

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
4TH FLOOR, ALOK BHARATI TOWERS,
SAHID NAGAR, BHUBANESWAR-751 007
(TELEPHONE NO. 0674-2547081)
Website:www.orientalinsurance.org.in
CIN-U66010DL194GOI007158

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.
1. Financial Bid to be put up in envelop-2 duly sealed and super scribed as **“Financial Bid”** and mentioning your name, address and telephone number thereon.
1. Both the Financial and Technical Bid envelopes are to be put up in the envelope-3 duly sealed and super scribed as **“Offer for Transit House on lease basis at Bhubaneswar Town”** and mentioning your name, address and telephone number thereon.

The envelope-3 should be sent to:

The Chief Regional Manager
The Oriental Insurance Company Limited,
Regional Office,
4th Floor, Sahid Nagar,
Bhubaneswar – 751 007.

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. For offers, lost in transit, Company will not be held liable.
7. Brokers will not be paid any commission by the company and their every offer must accompany a letter from the registered owner authorising them to quote on their behalf or the bidder must be the registered owner of the premises at the time of submission of the bid. Proof of ownership must be enclosed with the technical bid.

Chief Regional Manager

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
4TH FLOOR, ALOK BHARATI TOWERS,
SAHID NAGAR, BHUBANESWAR-751 007
(TELEPHONE NO. 0674-2547081)
Website: www.orientalinsurance.org.in
CIN-U66010DL194GOI007158

TECHNICAL BID

I. Details of the owner

1. Name and address

2. Telephone Number/Mobile Number :
E-mail ID:
3. Marketability of Title
4. Location of the plot/premises
(Attach sketch Plan)
5. Floor of the offered premises _____ (Ground Floor/First Floor/
(Second Floor/ Third Floor)

II. Details of the Locality:

(Near by _____ 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) Timer 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/Air-port
- (g) Type of flooring – Granite/Marble/Vitrified tiles/mosaic/ordinary flooring.
- (h) Age of building – Within 10 Yeqrs/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:

Duly authorized Attorney

THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
4TH FLOOR, ALOK BHARATI TOWERS,
SAHID NAGAR, BHUBANESWAR-751 007
(TELEPHONE NO. 0674-2547081)
Website:www.orientalinsurance.org.in
CIN-U66010DL194GOI007158

FINANCIAL BID

I. 1. Name and address of owner

2. Telephone Number/ Mobile Number
E-mail ID

3. Address of the property offered.
(GF/FF/SF/TF...)

II. Carper Area of the Premises: _____ sq.ft. @ Rs. ____ per 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.

(A) Whether the above rate is including Service Tax :- Yes/No

(B) If No, whether you want Service tax extra as per norms:- Yes/No.

(N.B: "The lessees shall pay the service tax as entitled upon receipt of appropriate
invoice before due date")

**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 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:

Signature