**NATIONAL INSURANCE COMPANY LTD.**

**Delhi Regional Office-II**

**Scope Minar, Core-III, Tower-II**

**Laxmi Nagar ,Delhi-110092**

Annexure-“A-1”.

**LOCATION CODE/Name---**

**T E C H N I C A L B I D. FOR \_\_\_\_\_\_\_\_\_\_\_\_**

(Please read guidelines carefully. No point in the form should be left blank)

RATE OF RENT MUST NOT BE MENTIONED ANYWHERE IN THIS FORM

Name & address of the owner/ ::

Tenderer of the Premises.

1. Contact Phone Number ::

2. Location of the Premises ::

3. Address of the proposed premises of hiring ::

4. i. No. of floors in the Building ::

ii. On which floor is the premises ::

Located (preferably 1st floor )

iii. Hall type rentable area offered ::

(1600 sq. ft.)

iv. If the area is larger than the ::

advertised area, whether area equal

to advertised area can be made

available.

5. Distance from:

i. Metro Station ::\_\_\_\_\_\_\_Kms.

ii. Bus Terminus ::\_\_\_\_\_\_\_Kms.

iii. Railway Station ::\_\_\_\_\_\_\_Kms.

iv. Nearest Branches of Banks ::Name of the Bank Distance(KM)

:: 1.

2.

3.

6. i. Whether the premises is meant ::

for Commercial use (supporting documents

should be available)

ii. Age of the Building ::

iii. Class of Construction ::

iv. Whether separate entrance is ::

available.

v. Whether situated in hygienic ::

areas/conditions.

vi. Whether Cross ventilation is available ::

vii. Whether lift facility is available ::

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

Technical Bid Page 1 of 3

=2=

7. Whether parking facility available.

i. For Cars (preferably two minimum) ::

(Number & Location)

ii. for two wheelers (preferably five

minimum) (Number & Location) ::

8. i. Whether separate electric meter ::

available with adequate load to

run Computers, Air Cooler/Conditioner,

fan, light etc.

ii. Whether Electrical wirings are open ::

or concealed

iii. Whether Generator space available ::

iv. If, not whether space will be ::

allotted to Company for installation

for generator.

9. i. Whether 24 hours running water ::

facility available in the premises.

ii. Whether separate arrangement ::

is available for drinking water.

iii. Whether Canteen facility is ::

permitted within the premises.

10. i. Whether fire safety measures ::

available in the premises (if the premises

is multi-storied).

ii. Nos. of Fire Safety devices ::

(Hand appliances & buckets)

iii. Nature of Fire Safety Devices ::

11. Number of Toilets available ::

(with 24 hours water supply)

12. Whether the premises Hall Type ::

or Room Type.

13. i. Whether the premises is in the ::

absolute name of the Tenderer

ii. Whether the Tenderer has got ::

absolute ownership right to enter

into Lease Agreement for hiring

the premises.

(original document must be available

for verification during inspection).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

Technical Bid Page 2 of 3.

=3=

iii. Is there any pending Civil Suit/ ::

litigation in any Court regarding

ownership, outstanding taxes or

any other thing is there

iv. Whether the premises is ::

mortgaged. If yes with whom?

v. Whether sanctioned plan of the ::

building/premises is available

(Sanction plan & measurement

Certificate should be made available

During inspection.)

14. i. Whether any telephone connection ::

is available in the premises.

ii. If not, is it possible to easily shift ::

Telephone lines to the premises

15. Period of Tenancy/Lease ::

i. Please mention whether the agree- ::

ment will be for 15 years.

If agreement can last for more than

15 years, Pl. mention that)

ii. % of increase in rent demanded ::

after 5 years.

(Maximum 25% after 5 years)

iii. Renewal Terms ::

16. Date when the premises will be ready for ::

occupation.

Place:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

Technical Bid Page 3 of 3.

**NATIONAL INSURANCE COMPANY LTD.**

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**Delhi Regional Office-II**

**Scope Minar, Core-III, Tower-II**

**Laxmi Nagar ,Delhi-110092**

Annexure – “A-2”

**F I N A N C I A L B I D LOCATION CODE/Name**

(Please read guidelines carefully. No point in the form should be left blank)

1. Name & Address of the Owner ::

Tenderer of the Premises ::

2. Location of the Premises ::

3. Address of the proposed premises ::

for hiring.

4. Rentable Area Offered :: \_\_\_\_\_\_\_\_\_\_\_\_Sq. Ft.

5. i. Rent per Sq. ft. on Rentable Area :: Rs.\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii. Monthly Rent :: Rs.\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

(Area will be measured as per Indian

Standards 3861-1975)

6. i. Whether Tax amount (if any) is ::

to be borne by the tenant.

ii. If YES Amount per Month :: Rs.\_\_\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

iii. Rate of Tax ::

7. i. Whether any parking charge is ::

to be borne by the tenant

ii. If YES Amount per Month :: Rs.\_\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

8. i. Whether Lift Operation/Maintenance ::

charges to be borne by the tenant

ii. If YES Amount per Month :: Rs.\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer.

Financial Bid Page 1 of 2

=2=

9. I) Whether any other charges to be ::

borne by the tenant (please specify)

ii) If YES Amount per Month :: Rs.\_\_\_\_\_\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

10. Percentage increase in monthly ::

rent, at which lease can be renewed :: \_\_\_\_\_\_\_\_\_\_\_\_\_%

11. Sharing of the Registration Expenses ::

(for lease deed)

i) By the owner :: \_\_\_\_\_\_\_\_\_\_\_\_\_%

ii) By the tenant :: \_\_\_\_\_\_\_\_\_\_\_\_\_%

12. \*\*\*\*Security Deposit/Advance if any ::

Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

13. \*\*\*\*Mode of Adjustment of

Deposit/Advance ::

14. Whether the rate, terms and ::

conditions quoted above are ::

negotiable or Final ::

Place ::

Date ::

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer.

|  |
| --- |
| **\*\*\*\*Note**:: Company can, at its discretion, consider depositing any interest free advance **(excluding taxes & Service charges)** which would be adjusted against rent payable in **Twelve/Twenty-four instalments, respectively, w.e.f. the rent of the 1st Month** |