



## THE ORIENTAL INSURANCE COMPANY LIMITED

### REGIONAL OFFICE : HYDERABAD

Address: 6-3-871, 2ND FLOOR, SNEHALATHA BUILDING, GREENLAND\$ ROAD,  
BEGUMPET, HYDERABAD - 500016  
PHONE: 040-23400175 / 23412185

### FINANCIAL BID for Office Premises on Lease.

#### I. DETAILS OF PROPERTY OWNER/ BIDDER:

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 AND RATE PER Sq.Foot

Carpet Area of the Premises : \_\_\_\_ .sq.ft. @ Rs. \_\_\_\_ per square foot EXcluding (i) Bath rooms 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) Increase of rent after 3 years: @ \_\_\_\_\_ % OR Increase of rent after 5 years: @ \_\_\_\_\_ %
- (c) Total Lease period (Minimum lease period acceptable is either 9 years OR 10 years)
- (d) Advance rent expected : Rs. \_\_\_\_\_
- (e) Security Deposit : Rs. \_\_\_\_\_
- (f) Maintenance charges per month : Rs. \_\_\_\_\_

DECLARATION :- 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: Hyderabad

Signature