

**ANNEXURE “A-1”**

**TECHNICAL BID**

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

**RATE OF RENT MUST NOT BE MENTIONED ANYWHERE IN THIS FORM**

1) Name & Address of the Owner/ Tenderer of the Premises	::	
Contact Phone Number	::	
2) Location of the Premises	::	
3) Address of the proposed premises for hiring	::	
4) i. No. of floors in the Building	::	
ii. On which floor is the premises located	::	
iii. Carpet Area Offered	::	
iv. If the area is larger than the Advertised area, whether area Equal to advertised are can be made available	::	
5) Distance from:		
i. Railway Station	::	_____Kms.
ii. Main Bus Terminus	::	_____Kms.
iii. Air Port	::	_____Kms.
iv. Nearest Nationalised Banks		<b>NAME OF THE BANK</b> <b>Distance (Km)</b>
	::	1.
	::	2.
	::	3.
6) i. Whether the premises is meant for Commercial use <b>(Supporting documents should be available)</b>	::	
ii. Age of the Building	::	
iii. Class of Construction	::	
iv. Whether separate entrance is available	::	
v. Whether situated in hygienic area/conditions.	::	
vi. Whether Cross ventilation is available	::	
vii. Whether lift facility is available in case of Multi- storeyed Building	::	

\_\_\_\_\_  
Full Signature of the Tenderer.

7) Whether Parking Facility available	::	
i. for Cars (Number & Location)	::	
ii. for 2 wheeler/bi-cycles (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 facility 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) Whether fire safety measures available in the Premises (if the premises is multi-storied)	::	
i. Nos. of fire Safety Devices	::	
ii. Nature of fire Safety Devices	::	
iii. Whether Fire Safety Certificate available	::	
11) Number of Toilets available	::	
12) Whether the premises is 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 <b>(original document must be available for verification during inspection)</b>	::	

\_\_\_\_\_  
Full Signature of the Tenderer.

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 building/premises is available ( <b>sanction plan &amp; measurement Certificate should be made available during inspection.</b> )	::	
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 agreement will be 5+5+5=15 years	::	
ii. Percentage(%) of increase in rent demanded after 5 years. ( <b>which should not be more than 25% )</b>	::	
iii. Renewal Terms	::	
16) Date when the premises will be ready for Occupation	::	

Place ::  
Date ::

\_\_\_\_\_  
Full Signature of the Tenderer.