

ANNEXURE-1

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE (ADDRESS OF OFFICE)
PIRMOHANI, KADAMKUAN, PATNA-800003
(TELEPHONE NO.2665839, 2688369)
CIN NO. U66010DL1947GOI007158

OFFICE PREMISES ON LEASE BASIS

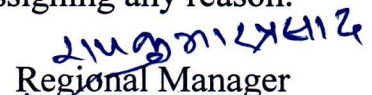
Sealed offers are invited in Two bid system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area not exceeding 1800 sq. ft. (excluding Bath Room, Lavatory, Verandahs etc.) in the specified localities of Sector-4 Bokaro (Jharkhand) for a minimum period of 9years lease to be registered with the appropriate authority for the, same period with registrations 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 and rent per sq. ft. Should not exceed Rs.30/-

<u>Name of Town</u>	<u>For our Office</u>	<u>Preferred Location</u>	<u>Preferred Floor</u>	<u>Carpet Area</u>
Bokaro	DO, Bokaro	City Centre, Sector-4, Bokaro Steel City, Bokaro Jharkhand	Ground/1 st	1800 sq.ft.

Interested parties may submit bids in two separate envelopes duly scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in third envelope superscribed "OFFER FOR OFFICE PREMISES ON LEASE". This should be addressed to The Dy. General Manager, The Oriental Insurance Company Limited, Regional Office, Pirmohani, Rajendra Path, Patna-800003 and must reach 03 P.M. on 16.09.2019. The Technical bid shall be opened 03.30 P.M. on 16.09.2019.

The format for bids may be obtained from the above referred Regional Office address at Patna or local Divisional Office during office hours latest by 16.09.2019 (date) or may be downloaded from our Company website: www.orientalinsurance.org.in (Tender). Sealed bid will have to be dropped into the Tender box meant for the same by the tenderer or his representative on or before the last date and time. For Bid lost in transit and received late due to any reason, Company shall not be liable. Broker will not be paid any Commission by the Company and their 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.

Date: 19.08.2019


Regional Manager

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

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 telephonen 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:-

Deputy General Manager
The Oriental Insurance Co. Ltd.
Rajendra Path, Pirmohani
Patna-800 003

Lastest By 16.09.2019 date 3:00 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 spiputaled last date. For offers, lost in transit, Company will not be held liable

शिवशंकर लाल
Regional Manager

The relevant portion of the draft like addresses, name, designation, date etc may be modified by the respective user office.



दि ओरिएण्टल इश्योरेंस कम्पनी लिमिटेड
THE ORIENTAL INSURANCE CO. LTD.
पटना क्षेत्रीय कार्यालय/PATNA REGIONAL OFFICE
पीरमोहानी, कदमकुआँ, पटना/PEER MOHANI, KADAMKUAN, PATNA

ANNEXURE. - 3

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
REGIONAL OFFICE
RAJENDRA PATH, PIRMOHANI, PATNA-800 003

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 sq. foot.

(Refer “ISI Code No. S-3861-1975”)

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

Note:- Rate of rent per sq. ft. Should not exceed Rs.30/-

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 3years @ _____ %
(ii) Increase of rent after 5years @ _____ %
- (c) Total Lease period
(Mnimum lease period acceptable is either 9years OR 10years)
- (d) Advance rent
- (e) Security Deposit

I/We confirm to abide by standard lease agreement of the Company, which shall be compulsceily 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:

Signature