

Appendix-G18

Life Insurance Corporation of India.

..... Zonal Office / Divisional Office.

Detail address

Technical Bid

Reference No.....

(Note: The reference number 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.

Sr			Detail	Remarks
1	1		Name of the Lessor	
	2	a	Address of the Lessor	
		b	Phone No.	
		c	Fax No.	
		d	E - Mail ID	
		e	Permanent Account Number (PAN)	
	3	a	Name of the contact person duly authorized.	
		b	Phone No.	
	4	a	Constitution of vendor/ firm (Proprietary/ Partnership/ Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		b	PAN numbers of the Directors/ Partners/ Firms.	
2	Details of the property :			
	1	Name of the Owner		
	2	Address :		
	3	Phone No.		
	4	Name of the building		
	5	Details of encumbrances, if any?		
	6	Location and address of the property		
	7	Usage of the property (as approved by the Competent		

Sr		Detail	Remarks
		Authority).	
8	a	Residential	
	b	Commercial	
	c	Residential cum Commercial	
	d	Shopping centre	
9		Whether the proposal for Office premises in a multi - storied building.	
	a	Number of floor in the building.	
	b	At which floor, the office premises are offered.	
10		CTS No	
11		Survey No	
12		Ward NO	
13		Whether the plot is free hold or lease hold?	
	b	If lease hold, please mention the details of	
	i	Name of the Title Holder/ Lessor	
	ii	Tenure of the land	
	iii	Residual lease period	
	iv	Annual lease rents and amount.	
	c	Whether the property is mortgaged? If yes mention the details.	
	i	Name of the Organization where the property is mortgaged.	
	ii	Address of the Organization with phone no.	
	iii	Amount of loan availed.	
	iv	Tenure of mortgage	
	v	Residual mortgage period	
	vi	EMI paid.	
14		Character / Type of locality	
	a	Residential	
	b	Commercial	
	c	Commercial cum Residential	

Sr		Detail	Remarks
	d	Industrial	
	e	Slum	
15		Area of the plot	
16		Size of the plot	
	a	Frontage in meters	
	b	Depth in meters	
17		Schedule of the plot i.e. boundaries of the plot on	
	a	North	
	b	East	
	c	South	
	d	West	
18		Whether the locality is free from Special hazards like fire / flood etc.	
19		Whether the locality has protection from adverse influence such as	
	a	Encroachment.	
	b	Industrial nuisance, smoke, noise etc.	
20		Please enclose copy of Property Card or Patta etc.	
21		Please also indicate distance from the nearest	
	i	Railway (local) station	
	ii	Bus Stand	
	iii	Bank (Nearest)	
	iv	Airport	
	v	Hospital/ Schools/ Colleges/ Universities.	
22		Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies.	
23	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.	
24		Date on which Office premises can be handed over to LIC after finalization of the deal.	

Sr		Detail	Remarks
	25	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.	
	26	What is the carpet area (for consideration purpose).	
3	Specifications		
	1	Type of building (Residential/Semi commercial)?	
	2	Type of structure (RCC / Steel framed/ load bearing).	
	3	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.	
	4	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.	
	5	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/ Aluminum) or any other.	
	6	Details of Door shutters (Flush door/ Teak wood/ Aluminum / PVC) or any other.	
	7	Details of Window frames (Sal wood/Teak Wood/ Hard wood/ Aluminum) or any other.	
	8	Details of window shutters (Teak wood / Aluminum / steel) or any other with security grills or without security grills.	
	9	i No of toilets in each floor.	
		ii Details of Floors and Dado in Toilets.	
4	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer of Municipal Corporation)		
5	Service		
	1	If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.	
	2	Please indicate source of water supply.	
	3	Is bore well provided? If so what is the yield and depth of bore well.	
	4	Capacity of the over head tank feeding to the office premises under consideration for leasing.	
	5	Please give details of sewerage system and for storm water disposal.	
	6	Please indicate whether the building is prone to flooding.	
6	Electricity		
	1	i What is the connected load to the building in KW / KVA?	
		ii Type of electric connection.	Commercial / Residential.
	2	Please indicate the type of wiring used , Aluminum or copper?	

Sr		Detail	Remarks
	3	Whether ELCB is provided	Yes / No
7	Common services		
	1	Car parking	Reservednos. Open.....nos.
	2	Two wheeler parking	Reservednos. Open.....nos.
	3	Power / Electricity supply available.	Yes / No
	4	24 Hrs. water / Overhead tanks available.	Yes / No
	5	Generator for emergency. If yes mention, capacity of the Generator.	Yes / No
	6	Anti lightening device arrangement.	Yes / No
	7	Security arrangements, please give details.	
8	Other Information		
	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		
	1	Whether the plan of the property is sanctioned by the Competent Authority.	
	2	If sanctioned, please enclose copy of approved Floor Plan/s, Sections, Elevations and Site Plan of the building.	
	3	Name/s and Address Phone No. of the Architect / Engineer.	
	4	Provision for proper arrangement of fire safety.	
10	1	Are the safety measures taken?	
	2	If yes , give details of arrangement.	
	3	Is No Objection certificate obtained / Secured from fire control authorities.	
	4	If yes, produce copies of proof / certificates.	
11	List of Enclosures		

Signature of vendor with seal and date.

Date:.....

Place:.....

Life Insurance Corporation of India.

..... Zonal Office / Divisional Office.

Detail address

Financial Bid

(The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner/ Vendor/ Firm:

Reference No.:

Sr.	Details of the property	Floor Level	Carpet area of the premises offered (sq.ft.)	Basic rent per sq.ft. of carpet area (in figure and words)	Outgoes Such as Municipal tax, House tax, Property tax, cess and/ or any other levy and proportionate amount of Maintenance charges (Society charges, if any) etc per sq.ft. of carpet area (Rs. in figure and words)	Gross rent per Sq.ft. of carpet area (Rs. in figure and words)	Total Gross Rent
(1)	(2)	(3)	(4)	(5)	(6)	(7=5+6)	(8=4x7)
	Total						

GST - %

Note:

- Vendors shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement.
- Carpet area rate: The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax, GST and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before 7th of every month.
- Carpet area measurements: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of LIC official and vendor / authorized representative for finalizing the carpet area.
- Validity of offer: The offer should remain valid at least for a period of 3 (three) months to be reckoned from the date of opening of 'Technical Bid'.

Signature of vendor with seal.

Date :

Place: