

ANNEXURE- 1

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

OFFICE PREMISES ON LEASE BASIS

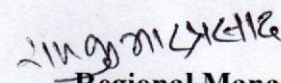
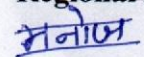
Sealed offers are invited in Two bid system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area not exceeding 800 sq.ft.(plus, minus 10%) (excluding Bath Room, Lavatory, Verandahs etc.) in specified localities of PatnaTown for a minimum period of 9 years 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

<u>Name of Town</u>	<u>Preferably situated nearby</u>	<u>Preffered floor</u>
Patna for Branch Branch Office No.6	Exhibition Road,Gandhi Maidan, Ashok Raj Path, Raja Bazar,/ Baily Road	Ground /1 st floor

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 Regional Manager. Estate Department,The Oriental Insurance Company Limited,Regional Office, Pir Mohani,Rajendra Path, Patna-800003 by 15/05/2018 : 05.30 P.M. The technical bid shall be opened on 16/05/2018 : 03.30 PM

The format for bids may be obtained from the above referred Regional office address at Patna or local Branch Office during office hours latest by 15/05/2018 (date) or may be downloaded from our company website: www.orientalinsurance.org.in (Tender). Sealed bids 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 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 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 : 25/04/2018


Regional Manager


ANNEXURE- 2

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE (ADDRESS OF OFFICE)
A-25/27, ASAF ALI ROAD, NEW DELHI-110002
(TELEPHONE NO.43659123, 43659121)
Regional Office Address- Rajendra Path ,Pir Mohani,Patna-800004

IMPORTANT INSTRUCTIONS

1. **Technical Bid to be put up in envelop-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 scribed as "Financial Bid" and mentioning your name, address and telephone number thereon.**
3. **Both the Financial and Technical Bid envelops are to be put up in the envelop-3 duly sealed and super scribed as "Offer for Premises on lease basis" and**
4. **The envelope-3 should be sent to**

**The Chief Regional Manager,
The Oriental Insurance Co. Ltd.,
Regional Office,(Estate Dept.)
Pirmohani,Kadamkuan,Patna-3**

Lastest by 15/05/2018 date 05.30 PM.

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.**

Regional Manager

THE ORIENTAL INSURANCE COMPANY LIMITED
Regional office, Pirmohani, Kadamkuan, Patna-800003
Phone Number- 2665839, 2688369
CIN No.-U66010DL1947GOI007158

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 (iii) 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) Electric 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 Air conditioners- 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.

ANNEXURE - 4

**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE (ADDRESS OF OFFICE)
RAJENDRA PATH, PIRMOHANI, KADAMKUAN
PATNA-800003
(PHONE NUMBER- 2665839,2688369)
U66010DL1947OI007158CIN NO.
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

(Maximum 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 :

Signature