



**THE ORIENTAL INSURANCE COMPANY LIMITED  
( A Govt. Of India Undertaking )**

**REGIONAL OFFICE**

**Jeevan Jyoti Building ( LIC Building), 2<sup>nd</sup>Floor, Jagadhri Road, Ambala  
Cantt**

**Phone - 0171-2633590, 0171-4091902**

**CIN : U66010DL1947GOI007158,**

**Website : [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)**

**E Mail : [roambala@orientalinsurance.co.in](mailto:roambala@orientalinsurance.co.in)**

**OFFICE PREMISES ON LEASE BASIS for BRANCH OFFICE, KAITHAL**

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in Kaithal in the shape of hall / halls having approximate carpet area of 800 sft. ( +/- 10%) [ excluding Bath Room, Lavatory, Verandahs etc.,) for a minimum period of 9 years lease to be registered with the appropriate authority for the same period with registration 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 a ready to move in position, having power back up, toilets for ladies & gents, with proper ventilation 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' & ' Financial Bid '. Both these bids should be put in third envelope superscribed as ' **OFFER FOR OFFICE PREMISES ON LEASE** '. This should **be addressed** to Regional Manager (Estate), The Oriental Insurance Company Limited, Regional Office on the above mentioned address by **19.01.2018 (4 p.m)**. **The Technical bid shall be opened on 22.01.2018 on 10:30 A:M.**

The format for bids along with detailed terms & conditions may be obtained from the above referred Regional Office during office hours latest by 10.01.2018 or may be downloaded from our website [www.orientalinsurance.org.in](http://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. Offers received through Post should also reach before the stipulated last date & time. Company will not be liable for bids lost in transit and /or received late. 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 offer without assigning any reason.

**REGIONAL MANAGER**