**Annexure "A-1"**

TECNICAL BID

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

RATE OF RENT MUST NOT BE METIONED 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 ----------------------------------------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. Railway Station ------------------------------------------------Kms.

ii. Main Bus Terminus -------------------------------------------------Kms.

iii. Air port -------------------------------------------------Kms.

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

1.

2.

3.

6. i. Whether the premises is meant

for Residential 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 ---------------------------------------------------------------------

area/ conditions.

vi. Whether cross ventilation is available.---------------------------------------------------------------------

vii. Whether lift facility is available

(in case of Multi-storied Building) ------------------------------------------------------------------------

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

Full Signature of the Tenderer

Technical Bid page 1 of 3

(02)

1. Whether Parking Facility available
   1. for Cars ( Number & Location) ------------------------------------------------------------
   2. for 2 Wheelers/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-storeyed)-----------------------------------------

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 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

(03)

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. -----------------------------------------------------------

vi. Whether the tenderer agrees to the terms and conditions of our Standard Lease agreement:

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 for 5+5+5=15 years. ---------------------------------------------------------------------

ii. % of increase in rent demanded after 5years.-----------------------------------------

(Should not be more than 25% in any case) :

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

**Annexure- "A-2"**

**FINANCIAL BID**

(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 -----------------------------------------------------------------------------

1. Address of the proposed premises for hiring------------------------------------------------------

-------------------------------------------------------------------------------------

4. Rentable Area Offered ------------------------------------------Sq. Ft.

5. i. Rent per Sq. Ft. on Rentable Area : Rs.------------------------------

ii. Monthly rent. : Rs.-----------------------(Rupees--------------------------------------- --------------------------------------------------------------------------only)

( Area will be measured as per Indian

Standards 3861-1975, copy of which

Is available for perusal at concerned

Branch/Division/Regional Office.)

1. 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 ----------------------------------------------------------

1. 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

(02)

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).

1. \*\*\*Mode of Adjustment of

Deposit/Advance :

1. Whether the rate, terms and conditions

quoted above are negotiable or final. :

Place:

Date :

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

Full Signature of the Tenderer.

Financial Bid, Page-2 of 2

|  |
| --- |
| \*\*\* Note:- Company can, at its direction, consider depositing an interest free advance **(excluding** **taxes & service charges)** which would be adjusted against rent payable in **Twelve/Twenty-four installments, respectively, w.e.f. the rent of the1st month.** |