

# दि ओरिएण्टल इन्शोरेंस कम्पनी लिमिटेड

भारत सरकार का एक उपक्रम  
चतुर्थ तल -आलोक भारती टावर्स  
शहीद नगर, भुवनेश्वर-751007  
फोन/पिविएक्स : 0674-2545492, 2547081  
फैक्स : 0674-2545661  
वेबसाइट : www.orientalinsurance.org.in



## THE ORIENTAL INSURANCE CO. LTD. (A Govt. of India Undertaking)

4<sup>th</sup> Floor, Alok Bharati Towers,  
Sahid Nagar, Bhubaneswar-751007  
Phone : PABX : 0674-2545492, 2547081  
Fax : 0674-2545661  
Website : www.orientalinsurance.org.in

CIN: U66010DL1947GOI007158

### क्षेत्रीय कार्यालय REGIONAL OFFICE

ANNEXURE - 2

#### 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, 4<sup>th</sup> Floor, Alok Bharati Towers, Saheed Nagar, Bhubaneswar-751007 latest by 29.06.2018 by 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.

P. C. Hota  
Chief Regional Manager

पंजीकृत कार्यालय: ओरिएण्टल हाउस. पो.व.न. 7037, ए-25/27 आसफ अली रोड, नई दिल्ली-110002  
Regd. Office : Oriental House, P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi - 110002