



**TECHNICAL BID**

To  
 The Oriental Insurance Company Ltd

Date :

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Dear Sir,

**RE: QUOTATION OF OFFICE/RESIDENTIAL PREMISES ON LEASE / RENT.**

This has reference to your advertisement in the ..... On ..... regarding the quotation of office premises for rent at \_\_\_\_\_. I am pleased to let out my below mentioned premises on rent. The complete details given below:-

**I Details of the Owner**

1. Name and Address :
  
2. Telephone Number/Mobile :
  
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**

(Nearby.....landmark)

1. Carpet Area of the Premises: .....sqr 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 piping's 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



**III. Terms of lease Offered:**

1. Minimum Period of lease (9 years of 10 years) :.....years.
2. Increase of rent after 3 years :.....%
- Or
- (c) Increase of rent after 5 years :.....%

**Iv. Registration Charges:**

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

**v. Other facilities available:**

1. Water Availability(Whether Municipal water/bore well water)
2. Electrical Power phase and sanctioned load.
3. Lift facilities
4. Generator/Power back up
5. Fire Fighting arrangements
6. Distance from bus station/Rly. Stations/Air-port
7. Type of flooring –Granite/marble/vitrified tiles/mosaic/ordinary flooring.
8. Age of building within 10 years/10-20 years/20-30 years/ above 30 years.
9. Natural light and ventilation.
10. Whether premises is fitted with airconditioners : YES/NO
11. Whether premises is fitted with Furniture & Fixtures : YES/NO
12. Located on : Road side/Backside
13. 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 ANTENNA or any other like device to facilitate the business operation of the The Oriental Insurance Company Limited without any extra charges.

Place:  
Date:

SIGNATURE :  
Name



**FINANCIAL BID**

To  
 The Oriental Insurance Company Ltd

Date :

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Dear Sir,

**RE: QUOTATION OF OFFICE/RESIDENTIAL PREMISES ON LEASE / RENT.**

This has reference to your advertisement in the ..... On ..... regarding the quotation of office premises for rent at \_\_\_\_\_. I am pleased to quote the rent for the following premises along with complete details:-

**1. Details of the Owner**

- a. Name & Address :
- b. Telephone & Mobile No :
- c. Email Address :

**2. Details of the Rent**

*(The Tender is advised to quote the rate which includes all the charges and make specific mention of any other charges/taxes)*

- a. ....sqft @ Nrs..... per sqft , Nrs. ....rent per month.

**Note : (10% TDS as per government rules will be deducted at source)**

**(Excluding Bath room & Lavatory, Verandahs, Corridor & Passage, Entrance hall, Staircase&mumities, Shaft & Machine room for lift, Air conditioning Plant Rooms and Shaft for Sanitary Pipes etc).**

- b. Whether parking space will be provided : Yes/No
- c. Total period of Lease Offered: ..... Years
- d. Increase of rent after .....years @ .....%
- e. Security Deposit (If Any) : .....

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 ANTENNA or any other like device to facilitate the business operation of the The Oriental Insurance Company Limited without any extra charges.

Place:  
 Date:

SIGNATURE :  
 Name



## **Explanatory Statements**

1. Both the Technical Bid and Financial Bid to be filled in separately.
2. Both the forms are compulsory
3. This technical Bid is to be put up in the envelope duly sealed and super scribed as “ A-Technical Bid” mentioning your name, address and telephone number thereon
4. 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.
5. Both Technical and Financial Bid Envelopes are to be enclosed in a separate single Outer envelope.
6. Carpet area means area of the offered premises excluding Bath room & Lavatory, Verandahs, Corridor & Passage, Entrance hall, Staircase&munities, Shaft & Machine room for lift, Air conditioning Plant Rooms and Shaft for Sanitary Pipes etc.
7. Rent will be paid after deducting TDS at source as per rules.
8. Lease agreement should be preferably 5 to 10 years with provision for enhancement after fixed periods.
9. The title of the premises should be clear with litigation.