



LIFE INSURANCE CORPORATION OF INDIA  
CUTTACK DIVISIONAL OFFICE  
“JEEVAN PRAKASH”  
NUAPATNA, CUTTACK-753001  
Phone No-0671-2300323  
e-mail-estate.cuttack@licindia.com  
**Wanted Office Premises on Lease**

LIC of India intends to hire office premises from the individual / firms on lease basis admeasuring 6500 Sq. ft. carpet area [  $\pm$  5% variation in areas is acceptable] which are in ready to occupy condition preferably on Ground or Ground and First Floor for our Branch Office at Jajpur Town, DIST-Jajpur, PINCODE-755001, (ODISHA) under Cuttack Division. The preferred location of the premises shall be within a radius of 05 Km (approximately) from Rail Way Station / Bus Stand. For complete details and Bid documents please log on to [www.licindia.in](http://www.licindia.in) and go to “Property” / “Tenders” & click on the link “Advertisement for Requirement of Office Premises at Jajpur Town. Jajpur on lease basis”.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sr. Divisional Manager.



LIFE INSURANCE CORPORATION OF INDIA  
CUTTACK DIVISIONAL OFFICE,  
“JEEVAN PRAKASH”  
NUAPATNA, CUTTACK-753001

Life Insurance Corporation of India intends to hire premises which are in ready to occupy condition from individuals / firms only under Two Bid System as per details given below:

Carpet Area required (Approx)	Location	Remarks
=6500 sq. ft. =  (+/- 5% variation in area is acceptable)	<b>JAJPUR TOWN Dist- JAJPUR PINCODE-755001 (Odisha)</b>	<b>Should be located preferably in the main market area at the prime location of the township having availability of all public amenities like Bank, Post Offices, Market, Bus Stand etc. The premise/s offered for Lease/ Rent should be in ready to occupy condition and suitable for use as Office Premises.</b>
<b>Status of Land/Plot</b>	<b>Free Hold / Lease Hold with clear marketable title.</b>	
<b>Usage of the property</b>	<b>Commercial , Commercial cum Residential OR Multi use plots.</b>	

The prospective Bidders meeting the above requirements are requested to collect the tender documents on payment of **Rs.250/- (Rupees Two Hundred Fifty only)** from the Branch Office at JAJPUR. Tender document will be issued from **06.05.2026 to 25.05.2026** on all working days (excluding holidays) between **11.00AM to 03.00PM**. The last date of receipt of Bid Document is on **26.05.2026 up to 12.30PM**. The Technical bid will be opened on **26.05.2026 at 03.00 P.M.** in the presence of bidders or their authorized representative who may wish to be present. For complete details and Bid document please log on to [www.licindia.in](http://www.licindia.in) and go to “Property”/“Tenders” and click on the link “Advertisement for requirement of Office premises at JAJPUR TOWN on lease basis”. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reason what so ever.

Sr. Divisional Manager.



LIFE INSURANCE CORPORATION OF INDIA  
DIVISIONAL OFFICE, “JEEVAN PRAKASH”  
NUAPATNA, CUTTACK-753001

TENDER SCHEDULE

Sl.No.	Description	
1	Name of work:	Tender for hiring of Office premises at JAJPUR TOWN, Dist. – JAJPUR, PIN-755001.
2	Cost of Tender document non refundable	<b>Rs.250/-</b> -(Rupees Two Hundred Fifty only)
3	Earnest money deposit	<b>Rs.10,000 /-</b> -(Rupees Ten thousand only) by Demand Draft/ Pay Order in favor of “Life Insurance Corporation of India” <b>payable at Cuttack.</b>
4	Date of sale of tender document	From <b><u>06.05.2026 to 25.05.2026</u></b> between 11.00 AM to 03.00PM on all working days (excluding holidays) from Jajpur Branch Office on payment of nonrefundable tender cost ( <b>Rs.250.00</b> ) by Cash / Demand Draft/ Pay Order in favor of “Life Insurance Corporation of India” <b>payable at Jajpur.</b>
5	Last date and time of receiving/submission of tender document	On <b><u>26.05.2026 up to 12.30 PM</u></b>
6	Date and time of opening of technical bids	On <b><u>26.05.2026 at 03.00 P.M.</u></b>
7	Date and time of opening of financial bids	Shall be intimated later on.
8	Time limit for handing over possession of the premises	Within ONE MONTH (30 days) from the date of issue of acceptance letter.
9	Lease period / contract period	The terms and condition as per the contract when lease will be executed.
10	Notice period for termination of contract	04(Four) months from either side
11	Validity of tender	06 (Six) months from the date of opening of technical bid.

