

OFFER FOR PERMISES ON RENT FOR SITE OFFICE AT

BID FORM TO BE FILLED UP BY THE LANDLORD

[Please read documents before filling up the forms]

Strike-off whichever is not applicable:

1	Name/s & Address of all Owner/s of the Property / Premises being offered with contact numbers (Landline / mobile numbers)	
2	Name & Contact Number of key person (Owner / Authorized Signatory / Power of Attorney Holder) of LANDLORD	
3a	Full Address of the premises offered with pin code	
3b	Please specify whether the premises & building being offered is Fully furnished, furnished or unfurnished. (Please tick the right column)	<input type="checkbox"/> Furnished <input type="checkbox"/> Semi Furnished <input type="checkbox"/> Unfurnished
3c	Month & Year of Construction Type of building (Please tick the right column) (Please enclose Approved Plan & Building-Use Permission of Local Authority)Month.....Year <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (Residential property not eligible)
3d	Is the premises being offered independent (entire Premises including open space & terrace/s is being offered)	YES / NO
4a	Details of Premises being offered (In case entire premises including open space & terrace/s is being offered Covered Area (A) Open Area (B)Sqft (Frontage.....ft. Depth.....ft)Sqft Front Margin.....ft. Back Margin.....ft. Left Margin.....ft.

	Total Plot Area of Premises (A+B) (Please enclose copy of approved / proposed indicative site plan and colored photographs of site premises)	Right Margin.....ft.Sqft (Frontage.....ft. Depth.....ft)
5a	Exclusive Parking offered Covered Parking Open Parking	For Cars &2-Wheelers At For Cars &2-Wheelers At
	Additional parking charges if applicable	Rs. / sq.ft.
5b	General Details of Premises being offered Width of the Road on which the premises is situated Distance from nearest public transport Distance from Nearest Police station Distance from Nearest Hospital Distance from nearest fire brigade office Type of Structure Type of Building Water supply available Drainage & Sewer system available Lifts Available Power Supply Building Use Permission available Plans approved by Local Authority Fire NOC Occupancy certificate Land use Separate Washrooms for Male/ Female Installed Fire Extinguishers	In Meters: Bus Metro..... Railway Station..... Kms. Kms. Kms. Commercial / Residential / Others..... RCC Framed / Load Bearing / Mixed YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available YES / NO / Shall be made available
6	Time required by the Landlord for handing over the possession to the after completing all the compliance, Days (not exceeding 45 days from the date of issuance of Letter of Acceptance)

	construction, services, modifications, renovation, alteration, BU Permission / Structural Stability Certificate etc. as per requirement.	
7	Offered / quoted rate of monthly rent per sqft of floor area of the premises	Rate _____ per sqft. Total Rent: Rs. _____
8	Security deposit	Rs.....(month's rent.....)
9	Rent escalation	(in %age)
10	Maintenance Charges (if located in malls)	Rs.....
11	Zero rental period from the date of agreement (for interior work)	
Any Other Details		

Declaration by Landlord

I/We have carefully gone through and understood all the points. All the terms, Conditions, contents etc. are acceptable to us except deviations submitted by us. I/We are authorized to submit this bid / quotation. All taxes present and future i.e., house tax, property tax and any other Govt. / Municipal Taxes etc. will be borne by me.

(Signature)

Name of Landlord

Address:-

Ph. No:

Email:-

Place:

Date:

Annexures:

- i. Site proof of address**
- ii. Site map**
- iii. Colored photograph of site**
- iv. NOCs from authorities**
 - Fire NOC
 - Land Use Certificate
 - Occupancy Certificate
 - Last paid electricity bill
- v. Last paid telephone bill**
- vi. Last paid water bill**
- vii. Property Tax copy**
- viii. Copy of PAN number of landlord**
- ix. If company / trust / association / society owned, below documents are required:**
 - MOA / By Laws / Trust deed
- x. In case of Power of attorney holder, copy of POA along with AADHAR Card / PAN Card of POA holder**