

**Offer/ Proposal Letter to be Technical Bid given by the Owner (s),  
Offering Premises on Lease**

**TECHNICAL DETAILS**

**From:**

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To,

**National Highways Authority of India  
Project Implementation Unit - Coimbatore,  
No.: 9/9A, 4<sup>th</sup> Cross Street, Kothari layout, B.R. Nagar,  
Road Opp. To Stock Exchange, Coimbatore- 641 005.  
Tele: 0422 - 2324734**

Dear Sir,

**Sub:- Hiring of Office accommodation for NHAI, PIU Coimbatore**

I / We , refer to your advertisement dated.....in .....(here mention name of the newspaper) and offer to give you on rent the premises described here below for your Technical details thereon.

<b>S.No.</b>	<b>Description</b>		<b>Details</b>
1.	Name of the Owner	:	
2.	Name of the Co-Owner/Partner/ Directors (Whichever Applicable)	:	
3.	(a) Full Address of Premises Offered on Lease	:	
	(b) Certified Completion plans of the Premises Offered	:	
	© Letter/Approval of the Local Authority for use of Commercial Purpose for Premises Offered	:	
	(d) Photographs (Outer/Internal) of the Premises Offered	:	
	(e) Details of Toilet Attached with Premises	:	
	(f) Details of Loose Furniture/	:	

	Interior/Cabinets available with the Premises Offered		
	(g) Details of Air Condition/ Electrical Fittings in the Premises Offered	:	
4.	Whether Free Hold/ Lease Hold	:	
5.	Distance from the Main Road/Cross Road	:	
6.	Whether there is Direct Access to the Premises from the Main Road	:	
7.	Area Offered Floor Wise (in Carpet Area)	:	(i) Basement Sq. Ft. (ii) Ground Floor Sq. Ft. (iii) 1 <sup>st</sup> Floor Sq. Ft. (iv) 2 <sup>nd</sup> Floor Sq. Ft.
8.	Specify whether the area is Carpet / Plinth Floor	:	
9.	Type of Construction	:	
10.	Year of Construction	:	
11.	If the Building is new, whether Occupancy Certificate is obtained	:	
12.	Boundaries East _____ West _____ North _____ South _____	:	
13.	Details of Life Facilities	:	
14.	(a) Details of Power Backup  (b) Details of Electrical Connection (Total Load)	:	Photo/ other details of power back up source Copy of Electrical Bill (Should be Enclosed)

**TERMS AND CONDITIONS:**

1. The premises shall be made available for long Lease certainty from the date of Handing Over vacant possession after completion of necessary Repairs, Renovations, Additions and Alterations etc. with a future long period at your option.
2. Both Parties are however at liability to vacate the premises at any time during the pendency of lease by giving THREE month advance Notice in writing, without paying any compensation for earlier Termination.

**3. Declaration:**

- A. The following amenities are available in the premises or I/ We agreeable to provide the following amenities: (Strick our Whichever is not applicable).
- a. Sufficient Toilets for Officers / Staff will be provided.
  - b. A collapsible gate, glass door (aluminium glazed door and partition in entire frontage) will be provided at the entrance and at any other point which gives direct access to outside.
  - c. All windows will be strengthened by grill with glass / mesh doors.
  - d. Stock/Stationery/Record Room will be provided as per the requirement of NHAI.
  - e. Required power load (5ACs, 1 Photocopier Machine, 8 computers & printers & other electrical Fixtures) for the normal functioning of the NHAI and the requisite electrical wiring/ points will be provided probably with minimum essential power backups. The electric connection will be provided as commercial connection.
  - f. Continues water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
  - g. Space for fixing NHAI's signboard will be provided.
  - h. Space for fixing Generator set will be provided.
- B. I/We declare that I am /We are the absolute owner of the plot/ building offered to you and having valid markable title over the above. Copy of valid title deed along with map is enclosed with proposal.
- C. If My/Our offer is acceptable, I / We will give you possession of the above premises on date \_\_\_\_\_ with all desired repair, renovation, alternation etc.
- D. I / We further confirm that this offer is irrevocable and shall be open for 60 (Sixty) days from date hereof, for acceptance by you.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Yours faithfully,

**(Owner's Signature with seal)**