



**Approval Note: -**

**Ref No:-GGL/Admin/2020-9/01**

**Date:- October 9 , 2020**

**Annexure – 2**

**A) TECHNICAL & COMMERCIAL OFFER:**

Details of the Commercial Property offered for lease along with documents if any, must be signed and put in a sealed envelope clearly super scribed as “Technical & Commercial Offer”.

The Following details should be furnished by the applicant.

TECHNICAL DETAILS		
S/N	Description	To be filled by the applicant
1	Date of Application	
2	Offer for Commercial Property at (location name as per newspaper advertisement)	
3	Name of the applicant(FULL)	
4	Communication Address:	
5	Mobile / Contact number	
6	E-mail ID:	
7	Full Address of offered Commercial Property	
8	Type of land : Agriculture / Non Agriculture (Residential / Commercial / Industrial)	
9	Nearest Landmark	



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10	Key Plan showing details of the property	
11	Carpet Area of the Commercial Property offered for Lease (Square Feet)	
12	Offered Commercial Property Dimensions: Frontage x Depth (Square Feet)	
13	Allotted Parking Area Details	
14	Power Details : Sanction Load & Phase	
15	Tax / Maintenance DETAILS	
	Association Tax / Maintenance	
	Local Authority Tax	
	Others	
14	Allotted DG set /RF Tower Space Details	
15	Documents to be submitted with application:  1).Registered Sale Deed of Property 2).BU permission 3).Local Authority Permission. 4).NA/NOC Permission	
16	Furniture Details	
16	Remark (if any)	



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<b>FINANCIAL DETAILS</b>		
<b>S/N</b>	<b>Description</b>	<b>To be filled by the applicant</b>
<b>17</b>	<b>Expected Lease Consideration/SQ.FT</b>	<b>Rs. .... per sq. Ft.</b>
<b>18</b>	<b>Total Lease Rate/Month</b>	<b>Rs.....</b>

**(Owner's Name & Sign)**

Note: Offers received without the documents stipulated in item (15) will be rejected.

- Technical & Financial Offer To be submitted on duly notarized stamp paper of Rs.100/-
- Technical & Financial Offer should contain the following:
- Technical & Financial Offer should be placed in sealed envelope and super scribed as "Technical & Financial Offer for \_\_\_\_\_".
- The offer submitted should be valid for a minimum period of 180 days from the due date or such extended period as may be mutually accepted.
- Separate offer should be given for each location.