

**TECHNICAL BID**

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

**RATE OF RENT MUST NOT BE MENTIONED ANY WHERE 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. Airport :: \_\_\_\_\_ 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 ::
  - 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**

7. Whether Parking Facility available
  - i. for Cars ( Number & Location ) ::
  - ii. 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 are 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. No.s 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 ::

**(Original Documents must be available for verification during inspection)**

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**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 the building/premises is available (Sanction plan & measurement Certificate should be made available During inspection) ::
- b) 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) Whether agreeable for 15 (5+5+5) years agreement::  
If agreement can last for more than 15 years  
Please mention that. ::
  - ii) % of increase in rent demanded after 5 years ::  
**(Which Should not be more than 25% )**
  - iii) Renewal Terms ::
- 16. Date when the premises will be ready for Occupation ::

Place ::

Date ::

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**Full Signature of the Tenderer**