

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**Regional Office, 2<sup>nd</sup> Floor, LIC Building, AMBALA CANTT**  
**Phone Numbers : 0171 – 2630296,4091903, 4091908 & 4091927**

**IMPORTANT INSTRUCTIONS**

1. Technical Bid is to be put up in envelope -1 duly sealed and super scribed as "**Technical Bid**" mentioning your name, address and telephone number thereon.
2. Financial Bid is to be put up in envelope -2 duly sealed and super scribed as "**Financial Bid**" 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 dropped into tender box placed at our Regional office situated on the following address :

**Regional Manager ( Estate )**  
**The Oriental Insurance Co. Ltd.,**  
**LIC Building, 2<sup>nd</sup> Floor, Jagadhari Road**  
**Ambala Cantt-133001**

**Latest by : 27.01.2017 upto 4:00 p.m.**

5. Any offer received after this time and date would not be considered.
6. Offer received through post should also reach before the stipulated last date. For offers , lost in transit, Company will not be held liable.

**Regional Manager ( Estate )**