
(d) Generator/Power back up
(e) Fire Fighting arrangements
(f) Distance from Bus station/Rly Station/Air Port
(g) Type of flooring-Granite/marbel/vitrified tiles/mosaic/ordinary flooring
(h) Age of Building- within 10years/10-20years/20-30 years/ above 30 years
(I) Natural light and Ventilation
(j) Whether premises is fitted with Air-conditioners- Yes/No
(k) Whether premises is fitted with Furniture and Fixtures- Yes/No
(l) Located on Road side/Back side
(m) Any other relevant information

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 premises offered are carried out as per local rules and regulations. I/We also agree to provide space on the terrace of the premises (or at any other suitable area) for installation of **INLIAS Antena** or any other like device to facilitate the business operations of the OICL without any extra charges.

Place:

Date:

SIGNATURE

Name:

Designation: of Duly

Authorised Attorney

..technical bid page 2 of 2

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FINANCIAL BID

- I. 1. Name and address of owner
2. Telephone Number /Mobile number:
E Mail ID:
3. Address of the property offered.
(GF/FF/SF/TF....)
- II Carpet area of the premises : _____ sq.ft @ Rs. _____ per square feet
(Refer ISI Code no. S-3861-1975")

Excluding (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.

**The Tenderer is advised to quote the rate which includes all the charges and
make specific mention of any other charges/taxes.**

III. Terms of lease:

- (a) period of lease (9 years or 10 years or more ___ years): _____ Years
- (b) (i) Increase of rent after 3 years : @ _____ %
(ii) Increase of rent after 5 years : @ _____ %
- (c) Total Lease period
(Minimum lease period acceptable is either 9 years 10 years)
- (d) Advance rent.
- (e) Security Deposit.

I/We confirm to abide by standard lease agreement of the Company, which shall be
compulsorily registered with the Registrar Authority for a Total period of lease in one go.

I/We agree to bear the registration charges on 50:50 basis.

Place:

SIGNATURE