

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
4, LYONS RANGE
KOLKATA-700 001
TELEPHONE NO. 033-2231 3405/2230 7995
website - www.orientalinsurance.org.in.
CIN - U66010DL1947GO1007158

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 addressed :

The Deputy General Manager
The Oriental Insurance Company limited,
Regional Office,
4, Lyons Range,
Kolkata-700 001

To be submitted at D.O., Barasat,
40/2, Jessore Road, (1st floor)
Barasat-743 201
Telephone-2552-3332/2562-3441
Mob No. 9432203533 of Mr. Satyajit Basu, Sr. D.M.

The last date of submission of bids is 06.07.2015 by 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 stipulated last date. For offers, lost in transit, Company will not be held liable.
7. The Company reserves the right to reject all or any of the offers without assigning any reason.

Deputy General Manager

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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
2. (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:

SIGNATURE

Date :

Name:

Designation of :

Duly authorized Attorney.

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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 :

SIGNATURE

Date :