



**THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE - HYDERABAD**

6-3-871, 2NDFloor, Snehalatha Building, Greenlands Road
Begumpet, Hyderabad - 500016
040-23400175 / 23412185

TECHNICAL BID FOR OFFICE PREMISES

I. Details of the Owner

Name and Address :

2. Telephone Number/ Mobile number:

Email ID:

3. Marketability of Title : Free hold/ lease hold/ mortgaged

4. Location of the premises offered :

(postal address with pin code)

5. Floor of the offered premises _____ (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 offered : _____ sq.ft.

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 to move in premises Yes/NO

If YES, Year of construction ____ _

3. If the proposal is for premises under construction:

(3.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 vehicle parking space will be provided. Yes / No

(4.a) How many car parking slots will be provided?

(4.b) How many two-wheelers can be parked?

(4.c) Whether it is dedicated parking or common parking?

5. Terms of lease Offered:

(5.a)

OR 10 years) _____ years

Minimum Period of lease (9 years

- (5.b) Increase in rent expected
- (5.b.i) Increase of rent after 3 years@ 15%
- (5.b.ii) Increase of rent after 5 years @ 25%.

6. **Registration charges** for registration of lease agreement :
(Do you agree to bear the registration charges on 50:50 basis)

7. **Other facilities available:**

- (7.a) Water availability (whether Municipal water / bore well water)
- (7.b) Electrical Power phase (single phase or 3 phase) and sanctioned load
- (7.c) Lift facilities
- (7.d) Generator / power back up
- (7.e) Fire Fighting arrangements
- (7.f) Distance from bus station / Rly. Station / Air-port
- (7.g) Type of flooring- Granite/ Marble / Vitrified Tiles / Mosaic / ordinary flooring.
- (7.h) Age of Building - within 10 years / 10-20 years / 20-30 years/ above 30 years.
- (7.i) Natural light and ventilation.
- o) Whether premises is fitted with Air conditioners - Yes/ No
- (k) Whether premises is fitted with Furniture & Fixtures - Yes/ No
- (l) located on Road side / Back side
- (m) Any other relevant information

DECLARATION :-

IM/e 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 Oriental Insurance Company Limited without any extra charges.

Place: Hyderabad
Date:

SIGNATURE

Name:
Designation of Duly authorized Attorney.