Date: 01.05.2026

Sr. Divisional Manager

## **Hiring of Office Premises**

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### **INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available from **06.05.2026 to 25.05.2026 between 11.00 AM to 3.00 PM** on all working days (excluding holidays) from Jajpur Branch Office only.

2. The last date for submission of filled in tenders (both technical and financial bids) is – **26.05.2026 up to 12.30 PM.** The offers received after the last date and time mentioned above will not be considered.

3. The filled in tenders should be submitted to the address given below:

**SENIOR DIVISIONAL MANAGER  
LIFE INSURANCE CORPORATION OF INDIA  
Cuttack Divisional Office,  
“Jeevan Prakash” 1<sup>st</sup> floor.  
Nuapatna, Cuttack-753001**

4. The technical bid will be opened on **26.05.2026 at 03.00 P.M.** in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the offers, the financial bids of only those bidders, whose offers are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found suitable.

5. The tender form consists of the following documents. i.e,

1-Instructions to bidders and Terms & Conditions.

2-Technical part.

3-Financial part.

The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the property viz., name of the properties, location, area of the plot, copy of sanctioned plan with completion / occupation certificate , floor area of portion to be leased, specification of internal finishes , amenities sanctioned, electrical power load , usages of the property , title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (**Marked Envelope-I super scribing as “Technical Bid for Hiring of Office Premises at “JAJPUR TOWN”.** The envelope shall contain the addressee’s details and details of the bidder also.

6. The Financial Bid shall contain only financial details i.e., rate / rent per sq ft. on carpet area basis and other financial details. The **Financial Bids will be placed in the Envelope - II and super scribed with addressee and bidders’ details.** The Financial Bid should not contradict the technical Bid in any manner.

7. **EMD of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft / Pay Order in favour of “Life Insurance Corporation of India” payable at -Cuttack- and the Money Receipt towards Tender Fee (Nonrefundable) of Rs.250/- (Rupees Two hundred fifty only), deposited at LIC Cash Counter by Cash / D.D / Pay Order shall be submitted in a sealed cover Marked as Envelope – III super scribing as “Earnest Money Deposit” for “Hiring of Office Premises at “JAJPUR TOWN”**  
**Please note that no interest is allowed or accrued on the EMDs.**

8. All the three envelopes ( **Envelope –I to III** ) containing Technical Bid, Financial Bid and, EMD and Tender Fee, will be placed in a fourth envelope ( **Envelope – IV** ), sealed and submitted to the Estate Department, Divisional Office Cuttack at the address given above. The envelope must be super scribed with **“Bids for Hiring of Office Premises at “JAJPUR TOWN”.**

9. In case the tender form is downloaded from the corporation's web site, **the non refundable tender fee of Rs. 250/- (Rupees Two Hundred Fifty only) may be remitted in the form of Demand draft / Pay order drawn in favor of "Life Insurance Corporation of India" payable at Cuttack. The receipt of Tender Fee in such cases should be enclosed as discussed above.**

10. **Refund of EMD:** - EMD shall be refunded as under:

(i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by SAC to the Sr. Divisional Manager.

(ii) EMD of other bidders (except lowest bidder) shall be refunded separately within one month's time after opening of Financial Bids.

(iii) EMD of lowest bidder shall be refunded separately or refunded along with the payment of the rent of the premises.

