

**THE ORIENTAL INSURANCE COMPANY LIMITED  
HEAD OFFICE (ADDRESS OF OFFICE)  
A-25/27, ASAF ALI ROAD, NEW DELHI-110002  
(TELEPHONE NO. 43659123, 43659121)**

**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  
(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: New Delhi.

Signature