



THE ORIENTAL INSURANCE COMPANY LIMITED

REGIONAL OFFICE 43, HAZARATGAN LUCKNOW—226001, Tel ..0522-4093725

HIRING OF PREMISES ON LEASE FOR CBO-1 ALLAHABAD (U P)

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in prime location in CIVIL LINE, Mamfordganj & Katra commercial area with proper facilities like ventilation, parking space, electricity connection, two toilet, free space for installation of Generator set & Antenna on roof for internet connectivity having carpet area 800 sq.ft.(+/- 10%) for a minimum period of 9/10 years lease to be registered with the appropriate authority for the charges to be shared on 50:50 basis. The prescribed format of **Technical Bids & Financial Bids** may be obtained from **SRI VATSAL NATH, SDM DO-2, UNITED TOWER, 53 Leader Road Allahabad. (Mob.9335152276)** on any working days (Monday to Friday) or the same may be downloaded for our website "www.orientalinsurance.org.in" and the offers are to be submitted in two separate sealed envelopes superscribed as **Technical Bids and Financial Bids** and both these bids to be put in one envelop superscribed as (Offer for Office premises on lease for **CBO-1 Allahabad**. The name, Address & mob. no. of bidders should also be mentioned on all envelopes. The offers should reach our Regional Office Lucknow on the above mentioned address by 22/02/2019. For Bids lost in transit and received late due to any reason, Company shall not be liable. Brokers will not be paid any Commission by the Company and their offer company reserves its right to cancel any or entire offers without assigning any reason.

Chief Regional Manager



दि ओरिएण्टल इन्श्योरेंस कम्पनी लिमिटेड
क्षेत्रीय कार्यालय 43, जीवन भवन हजरतगंज लखनऊ .226001,
फोन नं0 0522;4093725

नगर शाखा कार्यालय -1 इलाहाबाद हेतु लीज /किराये पर भवन की आवश्यकता ।

सिविल लाइन, मम्फोर्डगंज, कटरा के मुख्य व्यासायिक क्षेत्र में पूर्ण रूप से हवादार, पार्किंग व्यवस्था, जलापूर्ति, विद्युत कनेक्शन की सुविधा दो शौचालय, जनरेटर एवं Internet connectivity हेतु छत पर एटिना लगाने हेतु निःशुल्क स्थान, जिसका कारपेट एरिया लगभग 800 वर्ग फुट (+/- 10%) हो को किराये पर लेना चाहती है, लीज अवधि 9/10 वर्ष होगी, पंजीकृत लीज खर्च 50:50 वहन करना होगा। इच्छुक पार्टियां अपने भवन का प्रस्ताव कम्पनी को **Two Bid System (Technical Bid & Financial Bid)** के तहत दें। ये प्रारूप श्री वत्सल नाथ, व0म0प्र0, मण्डलीय कार्यालय -2, यूनाईटेड टावर, 53 लीडर रोड -इलाहाबाद (मो0 9335152276) से किसी भी कार्य दिवस में (सोमवार से शुक्रवार) में प्राप्त किए जा सकते हैं। ये प्रारूप हमारी वेबसाइट "www.orientalinsurance.org.in" से भी डाउन लोड किये जा सकते हैं। दोनों बिड को अलग-अलग लिफाफे में **Technical Bid व Financial Bid** लिखकर बंद करें तथा दोनों लिफाफों को एक अन्य तीसरे लिफाफे में बन्द करें, प्रस्ताव नगर शाखा कार्यालय -1 इलाहाबाद लिखा हो को क्षेत्रीय कार्यालय लखनऊ को उपरोक्त पते पर दिनांक 22/02/2019 तक भेजे। दलाल (ब्रोकर) को कोई भी कमीशन देय नहीं होगा, देर से प्राप्त प्रस्तावों को स्वीकार नहीं किया जायेगा। कम्पनी को यह अधिकार होगा कि वह किसी एक या सभी प्रस्तावों को बिना कारण बताये निरस्त कर सकती है।

मुख्य क्षेत्रीय प्रबन्धक

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE (ADDRESS OF OFFICE)
2ND FLOOR 43, JEEWAN BHAWAN, HAZARATGANJ
LUCKNOW -226001(TELEPHONE NO.0522-4093725)

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 City Branch Office-1, Allahabad (UP) Premises on Lease basis**" and mentioning your name, address and telephone number thereon.
4. The envelope-3 should be sent to :

**Chief Regional Manager,
The Oriental Insurance Company Limited
Regional Office, 2nd floor, Jeewan Bhawan
43, Hazaratganj – Lucknow-226001**

Last~~ed~~ by 22/02/2019 date 05 p.m.

5. Any offer received after this date and time shall 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

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE (ADDRESS OF OFFICE)
A-25/27, ASAF ALI ROAD, NEW DELHI-110002
(TELEPHONE NO. 43659123, 43659121)

TECHNICAL BID

- I. Details of the Owner
1. Name and Address
 2. Telephone Number / Mobile number:
Email 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:
(nearby -----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 munties (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 the 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%.

V. Registration charges:

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

VI. 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 / marble / vitrified tiles / mosaic / ordinary flooring.
- (h) Age of Building – within 10 years / 10-20 years / 20-30 years / above 30 years.
- (i) Natural light and ventilation.
- (j) Whether premises is fitted with Airconditioners - Yes / No
- (k) Whether premises is fitted with Furniture & 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 Antenna** or any other like device to facilitate the business operations of the OICL without any extra charges.

Place:

Date:

SIGNATURE

Name:
Designation of
Duly authorized Attorney.

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE (ADDRESS OF OFFICE)
A-25/27, ASAF ALI ROAD, NEW DELHI-110002
(TELEPHONE NO. 43659123, 43659121)

FINANCIAL BID:

- I. 1. Name and address of owner
2. Telephone Number/Mobile Number
Email ID
3. Address of the property offered.
(GF / FF / SF / TF.....)
- II. Carpet Area of the Premises : _____ sq.ft. @ Rs. _____ per square foot
(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, 10 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 OR 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 Registration Authority for a total period of lease in one go. I / We agree to bear the registration charges on 50:50 basis.

Place: New Delhi.

Signature