

ANNEXURE-I

FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER

01.	There should be provisions for 24 hrs. electricity and water supply
02.	The area proposed to be preferably on the floors adjacent to each other
03.	There should be proper road approach and entrance to the proposed building
04.	The building should be in a ready to use condition with electricity, water, sewerage and adequate toilet facilities.
05.	Facility for installing generator

ANNEXURE-II (TECHNICAL BID)

TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS:

01.	Full Particulars of the legal owner of the premises/building: Name: Telephone: Email Address: PAN No.: The location and address of the proposed premises:
02.	Full particulars of person(s) offering the premises on rent/ lease and submitting the tender:
03.	Status of the applicant with regard to the premises offered for hiring (enclose power of attorney also if the applicant is other than owner):
04.	Type of building – commercial or residential:
05.	Complete Address and location of the building:
06.	Detailed approved plan of the accommodation:
07.	Date of construction:
08.	Exact carpet area:
09.	Exact built up area:
10.	Floor number offered:
11.	Total number of floors in the building:

12.	Floor wise number of toilets:
13.	Distance from nearest railway station/ Bus stand and name of the railway station/ bus stand:
14.	Other facilities and amenities available in the building:
15.	Parking space available for office and specify how many nos. of vehicles can be parked:
16.	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/ dues or like (enclose copy of Affidavit from owner or Power of Attorney holder):
17.	Clearances/ no-objection certificate from all the relevant central/ state/ municipal authorities:
18.	Whether running water for drinking and other uses available round the clock:
19.	Details of ground space for installing 25 KVA generator:
20.	Specify the lease period (minimum Five years and provision for extension):
21.	If there are ready built cabins suitable to us or promise to make cabins as per requirement the same will be preferred.

I/We..... son/ daughter of have gone through the various terms and conditions mentioned in the tender documents and I/We agree to abide by them. I/We solemnly declare that, to the best of my knowledge and believe the information above and in the enclosures accompanying it is correct complete and truly stated.

Place:

Date:

Signature of legal Owner/ Power of Attorney Holder

ANNEXURE-III (FINANCIAL BID)

FINANCIAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS

No.	Items	Details	
01.	Full particulars of the owner: Name: Address: Telephone Nos./ Mobile Nos./ Email ID: Business: Residential: Tele Fax No.: PAN Card (Photo copy):		
02.	Complete details of the building viz. Complete Postal address of the location		
03.	Rent in Indian Rupees per month per square metre of the carpet area as mentioned in Technical Bid. (The rent will be subjected to issue of Fair Rent Certificate by the Govt. All corporation taxes, cess or any other tax applicable are to be borne by the landlord only. The electricity and water bills as per actual consumption to be borne by the Department. (The amount should be inclusive)	Proposed Rate (Rs./sq.mtr. of carpet area)	Total Rs.
04.	Any other conditions having financial implications relevant to the offer of the building. Give details if applicable.		

Note: The Financial Bid should include the rent proposed to be charged (inclusive of all costs) and the taxes/duties to be paid to various authorities (if any).

Signature of Legal Owner/ Power of Attorney Holder