

**UNITED INDIA INSURANCE CO. LTD.**  
**REGIONAL OFFICE:GUWAHATI**  
**CHIBBER HOUSE, G.S. ROAD,**  
**DISPUR-GUWAHATI-781005**

## Technical Bid

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

Ref: Your Advertisement for Office space for Branch Office Shillong on lease basis.

**Fields marked \* are mandatory**

## 1. Details of Owner

* Name and address for communication with the legal Owner	
Name and Contact details of the person(s) offering the premises on lease and submitting the tender.  ( Enclose Power Of Attorney if applicant is other than Owner)	
Telephone No.	
Mobile No.	
eMail ID	

- **Details of Premises offered :**

<p>* a) i) Address of the premises offered.</p> <p>ii) Whether premises offered is in a Mall?</p> <p>iii) Period of lease offered</p>	<p>_____ <b>Years</b></p>
<p>* b) i) Carpet area in sq.ft. (excluding Balcony, staircase, Veranda, toilets, Common area etc. Rent rate will be considered on the basis of Carpet area only).</p> <p>ii) Whether premises offered is in the shape of a Hall or rooms?</p> <p>Iii) No. of Halls or rooms</p>	
<p>c) (i) On which floor, the premises offered</p>	

is situated?	
(ii) Is it 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)  Only commercial approval property will be considered	
* 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 separately for Men , Women	Men:                                  Women:
h) Whether provision of toilet for Persons with Disabilities	Yes/No.....
i) No. of Toilets outside the premises but on the same floor for common use.	
* j) Proximity to Banks / Commercial Complexes/Transport/Railway facilities.	
* k) 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.)	
l) Special Hazards like water logging etc. in the area.	
m) Adverse features like polluting Industries, Garbage Yard etc. situated nearby, if any	
* n) Whether the premises ready for occupation	Yes/No .....
o) Whether the building has	

underground/overhead water storage tank?	Yes/No .....
p) Any established easements regarding right of way/passage for mains of water/electricity?	Yes/No .....
q) Does the site or portion fall within Railway/National Highway/underground cable/Metro traverse site?	Yes/No .....
* r) Enclose Lay-out plan of the building	Yes/No .....
* s) Type of flooring provided in premises	
* t) Whether building plan approved by the local authorities or not Enclose copy of the approval	
u) Whether accommodation offered for rent is free from litigation including any encumbrances, disputes with regard to Ownership, pending taxes, dues or life	
v) Whether Clearances, no objection certificate obtained from all relevant central/state/ municipal authorities for use as Office/commercial premises	

### III) Other Details:

a) i) Whether the Premises is in good condition. ii) Whether premises requires major repairs.	Yes/No ..... 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. No. of vehicles that can be parked ( Cars/ Two	

Wheeler's)	
* 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 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 the vicinity.	Yes/No .....
e) Locality's proximity to the following places in Km:	
1) Railway Station	..... Km
2) Market/Super Market	..... Km
3) Hospital	..... Km
4) Bank	..... Km
5) Bus stand	..... Km
f) Details of boundary and adjacent buildings:	

1) North by:	
2) East by:	
3) South by:	
4) West by:	
g) Fire Exit	Yes/No .....
* h) Is Proper sanitary/sewerage system available?	Yes/No .....
i) Other facilities and amenities available with the building	
j) Any other salient aspect of the building, which the party may like to mention:	

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

It is hereby declared that the particulars of the building furnished are true and correct as per my /our knowledge and belief. In the event of any the same being found to be false, I/we shall be liable to such consequences/ lawful action as the Company may wish to take.

DATE :

PLACE:

SIGNATURE

Name /Seal of bidder

**Note:**

- This Technical bid should be sent in a separate envelope 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.