

THE ORIENTAL INSURANCE COMPANY LIMITED

Regional Office, 3rd Floor, Navjivan Trust Building, Behind Gujarat Vidyapith,
Off Ashram Road, Ahmedabad 380 014 Phone: 079-2754 1953
CIN U66010DLI1947GOI007158



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 of 1800 sq ft, +/- 10% (excluding Bath Room, Lavatory, Verandahs etc.) in Ahmedabad in the specified localities at Lal Darwaja/Mirzapur/Khanpur/Paldi/Vasna/Gita Mandir/Ellisbridge for a minimum period of 9/10 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 and parking facility.

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 Chief Regional Manager at the above mentioned address by 30.01.2018 upto 04.00 pm. The technical bids shall be opened on same day at 04.30 pm.

The format for bids may be obtained from our office or may be downloaded from our company 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. 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.

CHIEF REGIONAL MANAGER

ANNEXURE -2

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
3rd FLOOR, NAVJIVAN TRUST BLDG, B/h GUJARAT VIDYAPITH
ASHRAM ROAD, AHMEDABAD – 380 014

PH: 079 - 2754 1953, 2754 1901

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 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 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 sent to the Chief Regional Manager at above address latest by 30.01.2018 by 04.00 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 & time. For offers, lost in transit, Company will not be held liable

CHIEF REGIONAL MANAGER

**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
3rd FLOOR, NAVJIVAN TRUST BLDG, B/h GUJARAT VIDYAPITH
ASHRAM ROAD, AHMEDABAD – 380 014**

PH: 079 - 2754 1953, 2754 1901

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 _____
(Gr. / First Floor/ Second 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 (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/ Airport
- (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:

Date:

SIGNATURE

Name:

Designation of
duly authorized Attorney

ANNEXURE -4

**THE ORIENTAL INSURANCE COMPANY LIMITED
CBRO, DELHI, 4TH FLOOR,
JEEVAN VIHAR BUILDING (REAR PORTION)
PARLIAMENT STREET, NEW DELHI-110 001**

PH: 011-23341745, 23361521, 23363987

FINANCIAL BID

I. 1. Name and Address of the 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 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