The New India Assurance Company Limited

Bhubaneswar Regional Office

 Annexure ‘A’ 2

To

The Dy.General Manager

The New India Assurance Company Limited

Bhubaneswar Regional Office

Ref- Your advertisement in \_\_\_\_\_\_\_\_\_\_\_ newspaper / Company’s website on \_\_\_\_\_\_ for requirement of premises at Cuttack on Rent / Lease / Tender Reference No: BBSR RO/Cuttack Dist. OO Shifting\_ Search/Select/550401. Date: 21.03.2024

Last Date of Submission: 01.04.2024

1. Details of Builder/ Owner:-
2. Name:
3. Address & Phone Number:
4. **Marketability of Title Deeds of the Vendor:**
5. Solicitor’s/Advocate’s Name & Address:
6. Whether detailed report of the Solicitor/Advocate

For marketability of titles is enclosed.

1. Whether the premises offered is free from litigation / encumbrance
2. **Details of the Property offered**:-
3. Full address of the premises offered:
4. Usage of property (As approved by Competent Authority)
5. Commercial:
6. Residential & Commercial:
7. Shopping Centre:
8. No of floors in the building:

3

1. At which floor the premises is offered:

(Preferably the offered premises should be on a single floor)

1. Area of premises offered:
2. Super Built- up Area: \_\_\_\_\_\_\_\_\_ sq.ft.
3. Built- up Area: \_\_\_\_\_\_\_\_\_\_ sq.ft.
4. Carpet Area : \_\_\_\_\_\_\_\_\_\_\_ sq.ft.
5. a) List of common area as included for the purpose of computing Super Built-up Area

 b) Details of parking facilities available:

 c) Whether cross ventilation is available:

 vii. a) Year of the construction of the Building:

 b) Estimated life span of the building:

 viii. Specification of the construction / material used:

1. Class of construction:
2. Type of construction
3. RCC framed Structure:
4. Load bearing walls:
5. Any other:
6. Clear height from floor to ceiling (in ft.):
7. Earth quake resistance level of construction:

 ix) Period of lease offered:

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1. **Details of land/ site:-**
2. Tenure of the land
3. Free hold:
4. Leasehold:
5. If leasehold give residual

Period of lease & name of title holders:

1. Annual lease rent & amount: Rs.
2. Size / Dimension of the plot in ft.:
3. Frontage:
4. Depth:
5. Other sides:

iii Area of the Plot:

1. Covered area: \_\_\_\_\_\_ sq.ft.
2. Open Area: \_\_\_\_\_\_\_\_sq.ft.

iv. Whether the building has underground / overhead water storage tank: **Yes / No**

v. Any established easements regarding right of way / passage

 for mains of water / electric:

vi. Does the site or portion fall within Railway/National Highway/

 Underground cable/ metro traverse site: **Yes/No**

vii. Layout of the building enclosed: Yes/No

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1. **Details of the locality:-**
2. Address and locality in which the property is situated:
3. Character/Type of locality: **a / b / c/ d / e**
4. Residential **b**. Commercial **c**. Shopping complex **d**. Industrial **e**. Slum

iii. Whether the locality is prone to hazards like inundation / flood etc.: **Yes/ No**

**iv.** Locality’s proximity to the following place in kms:

1. Railway station
2. Market / Supermarket:
3. Hospital
4. Bank
5. Bus stand

**6**. a). Details of boundary and adjacent buildings b) Premises Offered

i) Boundary of the Property:

a) North b) East c) South d) West

7**. Amenities Provided**

i) Provision for no of toilets:

ii) a) No of phases of electricity connection: (Single /Two / Three Phase)

b) Standards of earthling arrangement:

iii) Facilities for 24 hours water supply: **Yes / No**

iv) Safety and security arrangement: **Yes / No**

v) Fire Exit**: Yes / No**

vii) Availability of space on roof of the building for installation of V-SAT: Yes/No

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**8. Common Facilities Provided:**

i) Car parking Space: Number of Vehicles:

ii) Scooter/Motor Cycle parking space: Number of Vehicles-

iii) Lifts and their Nos:

iv) Generator for emergency: **Yes/No**

v) Anti Lightning Device / Lightening Arresters: **Yes / No**

vi) Security arrangements: **Yes / No**

vii) Proper Sanitary/Sewerage system: **Yes/No**

**9. Details of Plans/Blue Prints/Sanctioned Plan:**

i) Whether the plan of the Property is sanctioned by

 Competent Authority**: Yes/No**

ii) If sanctioned, please enclose copy of

 Approved land /site plans**: Attached/Not Attached**

iii) Whether occupancy / completion certificate Obtained: **Yes/No**

**10. Provision of Proper arrangement of Fire Safety:**

i) Are the safety measures taken: **Yes/No**

ii) If yes, give details of arrangements:

iii) No Objection Certificate has been achieved/

 Secured from fire control Authorities: **Yes/No**

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v) If yes, produce copies of proof certificates: Attached / Not Attached.

**11. List of annexures:**

Signature

(Owner/Authorized Representative)

PLACE:

DATE:

PS: All pages should be signed.

**[Tenderers are advised in their interest not to leave any of the aforesaid columns blank under any circumstances. Tenderers are also required to enclose layout plans of the premises on offer].**

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