

THE ORIENTAL INSURANCE COMPANY LIMITED

Head Office

A-25-27, Asaf Ali Road,
New Delhi -110002

TECHNICAL BID

1. Details of the Owner

1. Name and Address _____
2. Telephone Number/Mobile Number _____
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)

II. Details of the Locality _____ (Near by _____ 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
(viii) 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) _____
- (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) Electrical 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 _____
- (h) Age of building-with 10 years/10-20 Years/20-30 years/above _____
- (i) Natural light and ventilation _____
- (j) Whether premises is fitted with Airconditioners Yes / No
- (k) Whether premises is fitted with Furniture & Fixtures Yes / No
- (l) Located on _____
- (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

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New Delhi -110002

FINANCIAL BID

- I
1. Name and address of owner _____

2. Telephone Number/Mobile Number _____
Email ID _____

- 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) Varandahs
- (iii) Corridors and passages
- (iv) Enterance hall and porches
- (v) Staircase and munties
- (vi) Shaft and Machine romm 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 mentioned of any other charges / taxes.

- III Terms of lease
- (a) Period of leave (9, 10 or more ____ Years _____ Years
- (b) (I) Increase of rent after 3 years) @ _____ %
(ii) Increase if rent after 5 tears @ _____ %
- (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 leave 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