(iv) In case the lowest vendor / bidder refuses to offer premises after issue of allotment letter, a notice shall be served upon him by giving 30 (thirty) days' time failing which his EMD amount lying / retained with us shall be forfeited without any further correspondence.

**Sr. Divisional Manager is the competent authority to refund / forfeit the EMD amount.**

11. The following documents should be enclosed with the offers:

a) A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, and road on either side if any, width of the road/s and adjacent properties etc. around the premises.

(b) A copy of the title investigation and search report along with copies of title deed documents.

c) Documents related to conversion of Non – agricultural land from the Competent Authority.

12. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Price bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

13. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 (Six months) months from the date of opening of Technical Bids.

14. Separate tender forms are to be submitted in case more than one premise is offered.

15. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

**Place:**

**Signature of vendor/s with seal**

**Date:**

**Tender for Hiring of Office Premises**

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes. The use of envelopes will be as under:

- (a) **Envelope marked as I:** Duly completed **Technical Bid** be put in this envelope and sealed.
- (b) **Envelope marked as II:** Duly completed **Financial Bid** be put in this envelope and sealed.
- (c) **Envelope marked as III:** The DD or Bankers cheque for “Earnest Money Deposit” and “Cost of Tender document” or the M.R of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV:** All the three envelopes shall be placed in envelope **marked – IV** and sealed (i.e. Envelopes marked as IV, will contain three envelopes marked as I , II & III ) and submitted to LIC of India, Divisional Office , Cuttack in sealed condition **“Superscribing as “Tender for Hiring of Office Premises at “JAJPUR TOWN ” to be opened on 26.05.2026 at 03.00 P.M.””**

**Terms and conditions:**

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the Tenderer to LIC of India, here in after termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. **12.30 PM on 26.05.2026** fixed for submission of tenders shall be termed as **‘LATE’** tender and not to be considered. Such tender shall be returned to the concerned individual/firm without opening the same.
3. All vendors are requested to submit the Tender documents (Technical Bid, Financial Bid, EMD and Tender FEE) duly filled in with the relevant documents / information at the following address:

**SENIOR DIVISIONAL MANAGER  
LIFE INSURANCE CORPORATION OF INDIA  
Cuttack Divisional Office, “Jeevan Prakash” 1<sup>st</sup> floor.  
Nuapatna, Cuttack-753001**

4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
6. The offer should remain valid at least for a period of **06 months (Six)** to be reckoned from the date of opening of “Technical Bid”.
7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking “list of deviations”.
8. The Technical bids will be opened on **26.05.2026 at 03.00 P.M.** in the presence of tenderers at our above office. All tenderers are advised to be present on that date, at the specified time in their own interest.
9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
10. Canvassing in any form will disqualify the tenderer.
11. The short-listed vendors will be informed in writing by the Corporation for arranging site inspection of the offered premises.

12. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required.
13. All payments to the successful vendor shall be made by NEFT/ Account Payee Cheques only.
14. Property should be situated in good commercial area of the town / city with congenial surroundings and proximity to public amenities like bus stand, banks, markets, hospitals, Schools etc.
15. The title report proving ownership and clear marketability is to be enclosed.
16. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened. Single valid tender or offer from State / Central / Agencies / Undertakings may however, be opened by the Zonal Purchase Committee / Divisional Purchase Committee.
17. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such Premises, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.
18. There should not be any water logging inside the premises and surrounding areas.
19. The premises should have good frontage and proper access.
20. The Lessor shall have no objection to the Lessee installing exclusive D.G. Set for the use of the lessee. If so desired by the lessee, the lessor/s shall provide suitable space for installation of Gen set without any extra cost to the lessee.
21. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to LIC.
22. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preference.
23. The particulars of amenities provided / proposed to be provided in the premises should be furnished in the technical bid.
24. The Lessor shall arrange for repairs and maintenance, white washing / colour washing/ OBD painting / painting to doors, windows etc. as and when informed by the lessee.
25. **The bids will be evaluated on techno commercial basis** giving weightages to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, exclusively, nearby surroundings, proneness to water logging / flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.
26. Tenders from intermediaries or brokers will not be entertained.
27. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within 30 days after the acceptance of their offer by the department.
28. It may be noted that no negotiations will be carried out, except with the lowest tenderer. The most competitive rates should therefore be offered.
29. **Rate per Sq.ft. on Carpet area:** 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, Service tax 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 7<sup>th</sup> of every month.
30. **Lease period:** Minimum period of lease will be –10 years with 05 years lock - in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.
31. **Addition & Alteration Works:** During the period of tenancy, if the lessee desires to carry out any addition & alterations works at its own cost as per the requirement of the Deptt., lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display signboards without any extra cost.
32. **Lease agreement:** Will be with the Owner & Rent will be paid to respective owner.
33. **Income Tax:** will be deducted at source at prevailing rate.
34. **Registration & stamp duty charges** will be shared equally between the Lessor and the Lessee (50: 50).

