

FORMAT FOR WRITTEN OFFER LETTER FROM OWNERS
REGARDING LEASE OF PREMISES – TECHNICAL BID

01.	Name of the owner and contact number	
02	Name of the co owners / partners / Directors (wherever applicable)	
03	Location and correct postal address of the premises offered	
04	a. Carpet Area offered floor wise b. Whether all requisite approval / sanction are obtained for the construction of the premises i.e. there is no violation of any rules, guidelines locally or otherwise.	
05.	Whether amenities such as water connection, electric connection, wiring etc. will be provided at owner's cost.	
6	Whether agreeable for the installation of ATM within the premises, VSAT and compressor of split AC at the terrace of the building without any additional payment of rent.	

7		
a.	Whether the owner is agreeable for sublease of the premises.	
b.	Whether he is agreeable for maintenance such as repairs painting etc. (Normally owner to agree to the above condition)	
8	How soon the premises will be ready for occupation?	
9	Whether blue print of sketch with necessary layout enclosed?	
10.	Offer open upto which date	
11.	Particulars of EMD attached of Rs.5000/- attached	

Date:

Place:

Signature of the Owner