

## **THE ORIENTAL INSURANCE COMPANY LIMITED**

**REGIONAL OFFICE -1, 10<sup>th</sup> FLOOR, HANSALAYA BUILDING  
BARAKHAMBA ROAD, NEW DELHI- 110001**

### **OFFICE PREMISES ON LEASE BASIS**

Sealed offers are invited in Two Bid system for acquiring our commercial premises on rent for office having approximate Carpet Area 1000 sq.foot (excluding Bathroom,Lavatory,Verandas etc.) . The location of premises should ideally be in Malviya Nagar market or in its vicinity. The premises shall be taken on lease for a minimum period of 9 years 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 separately with proper ventilation. The premises should be located on a wide road having sufficient parking area and good approach to entry.

Interested parties may submit bids in two separate envelopes duly superscribed as “Technical bid” and “ Financial Bid”. Both these bids should be put in their envelope superscribed “OFFER FOR OFFICE PREMISES ON LEASE”.This should be addressed to The Regional Manager, Estate Department, The Oriental Insurance Company Ltd., Regional Office -1, New Delhi at the above address by 6<sup>th</sup> December, 2017 before 3:00 p.m. The Technical Bid shall be opened on 07<sup>th</sup> December, 2017 at 03:00 p.m.

The format for bids may be obtained from the above mentioned Regional Office during office hours latest by 06<sup>th</sup> December, 2017 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 by the tenderer or his representative in the Tender Box kept at the office as per address mentioned above.

The Company shall not be liable for bids lost in transit or received late due to any reason. Brokers will not be paid any Commission by the Company and their every 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.

**Regional Manager**