

**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE , " JEEVAN PRAKASH"
LIC BUILDING, PATTOM, PB NO: 1001
THIRUVANANTHAPURAM - 695004**

ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM

HIRING OF OFFICE PREMISES AT KARAMANA

TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE - I

Reference No.

NOTE : The reference no. to be filled up by the tenderers for the particular Premises offered and shall be quoted in **Price Bid** also - for easy and correct identification.

| SI No | Details of vendor / Owner / Builder / Firm | Remarks |
|----------|--|---------|
| 1.1 | Name of the Lessor : | |
| 1.2 | Address of the Lessor : | |
| | Phone No. | |
| | Fax No. | |
| | E - Mail ID | |
| | Pan No | |
| 1.3 | Name of the contact person duly authorised. | |
| | Phone No. | |
| 1.4 | Constitution of vendor / firm (Proprietary/Partnership/Private / Pvt. Ltd./ Public Ltd/PSU etc) | |
| a) | Pan nos of the Directors / Partners / Firms. | |
| 2 | Details of the property : | |
| 2.1 | Name of the Owner | |
| 2.2 | Address : | |
| | Phone No. | |
| 2.3 | Name of the building | |
| 2.4 | Details of encumbrances , if any ? | |

**Signature of vendor with
seal & date.**



| | | |
|------|---|--|
| 2.5 | Location and address of the property | |
| | (a) Name of the scheme | |
| | (b) Sector No.etc. | |
| | © Street No.etc. | |
| 2.6 | Usage of the property (as approved by the Competent Authority). | |
| | (a) Residential | |
| | (b) Commercial | |
| | © Residential cum Commercial | |
| | (d) Shopping centre | |
| 2.7 | Whether the proposal for Office premises in a multi - storied building. | |
| | (a) No. of floor in the building. | |
| | (b) At which floor, the office premises are offered. | |
| 2.8 | CTS No | |
| 2.9 | Survey No | |
| 2.10 | Ward NO | |
| 2.11 | Whether the plot is free hold or lease hold? | |
| (a) | | |
| 2.11 | If lease hold, please mention the details of | |
| (b) | (i) Name of the Title Holder / Lessor | |
| | (ii) Tenure of the land | |
| | (iii) Residual lease period | |
| | (iv) Annual lease rents and amount. | |
| 2.12 | Whether the property is mortgaged? If yes mention the details. | |
| © | | |
| | (i) Name of the Organisation where the property is mortgaged. | |
| | (ii) Address of the Organisation with phone no. | |
| | (iii) Amount of loan availed. | |
| | (ii) Tenure of mortgage | |
| | (iii) Residual mortgage period | |
| | (iv) EMI paid. | |
| 2.13 | Character / Type of locality | |
| | (a) Residential | |
| | (b) Commercial | |
| | © Commercial cum Residential | |
| | (d) Industrial | |
| | (e) Slum | |

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| 2.14 | Area of the plot | |
| 2.15 | Size of the plot | |
| | (a) Frontage in metres | |
| | (b) Depth in metres | |
| 2.16 | Schedule of the plot i.e. boundaries of the plot on | |
| | North | |
| | East | |
| | South | |
| | West | |
| 2.17 | Whether the locality is free from Special hazards like fire / flood etc. | |
| 2.18 | Whether the locality has protection from adverse influence such as | |
| | (a) Encroachment. | |
| | (b) Industrial nuisance, smoke, noise etc. | |
| 2.19 | Please enclose copy of Property Card or Patta etc. | |
| 2.20 | Please also indicate distance from the nearest | |
| | (i) Railway (local) station | |
| | (ii) Bus Stand | |
| | (iii) Bank (Nearest) | |
| | (iv) Airport | |
| | (v) Hospital / Schools / Colleges / Universities. | |
| 2.21 | Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt.Bodies. | |
| 2.22 | (a) Incase of old constructions, NOC from the Society may be enclosed | |
| | (b) Mention year of completion (as given in Completion Occupancy Certificate issued by the Authority) . | |
| | (c) Indicate in whose name the conveyance deed is executed. | |
| 2.23 | Date on which Office premises can be handed over to LIC after finalisation of the deal. | |
| 2.24 | Built up area of the premises being offered now for office usages on lease basis . Please enclose copies of approved plans. | |
| 2.25 | What is the carpet area (for consideration purpose). | |



Signature of vendor with seal & date.

