

**THE ORIENTAL INSURANCE COMPANY LIMITED**

**Regional Office, 2<sup>nd</sup> Floor, Jeevan Jyoti Building (LIC Building)  
AMBALA CANTT**

**Phone Numbers : 0171 – 2633590, 4091903, 4091908, 4091927**

**TECHNICAL BID**

I. Details of the Owner

1. Name and Address :
2. Telephone Number / Mobile number:  
Email ID :
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 / 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 the following: (i) Bath room and lavatory (ii) Verandahs  
(iii) Corridors and passages (iv) Entrance hall and porches  
(v) Staircase and mummies (vi) Shaft and Machine room for lift  
(vii) Air Conditioning Plant Rooms (viii) Shaft for sanitary piping 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 (9years or 10 years).\_\_\_\_\_ years.

(b) (i) Increase in rent after 3 years @15%.

(ii ) Increase in 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 flooring

( h ) Age of Building -within 10years / 10-20 years / 20-30 years / above 30 years.

( l ) Natural light & ventilation.

(j ) 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

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 accommodation 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.

**ANNEXURE. 4**

**THE ORIENTAL INSURANCE COMPANY LIMITED**

**Regional Office, 2<sup>nd</sup> Floor, Jeevan Jyoti Building( LIC Building),  
AMBALA CANTT**

**Phone Number : 0171- 2633590, 4091903, 4091908, 4091927**

**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. @ Rs. \_\_\_\_\_ per square foot  
(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) Staircases and munties (vi) Shaft and Machine room for lift  
(vii) Air conditioning plant rooms (viii) Shaft for sanitary piping., 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) (i) Increase of rent after 3 years : @ \_\_\_\_\_ %
- (ii) Increase of rent after 5 years : @ \_\_\_\_\_ %
- (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 the standard lease agreement of the Company, which shall be compulsory 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