



**THE ORIENTAL INSURANCE CO. LTD.**  
(A Government of India Undertaking)  
Nagpur Regional Office, 4<sup>th</sup> Floor, S.K. Tower, Nelson Square, Byramji Town,  
Chindwara Road, Nagpur – 440013  
**Phone No.0712- 2580420/488, Fax No 0712-2585534**  
**CIN U66010DL1947GOI007158**

**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.
2. Financial Bid to be put up in envelope-2 duly sealed and super scribed as **“Financial Bid”** and mentioning your name, address and telephone number 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 and telephone number thereon.
4. The envelope-3 should be sent to:

The Regional Manager,  
Estate Department,  
The Oriental Insurance Company Limited  
Nagpur Regional Office, 4<sup>th</sup> Floor, S.K. Tower,  
Nelson Square, Byramji Town, Chindwara Road,  
Nagpur – 440013

Latest by date 03/10/2018 time 05:30 p.m.

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.

REGIONAL MANAGER.