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| 3 | Specifications | |
| 3.1 | Type of building (Residential/Semi commercial)? | |
| 3.2 | Type of structure (RCC / Steel framed / load bearing). | |
| 3.3 | Type of wall (Brick / Cement block). Mention thickness of external wall and internal partition wall. | |
| 3.4 | Details of Flooring (M.M.Tiles/Ceramic/ Vitrified / Marble) or any other. | |
| 3.5 | Details of Door frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other. | |
| 3.6 | Details of Door shutters (Flush door / Teak wood/ Aluminum / PVC) or any other. | |
| 3.7 | Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other. | |
| 3.8 | Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills. | |
| 3.9 | (i) No of toilets in each floor. | |
| | (ii) Details of Floors & Dado in Toilets. | |
| 4 | Whether Structural stability certificate enclosed (Certificate shall be from Licensed Sructural Engineer of Municipal Corporation) | |
| 5 | SERVICES: | |
| 5.1 | If Lift facility is available, please give details of Number of lifts, capacity , make and the year of installation. | |
| 5.2 | Please indicate source of water supply. | |
| 5.3 | Is bore well provided? If so what is the yield and depth of bore well. | |
| 5.4 | Capacity of the over head tank feeding to the office premises under consideration for leasing. | |
| 5.5 | Please give details of sewerage system and for storm water disposal. | |
| 5.6 | Please indicate whether the building is prone to flooding. | |
| 6 | Electricity | |
| 6.1 | (i) What is the connected load to the building in KW / KVA ? | |
| | (ii) Type of electric connection. | Commercial / Residential. |

Signature of vendor with seal & date.



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| 6.2 | Pl. indicate the type of wiring used , Aluminum or copper? | |
| 6.3 | Whether ELCB is provided | Yes / No |
| 7 | Common services | |
| 7.1 | Car parking | Reserved ----- nos./ Open ----- nos. |
| 7.2 | Two wheeler parking | Reserved ----- nos./ Open ----- nos. |
| 7.3 | Power / Electricity supply available. | Yes / No |
| 7.4 | 24 Hrs. water / Overhead tanks available. | Yes / No |
| 7.5 | Generator for emergency. If yes mention, capacity of the Generator. | Yes / No |
| 7.6 | Anti lightening device arrangement. | Yes / No |
| 7.7 | Security arrangements, please give details. | |
| 8 | Other Information | |
| 8.1 | Whether any ready built flats / Office premises have been constructed and sold by the builder to any government and semi government institutions/Financial institutions? If so please give name and addresses of such clients . | |
| 9 | Details of Plan / Blue Prints / Sanctioned Plan | |
| 9.1 | Whether the plan of the property is sanctioned by the Competent Authority. | |
| 9.2 | If sanctioned , please enclose copy of approved Floor Plan/s , Sections , Elevations and Site Plan of the building. | |
| 9.3 | Name/s and Address Phone No. of the Architect / Engineer. | |
| 10 | Provision for proper arrangement of fire safety. | |
| 10.1 | Are the safety measures taken? | |
| 10.2 | If yes , give details of arrangement. | |
| 10.3 | Is No Objection certificate obtained / Secured from fire control authorities. | |
| 10.4 | If yes , produce copies of proof / certificates. | |



**Signature of vendor with
seal & date.**

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| 11 | List of Enclosures | |
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I / We declare that the information furnished above is true and correct to the best of my knowledge.

Place

Date:

Signature of vendor with
seal & date.