35. **Payments**

- (i) LIC will pay the interest free advance rent, which should be restricted to 06 (six) months rent, if requested by the vendor.
  - (ii) Such advance payment of rent can be made only for hiring buildings which are complete and ready for occupation with the required internal and external services in working condition & with 60 KW Electrical Power Load (3 phase connection).
  - (iii) The payment shall be made only after occupation of the premises or after the possession is handed over to us.
  - (iv) No advance should be made for a building under construction or for putting up an extension to an existing building or to construct a new building on a vacant plot of the landlord.
  - (v) The advance rent paid to the landlord should be recovered in not more than 36 (Thirty-six) months in equal monthly installments. The recovery/adjustment of advance rent should be effected from the month following the date from which such advance is paid.
36. **Possession of premises:** within 30 days from the date of receipt of acceptance of offer / letter. The premises have to be painted & should be in habitable condition while taking over the possession.
37. **Water Supply-** The owner should ensure and provide adequate supply of drinking water and Water for W.C & Lavatory throughout the lease period at his own cost.
38. **Electricity-** a. The building should have at least 60 KW electrical / power load (3Phase connection) sanctioned and made available to the Corporation.

b. If required, additional electric power will have to be arranged by the Lessor / Offerer at his / their cost from the energy suppliers.

c. Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner / lessor.

d. At the time of taking over possession of the premises, the electricity meter reading will be noted in your presence of the authorized representatives of the lessor. The electrical charges will have to be born by the owner up to that point.

39. **Parking:** The landlord shall provide Car & Two Wheelers parking space (Open / Covered) as per the details given below without any extra cost:

- (i) Car parking -04 no.
- (ii) Two Wheelers- 80 nos.

40. **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.

**Place:**

**Signature of vendor / s with seal**

**Date:**



## LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, "JEEVAN PRAKASH", NUAPATANA , CUTTACK-753001ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEMS

THE ENVELOPE – II CONTAINING FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS,  
INSPECTION OF THE PROPERTIES AND SHORTLISTING THE PROPERTIES.

**Financial Bid for Hiring of Office premises to be submitted by the vendor**  
(The rate quoted shall be excluding stamp duty and registration charges)

**Name of the Owner / Vendor / Firm:**

**Reference No:**

Sl. No	Details of the property	Floor Level	Carpet area of the premises offered (Sq.ft.)	Rate per sq ft of carpet area (Both in figures and words)	Amount in figures and words ( )
	<b>TOTAL</b>				

Note:

1. Vendor shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp duty charges will be shared equally by the lessor and the lessee (50:50) basis.
2. **Carpet Area rates: -**  
Carpet area rates shall be inclusive of basic rent plus all proportionate charges (i.e, all taxes / Cess present & future – House Tax, Property Tax, Service Tax 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 which will be payable in advance before 7<sup>th</sup> of every month.
3. **Carpet Area measurement: -**  
The carpet area measurements shall be as per the Bureau of Indian standard IS: 3861:2002. Joint measurement will be taken in the presence of LIC officials and Vendor/Authorized representative for finalizing the carpet area.

