

**UNITED INDIA INSURANCE CO. LTD.**  
**REGIONAL OFFICE:**  
**ODISHA CO.OP HOUSING CORPORATION BLDG**  
**5TH FLOOR, JANPATH, BHUBANESWAR 751001**  
Financial Bid

Note: To be put in a separate envelope superscribing "Financial Bid for ....."

Ref: Your Advertisement in \_\_\_\_\_ Newspaper/Company's Website on .....  
 for requirement of Office space for your ..... Office, on Lease basis.

**I. Details of Owner:**

Name and address for communication with the Owner	
Telephone No.	
Mobile Number	
E-Mail ID:	
Address of the premises offered for lease (Clearly mention the floor level)	

**II. Details of Rent claimed:**

a) Rent Rate per sq.ft. Carpet area (excluding balcony, common area, pillars, wall, toilets etc.)	..... per sq.ft (carpet area)
b) Maintenance Charges payable, if any by the Lessee (Specify on monthly basis)	Rs..... per month per sq. ft
c) Any other charges payable by the lessee per month	Rs..... per month per sq. ft
d) Whether service tax payable by the lessee ?	

**III. Terms of lease:**

a) Period of lease (9,10 or more years )	_____ Years
b) (i) Increase of rent after every 5 years	by _____ %
(ii) Increase of rent after every 3 years	by _____ %
c) Security deposit	

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I/We agree to bear lease registration charges on 50:50 basis. I/We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

I/We are aware that the 'RENT' (Item No.II-(a)) mentioned above will be inclusive of all amenities including Parking space, other conveniences, municipal taxes,rates/Surcharges & Cess etc.

It is my/our duty to pay the statutory liabilities/dues relating to the premises offered above, to the appropriate authority within the due date & the Company shall have no responsibility other than payment of of the rent as mentioned above.

PLACE :

SIGNATURE

DATE :

NAME/SEAL

Note:

- This Financial bid should be sent in a separate envelope closed, sealed and superscribed "FINANCIAL BID for ..... premises" on it.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER OF PREMISES FOR DIVISIONAL OFFICE / BRANCH OFFICE ....."