



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**(A Govt. of India undertaking)**

Regional Office  
G.S.Road

**ULUBARI, GUWAHATI 781007**

PH: 0361-2730524,2730527,2730523

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

CIN-U66010DL1947GOI007158

**OFFICE PREMISES ON LEASE BASIS AT SHILLONG**

Sealed offers are invited in **Two Bid** system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area 800 sq ft (plus, minus 10%) ( excluding Bath Room, Lavatory, Verandhas etc.) in any of the following areas: **from Police Bazar till Bara Bazar, from Don Bosco square till Fire Brigade, from Barik point till Dhanketi or in and around Polo area**, 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 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 facilities.

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 super scribed "**OFFER FOR OFFICE PREMISES ON LEASE AT SHILLONG**". This should be addressed to The Chief Regional Manager, The Oriental Insurance Company Limited, Regional Office, at the above mentioned Address so as to reach us by **5<sup>th</sup> June 2017** upto **4.00 pm**. The Technical bid shall be opened on **6<sup>th</sup> June 2017** at **3.00 pm**.

The format for bids may be obtained from the above referred Regional Office address during office hours latest by **2<sup>nd</sup> June 2017** , up to **4.00 pm** or may be downloaded from our Company 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. 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**