**Validity of offer:-**

The offer should remain valid at least for a period of 06 (Six) months to be reckoned from the date of opening of "Technical Bid".

Place:

Signature of the Vendor / s with Seal.

Date:

**LIFE INSURANCE CORPORATION OF INDIA**  
**DIVISIONAL OFFICE, "JEEVAN PRAKASH", NUAPATNA, CUTTACK-753 001.**  
**ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM**  
**HIRING OF OFFICE PREMISES AT: JAJPUR TOWN**  
**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 **Financial Bid** also for easy and correct identification.

Sl. 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 authorized	
	Phone No.	
1.4	Constitution of vendor / firm (Proprietary/ Partnership/Private/ PVT. Ltd./PSU etc.)	
1.5	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 the encumbrances, if any?	
2.5	Location and address of the property	
	(a) Name of the scheme	
	(b) Sector No. etc.	
	(c) Street No. etc.	

Signature of Vendor / s with seal & date

2.6	Usage of the property (as approved by the Competent Authority)	
	(a) Residential	
	(b) Commercial	
	(c) Residential cum Commercial	
2.7	(d) Shopping centre	
	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 (a)	Whether the plot is free hold or lease hold ?	
2.11 (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	
2.12 (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) E.M.I. paid	
2.13	Character / Type of locality	
	(a) Residential	
	(b) Commercial	
	(c) Commercial cum Residential	
	(d) Industrial	
	(e) Slum	
2.14	Area of the plot	
2.15	Size of the plot	
	(a) Frontage in meters	
	(b) Depth in meters	
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. ?	

Signature of Vendor/ s with seal &amp; date

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 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	
2.24	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)	
3	Specifications	
3.1	Type of Building (Residential / Commercial / 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 / Ceramics / 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	

Signature of Vendor / s with seal & date

3.8	Details of window shutters (Teak wood / Aluminum / steel/) or any other security grills or without	
3.9	1-No of toilets in each floors	
	2-Details of floors and Dado in toilets	
4	Whether structural certificates enclosed(Certificate shall be from licensed structural Engineers of Municipal Corporation	
5	<b>SERVICES</b>	
5.1	If lift facility is available please give details of no of lift, capacity, make and year of installation	
5.2	Please indicate source of water supply	
5.3	Is bore well provided? If so, what is the yield	
5.4	Capacity of overhead tank feeding to the Office premises under consideration of 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	<b>Electricity</b>	
6.1	1-What is the connecting load to the building in KW ?	
	2-Type of electricity connection	Commercial/Residential
6.2	Whether ELCB is provided	Yes/No
7	<b>Common Services</b>	
7.1	Car Parking	Reserved ___ No's ./Open ___ nos.
7.2	Two wheelers parking	Reserved ___ nos./Open ___ nos.
7.3	Power / Electricity available	Yes / No
7.4	24 hours water/ overhead tank available	Yes / No
7.5	Generator for emergency, if yes, mention capacity of Generators	Yes / No
7.6	Anti lightening device arrangement available	Yes / No
7.7	Security arrangements, please give details	

Signature of Vendor / s with seal & date

8	<b>Other information</b>	
8.1	<b>Whether any ready built flats / office premises have been constructed and sold by builders to any Govt. and Semi Govt. institution/ financial institution? if so, please give name and address of such clients</b>	
9	<b>Details of Plan/ Blue prints/ sanctioned plans</b>	
9.1	<b>Whether the plan of property is sanctioned by the competent authority</b>	
9.2	<b>If sanctioned, please enclose approved floor plan/s, sections, elevation and site plan of the building.</b>	
9.3	<b>Name /s and address, Phone No. of the Architect/ Engineer.</b>	
10	<b>Provision for proper arrangement of safety</b>	
10.1	<b>Are the safety measures taken?</b>	
10.2	<b>If yes, give details of arrangements</b>	
10.3	<b>Is no objection certificates obtained / secured from Fire control authorities?</b>	
11	<b>List of enclosures: -</b>	

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

Place:

Date:

**Signature of Vendor / s with seal & date**