

**THE ORIENTAL INSURANCE CO.LTD.,**  
**REGIONAL OFFICE : INDORE**

**TECHNICAL BID**

**I. Details of the Owner**

1. Name & Address of the Offerer
2. Telephone Number / Fax Number
3. Marketability of Title (owner details)
4. Location of the Plot / premises  
(attach sketch plan)

**2. Details of the Locality :**

1. Whether the locality is free from special hazards like Fire, Flood etc.
2. Is there any adverse feature such as industry Which may create noise, smoke dust etc., in the near vicinity.

**3. Details of the property :**

1. Area of the Premises in Sq. Ft
  - (a) Super Bilt up area : \_\_\_\_\_ sq.ft
  - (b) Built up area : \_\_\_\_\_ sq.ft
  - (c) Carpet Area : \_\_\_\_\_ sq.ft

**4. Bed Rooms**

- (1) 1. \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft
2. \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft
3. \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft
4. \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft
5. \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft

Drawing room : \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft  
kitchen : \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft  
Dinning rooms \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft  
Toilets \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft  
Balconies \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft  
other if any \_\_\_\_\_ sq.ft x \_\_\_\_\_ sq.ft

- (2) (a) F.S.I. Prevailing in the locality
- (b) Is it within permissible limit for your premises?
- (c) % of ground coverage permissible in the locality.
- (d) Whether any specific / restriction / development rules are applicable

(3) If proposal is for ready built premises :

YES / NO

(4) If ready built premises :

- (a) Year of construction
- (b) General state of building and premises
- (c) Whether any immediate repairs are needed.

If so, please specify

- (d) Whether completion certificate obtained.
- (e) Whether any dispute on property taxes :
  - (a) If property tax paid up to date :
  - (b) Any pending property tax on the premises to be leased.

(5) Whether parking / space will be provided.

(6) Does any portion of the property fall within in the Railway / National High way / underground cab etc.

5) Terms of Lease offered :

- (a) Initial period of lease :3 years or 5 years (Please select one)
- (b) (i) Increase of rent after 3 years @ 15%  
(ii) Increase of rent after 5 years @25%
- (c) Total lease period (Total lease period acceptable is either 9 years) initial 3 years plus 2 extensions of 3 years each or (10 years (initial 5 years plus 1 extension of 5 years)
- (d) Advance rent :

6) Registration charges :

(Do you agree to bear the registration charges on 50: 50 basis)

7) Other facilities available :

- (a) Water availability (whether municipal water/ bore well water, if through overhead tank of pump ) Please clarify.
- (b) Power phase also indicate sanctioned load for (Light and power separately)
- (c) Lift facilities
- (d) Generator / power backup for emergency
- (e) Fire Fighting arrangements
- (f) Any other relevant information ( attach separate sheet, if necessary)

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.

Place :

Date :

Signature

- (1) This technical Bid is to be put up in the envelop duly sealed and super scribed as " A – Technical Bid" mentioning your name, address and telephone number thereon.
- (2) Technical Bid & Financial bid to be submitted separately for

- i) Guest / Tranist House.
- ii) Bachelors Accomodation.

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE : INDORE**

**FINANCIAL BID**

- I) 1. Name and address of owner  
2. Telephone number / fax number  
3. Particulars of the property offered
- II) Type of accommodation Independent / complex / Apartments
- III) (a) Rate per Sq.ft. On carpet area Rs \_\_\_\_\_ per sq.ft  
(b) Carpet area of the premises \_\_\_\_\_  
(c) Monthly Rent \_\_\_\_\_  
(d) Maintenance charges of society, if any.  
(e) Total Monthly Rent \_\_\_\_\_
- IV) (a) Municipal Taxes / other state / central taxes will be born by you : YES / NO  
(b) If no, (Please state amount )
- V) Terms of Lease :  
(a) Initial period of lease ( 3 years or 5 years ) \_\_\_\_\_ years  
(b) (i) Increase of rent after 3 years \_\_\_\_\_ %  
(ii) Increase of rent after 5 years \_\_\_\_\_ %  
(c) Total Lease period \_\_\_\_\_  
(Total lease period acceptable is either 9 years )  
initial 3 years plus 2 extensions of 3 years each or  
(10 years (initial 5 years plus 1 extension of 5 years.)  
(d) Advance Rent :
- VI) Registration Charges  
(Do you agree to bear the registration charges on 50 ; 50 basis )

Place :

Date :

Signature

This financial bid is to be put up in the envelope duly sealed and super scribed as "B" Financial Bid" mentioning your name, address and telephone number thereon.