

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
‘Cheran Towers’ III Floor, No: 82, Government Arts College Road, Coimbatore-641 018.
Telephone Numbers: 0422 – 2217223, 2217201 and 2217202,

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, telephone number and e-mail ID thereon.
2. Financial Bid to be put up in Envelope-2 duly sealed and super scribed as **"Financial Bid"** and mentioning your name, address, telephone number and e-mail ID 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, telephone number and e-mail ID thereon.
4. The Envelope-3 should be sent to: **The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office, ‘Cheran Towers’ III Floor, No: 82, Government Arts College Road, Coimbatore-641 018** latest by **18/05/2018 05.00 pm**.
5. Any offer received after this date and time will not be considered.
6. Offers received through 'Registered Post with Acknowledgement Due' should also reach before the stipulated last date. For offers lost in transit, Company will not be held liable.
7. The Financial bids of only those premises found suitable by the Committee shall be opened and the financial bids of the offers rejected, shall not be opened.

Chief Regional Manager