



**THE ORIENTAL INSURANCE CO LTD,
(A GOVT OF INDIA INDERTAKING)
REGIONAL OFFICE :IDA BUILDING,4TH FLOOR,7,RACE COURSE ROAD
PHONE NO. 0731-2549061,2549065 FAX NO 0731-2549060 INDORE-452003**

**OFFICE PREMISES ON LONG LEASE / RENTAL BASIS AROUND LALGATE
AND ONWARD TO INDORE A.B. ROAD DEWAS.**

Sealed offers are invited in Two Bid system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area 800 sq feet ($\pm 10\%$) (Excluding Bath Room Lavatory Verandas etc) in the specified localities of DEWAS located on Around Lalgate and Onward to Indore A B Road 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, parking and should be located on wide road having good approach for entry.

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 LONG LEASE**". This should be addressed to **The Deputy General Manager** at the above mentioned address by **08.06.2017** 3 p.m. The technical bid shall be opened on **08.06.2017** 3 p.m

The format for bids may be obtained from the above referred Regional Office or Branch Office Dewas during office hours latest by **07.06.2017** 3 p.m. OR may be downloaded from our Company's website www.orientalinsurance.org.in (Tenders). 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 at Regional Office Indore. 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 for must accompany a letter form 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.


Regional Manager



दि ओरिएण्टल इंश्योरेंस कम्पनी लिमिटेड

भारत सरकार का उपक्रम



क्षेत्रीय कार्यालय : आई डी ए भवन 4 थी मंजिल, 7 रेसकोर्स रोड इन्दौर 452003

दुरभाष कं. 2549061, 2549065 फैक्स कं. 2549060

कार्यालय भवन की आवश्यकता

देवास में लाल गेट या इंदौर की ओर ए. बी. रोड के आसपास लीज/किराए पर व्यवसायिक भवन चाहिए

व्यवसायिक भवन किराए पर लेने के लिए दो मुहरबंद निविदाएँ आमंत्रित हैं जो हॉल के आकार हों, जिसका कारपेट एरिया लगभग **800 वर्ग फिट (+_10%)** (बाथरूम, टायलेट, वराण्डा आदि छोड़कर) देवास में लाल गेट या इंदौर की तरफ ए बी रोड के आसपास के क्षेत्र में **9 वर्ष** की अवधि के लिए लीज पर चाहिए। लीज प्राधिकृत अधिकारी के पास उक्त अवधि के लिए पंजीकृत होनी चाहिए, पंजीकृत शुल्क बराबर-बराबर वहन किया जाएगा। तकनीक एवं वित्तीय प्रस्ताव केवल कारपेट एरिया आधार पर स्वीकृत होंगे। भवन तैयार स्थिति में पावर बेकअप के साथ हो, महिला एवं पुरुष के लिए अलग-अलग टायलेट हों, भवन हवादार व सुगम पहुँच व पार्किंग व्यवस्था के साथ चौड़ी सड़क पर होना चाहिए।

इच्छुक पार्टियाँ अपने प्रस्ताव दो अलग लिफाफे में तकनीक एवं वित्तीय प्रस्ताव अंकित कर उसे एक तीसरे लिफाफे में रखकर उस पर "कार्यालय भवन के लिए लीज प्रस्ताव" अंकित कर उप महाप्रबंधक के नाम से उक्त पते पर दिनांक **08.06.2017**, दोपहर **3 बजे** तक जमा करें। तकनीक प्रस्ताव दिनांक **08.06.2017**, दोपहर **3.30 बजे** खोलें जाएंगे।

निविदा के प्रारूप उपरोक्त क्षेत्रीय कार्यालय अथवा शाखा कार्यालय देवास से किसी भी कार्य दिवस में कार्यालयीन समय में दिनांक **07.06.2017** तक प्राप्त किए जा सकते हैं अथवा कंपनी की वेबसाईट **www.orientalinsurance.org.in** (Tender) से डाऊनलोड किया जा सकता है। मुहरबंद निविदाएँ निविदाकर्ता या निर्धारित प्रतिनिधि द्वारा क्षेत्रीय कार्यालय में स्थित टेंडर बॉक्स में निर्धारित दिनांक व समय पर या पहले जमा की जा सकती हैं। निविदाएँ रास्ते में खोने या देरी से प्राप्त होने या किसी भी प्रकार की देरी से प्राप्त होने पर कंपनी का कोई का दायित्व नहीं है। ब्रोकर्स को कोई कमीशन नहीं दिया जाएगा और ब्रोकर के प्रस्ताव के साथ भवन मालिक का अधिकृत प्रपत्र संलग्न होना आवश्यक है। कंपनी किसी भी निविदा को बिना कोई कारण बताएं स्वीकृत/अस्वीकृत करने का अधिकार अपने पास सुरक्षित रखती है।

क्षेत्रीय प्रबंधक

THE ORIENTAL INSURANCE CO.LTD.,
REGIONAL OFFICE : INDORE

TECHNICAL BID

I) Details of the Owner

1. Name & Address
2. Telephone Number / Mobile Number
Email ID:
3. Marketability of Title (owner details)
4. Location of the Plot / premises
(attach sketch plan)
5. Floor of the offered premmises------(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 1 Bath room and lavatory 2 . Verandahs 3. Corridore and passages 4. Entrance hall and porches 5. Staircase and munties 6 Shaft and Macchine rrom for life 7. shaft for sanitary pipings etc.

(2) If proposal is for ready built premises : YES / NO

Year of condtruction

(3) If the proposla is for oremises under construiction

(a) Present stage of construction

(b) Time in which the premises would be ready be 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)

(b) (1) Increased of rent after 3 years @ 15%

(2) Increased fo rent after 5 years @ 25%

V) Registered 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 santion load
- (c) Lift facilities
- (d) Generator / power backup for emergency
- (e) Fire Fighting arrangements
- (f) Distance from bus station / rly station / Air -port
- (g) Type of flooring – Granite / Marble / vitrified tiles / mos aic / ordinary / flooring
- (h) Age of Bulding – within 1 0 years / 10-20years /20-30 years / above 30 years
- (i) Natural light and vertilation

- (j) Whether premises is fitting with airconditioners Yes/ No
- (k) Whether premises is fitting 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

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE : INDORE

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
(Refer ISI Code No S-3861-1975)
Excluding 1 Bath room and lavatory 2 . Verandahs 3. Corridore and passages 4. Entrance hall and porches 5. Staircase and munties 6 Shaft and Macchine rrom for life 7. shaft for sanitary pipings etc.

The Tenderer is advised to quote the rate which oncluding all the change and make spectific mention of any other charges/ taxes.

III) Term of lease

- (a) Period of lease (9 ,10 or more Years)
(b) Increase of rent after 3 years @ _____ %
Increase of rent after 5 years @ _____ %
(c) Total lease peried
(Minimum lease period acceptabel is eithers 9 years OR 10 years)
(d) Advance rent
(e) Security Reposit

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 :

Date :

Signature