

ANNEXURE- 1

**THE ORIENTALINSURANCE COMPANY LIMITED  
REGIONAL OFFICE (ADDRESS OF OFFICE)  
PIRMOHANI, KADAMKUAN, PATNA-800003  
(TELEPHONE NO.2665839, 2688369)  
CIN NO.U66010DL1947GOI007158**

**OFFICE PREMISES ON LEASE BASIS**

Sealed offers are invited in Two bid system for acquiring commercial premises on rent in the shape of hall/halls having approximate Carpet Area not exceeding 800 sq.ft.(+ - 10%) for our BO Dumka/and 800 sq.ft. for our BO Buxar (excluding Bath Room, Lavatory, Verandahs etc.) in the specified localities of Dumka and Buxar 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.

<u>Name of Town</u>	<u>For our Office Premises</u>	<u>Preferred Location</u>	<u>Preferred Floor</u>	<u>Carpet Area</u>
1. Dumka	Branch Office, Dumka	Court compound, Bhagalpur Road, and Bazar Area	Ground/ 1 <sup>st</sup> floor	Not exceeding 800 sq.ft. (+ - 10%)
2. Buxar	Branch Office, Buxar	Main Rd, Bypass Rd. Station Road	- do-	Not exceeding 800 sq.ft.

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 superscribed "OFFER FOR OFFICE PREMISES ON LEASE". This should be addressed to The R.M., Estate Deptt The Oriental Insurance Company Limited, Regional Office, Pir Mohani, Rajendra Path, Patna-800003 by 01/08/2018 : 05.30 P.M. The technical bid shall be opened on 02/08/2018 : 12.30 PM

The format for bids may be obtained from the above referred Regional office address at Patna or local Branch Office during office hours latest by 27/07/2018 (date) or may be downloaded from our company website: [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) (Tender). 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.

Date : 28/06/2018

*Regional Manager*  
Regional Manager  
*मनोज*

ANNEXURE- 2

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**HEAD OFFICE (ADDRESS OF OFFICE)**  
**A-25/27, ASAF ALI ROAD, NEW DELHI-110002**  
**( TELEPHONE NO.43659123, 43659121 )**  
**Regional Office Address- Rajendra Path ,Pir Mohani,Patna-800004**

**IMPORTANT INSTRUCTIONS**

1. **Technical Bid to be put up in envelop-1 duly sealed and super scribed as "Technical Bid" and mentioning your name, address and telephone number thereon.**
2. **Financial Bid to be put up in envelope-2 duly sealed and scribed as "Financial Bid" and mentioning your name, address and telephone number thereon.**
3. **Both the Financial and Technical Bid envelops are to be put up in the envelop-3 duly sealed and super scribed as "Offer for Premises on lease basis" and**
4. **The envelope-3 should be sent to**

**The Chief Regional Manager,  
The Oriental Insurance Co. Ltd.,  
Regional Office,( Estate Dept.)  
Pirmohani,Kadamkuan,Patna-3**

Lastest by \_\_\_\_\_ date \_\_\_\_\_ PM.

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.**

२१/०५/२०१६  
Regional Manager  
मनोज

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
Regional office, Pirmohani, Kadamkuan, Patna-800003  
Phone Number- 2665839, 2688369  
CIN No.-U66010DL1947GOI007158

**TECHNICAL BID**

**I. Details of the Owner**

1. Name and Address
2. Telephone Number/Mobile number  
Email 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**  
(nearby \_\_\_\_\_ 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 (iii) 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) Time 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) Electric 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 years / 10-20 years/ 20-30 years / above 30 years
- (i) Natural Light and ventilation
- (j) Whether premises is fitted with Air conditioners- 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 of  
Duly authorized Attorney.

**THE ORIENTAL INSURANCE COMPANY LIMITED  
REGIONAL OFFICE ( ADDRESS OF OFFICE )  
RAJENDRA PATH, PIRMOHANI, KADAMKUAN  
PATNA-800003  
( PHONE NUMBER- 2665839,2688369)  
U66010DL1947OI007158CIN NO.  
FINANCIAL BID**

- I. 1. Name and address of owner :
2. Telephone Number/ Mobile Number  
Email ID
3. Address of the property offered  
(GF/ FF/ SF/ TF.....)

- II. Carpet Area of the Premises : \_\_\_\_\_ sq.ft. @ Rs. \_\_\_\_\_ per square foot  
(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.

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  
(Maximum 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