

UNITED INDIA INSURANCE CO. LTD.
REGIONAL OFFICE : KOLKATA

Technical Bid

Note : To be put in a separate envelope superscribing “Technical Bid for””

Ref : Your Advertisement for Office space for Divisional Office./Branch Office/Micro Office on Lease basis.

I. Details of owner :

Name and address for communication with the owner	
Telephone No.	
Mobile No.	
E.Mail ID	

II. Details of the premises offered :

a) i) Address of the premises offered. ii) Whether premises offered is in a Mall ? iii) Period of lease offered	_____ Years
b) i) Floor & Carpet area in sq.ft.(excluding Balcony, staircawse4, Veranda, toilets, Common area etc. Rent rate will be considered on the basis of Carpet area only) ii) Whether premises offered is in the shape of a Hall or rooms ? iii) No. of Halls or rooms	
c) i) On which floor, the premises offered is situated ? ii) Is is a Multi-storied Building ? If yes, mention the total no. of floors in the building.	
d) Usage of Property (As approved by Competent Authority) (Commercial/Residential/others)	
e) Year of Construction of the building :	
f) Width of the road where the property is located	
g) No. of Toilets provided inside the premises	

h)	No. of Toilets outside the premises but on the same floor for common use.	
i)	Proximity to Banks / Commercial Complexes, Transport / Railway Facilities	
j)	Specification of the construction/material used. 1) Class of construction 2) Type of construction i) RCC framed construction ii) Load bearing walls iii) Any other construction iv) Clear height from floor to ceiling (in ft.) v) Earthquake resistance level of construction	
k)	Special Hazards like water logging etc. in the area.	
l)	Adverse features like polluting Industries, Garbage Yard etc., situated nearby, if any Garbage Yard etc., situated nearby, if any	
m)	Whether the premises ready for occupation	Yes/No.....
n)	Whether the building has underground/overhead water storage tank ?	Yes/No.....
o)	Any established easements regarding right of way/passage for mains of water/electricity ?	Yes/No.....
p)	Does the site or portion fall within Railway/National Highway/underground cable/Metro traverse site ?	Yes/No.....
q)	Enclose Lay-out plan of the building	Yes/No.....
r)	Type of flooring provided in premises	

III. Other Details

a)	i) Whether the Premises is in good condition	Yes/No.....
	ii) Whether premises requires major repairs	Yes/No.....
b)	Whether the locality is prone to hazards like Inundation/flood etc.	Yes/No.....
c)	Whether there is cross ventilation and provision for adequate sun light	Yes/No.....
d)	Whether municipal laws are complied with	Yes/No.....
e)	Availability of covered/open parking place	Yes/No.....
f)	Whether lift facility is available. If so, give details	Yes/No.....
g)	Whether generator/Power backup is available for offered premises	Yes/No.....

IV. Amenities

a) Whether water supply available round the clock	Yes/No.....
b) Whether 3 phase power supply is available: if not, whether the owner is ready to provide 3- phase electric supply	Yes/No.....
c) Sanctioned Load of electricity	KVA/MVA.....
d) Availability of Fire Station in vicinity	Yes/No.....
e) Locality's proximity to the following places in KMs :	
1) Railway StationKMs
2) Market/Super MarketKMs
3) HospitalKMs
4) BankKMs
5) Bus standKMs
f) Details of boundary and adjacent buildings:	
1) North by :	
2) East by :	
3) South by :	
4) West by :	
g) Safety and Security arrangement	Yes/No.....
h) Fire Exit	Yes/No.....
i) Availability of space on roof of the building for installation of V-SAT :	Yes/No.....
j) Is Anti-lightning device/lightning arrester available ?	Yes/No.....
k) Is proper sanitary/sewerage system available ?	Yes/No.....

I / We confirm that I/we have read the terms and conditions and that the above information are true. I/We held clear title to the property and the lease is offered in compliance of local rules and regulations.

SIGNATURE

Name/Seal of bidder

Place :

Date :

- This Technical Bid should be sent to two separate envelopes closed and sealed and superscribed "TECHNICAL BID" on it for premises
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER OF PREMISES FOR _____ OFFICE.