

**THE ORIENTAL INSURANCE CO.LTD.,**  
**REGIONAL OFFICE : INDORE**

**TECHNICAL BID**

**I) Details of the Owner**

1. Name & Address
2. Telephone Number / Mobile Number
- Email ID:
3. Marketability of Title (owner details)
4. Location of the Plot / premises  
(attach sketch plan)
5. Floor of the offered premmises------(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 1 Bath room and lavatory 2 . Verandahs 3.Corridore and passages 4. Entrance hall and porches 5. Staircase and mumties 6 Shaft and Macchine rrom for life 7. shaft for sanitary pipings etc.

(2) If proposal is for ready built premises : YES / NO

Year of condtruction

(3) If the proposla is for oremises under construiction

(a) Present stage of construction

(b)Time in which the premises would be ready be 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 )

(b) (1) Increased of rent after 3 years @ 15%

( 2) Increased fo rent after 5 years @ 25%

**V ) Registered 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) Electrical Power phase and santion load
- (c) Lift facilities
- (d) Generator / power backup for emergency
- (e) Fire Fighting arrangements
- (f) Distance from bus station / rly station / Air -port
- (g) Type of flooring – Granite / Marble / vitrified tiles / mos aic / ordinary / flooring
- (h) Age of Bulding – within 1 0 years / 10-20years /20-30 years / above 30 years
- (i) Natural light and vertilation

- (j) Whether premises is fitting with airconditioners Yes/ No
- (k) Whether premises is fitting 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

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE : INDORE**

**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  
( Refer ISI Code No S-3861-1975)  
Excluding 1 Bath room and lavatory 2 . Verandahs 3. Corridore and passages 4. Entrance hall and porches 5.  
Staircase and munties 6 Shaft and Macchine rrom for life 7. shaft for sanitary pipings etc.

The Tenderer is advised to quote the rate which oncluding all the change and make spectific mention of any other charges/ taxes.

III) Term of lease

- (a) Period of lease (9 ,10 or more ..... Years )  
(b) Increase of rent after 3 years @ \_\_\_\_\_ %  
Increase of rent after 5 years @ \_\_\_\_\_ %  
(c) Total lease peried  
( Minimum lease period acceptabel is eithers 9 years OR 10 years )  
(d) Advance rent  
(e) Security Reposit

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 :

Date :

Signature