Divisional Office, 60A,ARERA HILLS,BHOPAL

G-16

ANNEXURES TO BE SUBMITTED BY THE VENDOR UNDER TWO BID SYSTEM
HIRING OF OFFICE PREMISES AT BAIRAGARH

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.

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 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/Ward no	
	(b) Sector No.etc.	
	© Street No.etc.	
2.6	Usage of the property (as approved by the Competent Authority).	
	(a) Commercial	
	(b) Shopping centre with office premises	
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 (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©	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) Commercial	

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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 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.

3	**Specifications**	
3.1	Type of building	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. Seprate for staff/officers and ladies	
	(ii) Details of Floors & Dado in Toilets.	
4	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Srtuctural 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 ?	
	(ii) Type of electric connection.	Commercial / Residential.

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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 seprate	AREA :
7.2	Two wheeler parking seprate	AREA :
7.3	Power / Electricity supply available.	Yes / No PRESENT LOAD :
7.4	24 Hrs. water / Overhead tanks available.	Yes / No CAPACITY:
7.5	Area for gen set space	
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.

11	**List of Enclosures**	

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.