**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 | :: | \_\_\_\_\_\_\_\_\_\_\_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 Nationalised 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 | :: |  |

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

Full Signature of the Tenderer

***Technical Bid Page 1 of 3***

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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) | :: |  |
| 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 wiring 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 measurers 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. | :: |  |

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***Technical Bid Page 2 of 3***

|  |  |  |  |
| --- | --- | --- | --- |
| 11. | Number of Toilets available | :: |  |
| 12. | Whether the premises is Hall Type of 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). |  |  |
|  | 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. | The percentage of increase demanded after 5 years  (should not be more than 25% in any case) | :: |  |
| 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 | :: |  |
| 3. | 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  (Area will be measured as per Indian Standards 3861-1975, copy of which is available for perusal at concerned Branch/ Division/ Regional Office.) | :: | Rs. \_\_\_\_\_\_\_\_\_\_(Rupees \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only). |
| 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). |

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Full Signature of the Tenderer

***Financial Bid Page 1 of 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 after 5 years( which should not be more than 25%) | :: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ % |
| 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 of Final. | :: |  |

Place ::

Date ::

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

Full Signature of the Tenderer

***Financial Bid Page 2 of 2***