

ANNEXURE-A

TECHNICAL BID PROFORMA

1		Full particulars of the legal owner(s)/owner(s) of the premises	
	A	Name	
	B	Address of the office and residence of the owner of the premises	
	C	Telephone	
	D	Mobile No	
	E	E-Mail Address	
	F	Fax No.	
	G	Permanent Account No (PAN)	
	H	Location and full address of the accommodation offered on rental basis	
2		Full particulars of person(s) offering the premises on rent/lease and submitting the tender.	
3		Status of the applicant with regard to the Accommodation offered for hiring (enclose power of attorney if the applicant is other than owner)	
4		Type of building – Commercial or Residential	
5		Landmark near the premises offered on rental basis	
6		Date of completion of construction (Construction certificate may be attached)	
7		Detailed approved plan of the accommodation	
8		Total usable carpet area of the premises offered on rental basis	
9		Exact built up area	
10		No. of floors in the building with usable carpet area per floor	
11		Usable carpet area per room/open space (with drawing showing the measurements in sq.ft)	
12		No. of lifts available in the building with carrying capacity and make	
13		Details of the firefighting equipment installed in the building with capacity, specification, make etc	
14		Other facilities and amenities available in the building	
15		Size (in Sq.ft./Sq.Mtrs.) of parking area with drawing	
16		Whether the parking area is having proper roofing (give details of roofing etc. provided)	
17		Whether the accommodation offered for rent is free from litigation including disputes with regard to ownership	
18		Pending taxes/electricity charges or other dues, if any pending	
19		Clearance/no-objection certificate from all relevant Central/State/Municipal authorities and Fire Department for use as office /commercial premises confirming the municipality laws.	
20		Whether drinking water is available round the clock	
21		Details of underground and overhead water tanks along with details of electrical motor, etc. provided	

22	Whether sanitary and water supply installations have been provided	
23	No. of toilets and its area in Sq.fts.	
24	No. of bathrooms and its area in Sq.fts	
25	No. of rooms with attached toilet (drawings and measurements)	
26	Sanctioned commercial electricity load with relevant supporting papers	
27	Specifications of electrical fittings provided in each room and open space (No. of plugs, etc. with capacity)	
28	Specifications of electrical fittings provided in the open space within the building and outside the building, parking space etc.	
29	Whether fans have been provided in all rooms, if yes give the no. of fans, room wise, including open space within the building	
30	Details of power backup facility	
31	Details of space for installation of Generator set	
32	Details of safety mechanisms provided in the building	
33	Whether the building is earthquake resistant, if yes, please provide a certificate from the competent authority	
34	Any other salient aspect of the building which the party may like to mention	
35	Details of surroundings of the building (east, west, north, south)	
36	Date of painting done on the internal and external walls, doors and windows of the building	
37	Specify the type of floor (whether the floor is of vitrified tiles/marble/granite etc.)	
38	Whether the owner has any objection in construction of rooms/cabins/partitions by the department as per the requirement	
39	Specify the date of insurance of the property valid up to (attach copy of the insurance documents)	
40	Width of the approach road on which the building is located	
41	Whether premises is vacant and available in " ready to occupy condition "	
42	Specify regarding any hazards – industrial or otherwise, if any, associated with the building or surrounding which are harmful for human	
43	If the building was rented out to someone in the past, details of their contact person, address, phone/ mobile no(s)	
44	Name of the documents attached with the technical bid in support of the above	

DECLARATION

I/we have read and understood the detailed terms and conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building, etc., as furnished against the individual items are true and correct as per my knowledge and belief in the event of any of the same being found to be not true, I/we shall be liable to such consequences/lawful action as the department may wish to take.

Signature of legal Owner /Power of Attorney Holder

ANNEXURE - B
FINANCIAL BID PROFORMA

1	Name and address of the applicant with phone numbers and E-mail ID	
2	Status of the applicant with regard to building/accommodation offered for hire by the owner or power of AttorneyHolder.	
3	Full particulars of the owner	
	A Name	
	B Address	
	C Business Telephone No	
	D Mobile No	
	E Residential telephone No	
	F PAN card (attach a photocopy of the PAN card)	
	G Rent per Sq.ft. / Sq. Mtrs. Of the usable carpet area per month as mentioned in the technical bid (in Indian rupees). The rent will be inclusive of all the taxes to be borne by the house owner as per terms and conditions of tender, excluding only service tax, if any, and electricity charges	
	H Extra rent if any for providing generator set for electricity power back up, which should be inclusive of the maintenance charges of the DG set. Please specify complete details of the DG set with make, power back up time etc.	
	I Rent for providing other facilities (if any), please specify separately	

DECLARATION

I/we have read and understood the detailed terms and conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building, etc., as furnished against the individual items are true and correct as per my knowledge and belief in the event of any of the same being found to be not true, I/we shall be liable to such consequences/lawful action as the department may wish to take.

Signature of legal Owner /Power of Attorney Holder