

**The Oriental Insurance Company Ltd.**  
**Regional Office 3**  
**6th Floor, Town Centre, Tower 1**  
**Andheri-Kurla Road**  
**Near Saki Naka**  
**Andheri East, Mumbai – 400 059**

TECHNICAL BID

I. Details of the Owner			
	1.	Name & Address	:
	2.a.	Telephone Number / Mobile No.	:
	2.b.	E-Mail ID	:
	3.	Marketability of Title	:
	4.	Location of the Plot / Premises (Attach Sketch Plan)	:
	5.	Floor of the Offered Premises (Ground, First, ...)	:
II. Details of the Locality			
	1.	Proximity to Bank/Post Office/School/College/ Hospital/Shopping Centre/Availability of Transport/ Bus Station/Railway Station	:
	2.	Whether the Locality is free from Special Hazards like Fire, Flood etc.	:
	3.	Is there any adverse feature such as Industry which may create noise, smoke, dust, etc. in the near vicinity	:
	4.	Nearby Landmark(s)	:
III. Details of the Premises			
	1.	Carpet Area of the Premises in sq.ft. (Refer "ISI Code No.IS-3861-1975") Excluding the following : (a) Bath Rooms and Lavatories (b) Verandahs (c) Corridors & Passages (d) Entrance Hall & Porches (e) Staircases and Munties (f) Shaft & Machine Room for Lift (g) Air Conditioning Plant Rooms (h) Shaft for Sanitary Pipings etc.	:

	2.a.	Is the Proposal for Ready Built Premises (Yes/No)	:	
	2.b.	Year of Construction	:	
	2.c.	Whether Completion Certificate Obtained (Yes/No)	:	
	2.d.	General State of Building & Premises	:	
	2.e.	Whether any immediate repairs is needed? If so, please specify	:	
	2.f.	Whether any dispute on Property Taxes (Yes/No)	:	
	2.g.	Whether Property Taxes paid up to date (Yes/No)	:	
	2.h.	Details of Property Taxes Pending to be paid on the Premises offered for lease	:	
	3.a.	Is the Proposal for Premises Under Construction (Yes/No)	:	
	3.b.	Present Stage of Construction	:	
	3.c.	Time by which the Premises would be ready for Occupation	:	
	3.d.	Total area of the Premises to be provided by the Offerer	:	
	4.a.	Whether Parking Space will be provided (Yes/No)	:	
	4.b.	No.of Four Wheeler Parking Spaces	:	
	4.c.	No.of Two Wheeler Parking Spaces	:	
<b>IV. Terms of Lease Offered</b>				
	1.a	Minimum Period of Lease (9,10 or more years)	:	
	1.b.	(a) Increase of Rent after 3 years (Max.15%)	:	
		(b) Increase of Rent after 5 years (Max.25%)	:	
		(c) Total Lease Period (Minimum Lease Period acceptable is either 9 years ie., initial 3 years plus 2 extensions of 3 years each) or 10 years ie., initial 5 years plus 1 extension of 5 years)	:	
<b>V. Registration Charges</b>				
	1.	Do you agree to bear the Registration Charges on 50:50 basis (Yes/No)	:	
<b>VI. Other Facilities Available</b>				
	1.a.	Water Availability (Whether Municipal Water/Bore Well Water)	:	
	1.b.	Is Water Supply through Overhead Tank or Sump	:	
	2.	Electrical Power Phase & Sanctioned Load	:	
	3.	Lift Facilities	:	
	4.	Generator/Power Back up	:	
	5.	Fire Fighting Arrangements	:	
	6.a.	Distance from Bus Station	:	

6.b.	Distance from Railway Station	:	
6.c.	Distance from Airport	:	
7.	Type of Flooring (Granite/Marble/Vitrified Tiles/Mosaic/Ord.Flooring)	:	
8.	Age of Building (Within 10 years/10-20/20-30/Above 30 years)	:	
9.	Natural Light and Ventilation	:	
10.	Whether Premises is fitted with Air Conditioners (Yes/No)	:	
11.	Whether Premies is fitted with Furniture & Fixtures (Yes/No)	:	
12.	Whether Premises is Located on Road Side/Back Side	:	
13.	Any Other Relevant Information	:	

I/We confirm that all the above are true. I/We also confirm that I/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 another suitable area) for installation of Inlias Antenna or any other like device to facilitate the business operations of the Oriental Insurance Company Limited without any extra charges.

Place :

Signature

Date :

Name & Designation of the Duly Authorised Attorney

**Note: This Technical Bid is to be put in an Envelope duly sealed and superscribed as "Technical Bid" mentioning your name, address and telephone number thereon.**