



ZONAL OFFICE, PREMISES DEPARTMENT, 1st FLOOR, 228, M P NAGAR ZONE – 1,
BHOPAL - 462011, PH. 0755 2572071, 2572076, Email : zobhopal@indianbank.co.in

NOTICE INVITING TENDERS FOR LEASING OF OFFICE PREMISES IN DAMOH CITY

Indian Bank, a Public Sector Bank invites tenders under 2 bid system (Technical & Financial) from owners of office premises willing to offer on long lease basis (readily built / Premises Under construction) in **Damoh** preferably in **market area** measuring 1200-1300 Sq.ft. carpet area preferably on Ground Floor with parking facility for a lease period of 15 – 30 years for setting up a Bank Branch.

The tender forms can be obtained from the below mentioned addresses from **01-10-2018** to **15-10-2018** on payment of Rs.200/- (Non Refundable) **OR** the Tender document and Forms can also be downloaded from Bank's website – www.indianbank.in/tender.php (**downloaded tender forms to be accompanied by DD of Rs. 200/- in favour of "Indian Bank, Bhopal" towards non refundable tender fee**).

Tenders are to be submitted in Two Cover systems consisting of Technical Bid and Financial Bid in two separate sealed covers superscribing "Technical Bid" or "Financial Bid"

Duly filled in tenders to be submitted on or before **15-10-2018** before 4.00 pm at below mentioned addresses.

The Technical Bids will be opened on **15-10-2018** at 5.00 pm.

Incomplete tenders / late tenders / tenders not in the form specified are liable to be rejected.

Priority will be given to tenders from Public Sector undertaking / Govt. Organisations.

Successful bidders / L1 bidders have to deposit Rs. 10,000/- as EMD by way of DD drawn on Indian Bank, Bhopal within 4 days of intimation for further process.

The Bank reserves the right to reject any or all offers without assigning any reasons whatsoever.

Tenders from agents / brokers will not be accepted.

The Tender forms can be obtained and submitted at following addresses :

- 1) INDIAN BANK, ZONAL OFFICE, PREMISES DEPT.,
1st FLOOR, 228, M P NAGAR ZONE – 1, BHOPAL - 462011,
PH. 0755-2572071, 2572076



TECHNICAL BID

TO BE GIVEN BY THE OWNER (S) OFFERING PREMISES ON LONG LEASE
(To be kept in a separate sealed envelope superscribing "Technical Bid" on the top of the envelope)

From :

To,

ZONAL MANAGER,

INDIAN BANK, ZONAL OFFICE, PREMISES DEPT.,
1st FLOOR, 228, M P NAGAR ZONE – 1, BHOPAL – 462 011,
PH. 0755-2572071, 2572076

Dear Sir,

Sub: Offer to give on lease of the premises located in **DAMOH CITY (Madhya Pradesh)**.

I/We refer to your advertisement dated 2018 in /
and offer to give you on lease the premises described here below located on **Damoh City (Madhya Pradesh)** and furnish the technical details thereon.

a)	Name of the Owner	:	
b)	Name of the Co-Owners/ Partners/ Directors (Wherever applicable)	:	
c)	Full Address of premises offered on lease	:	



d)	Whether Freehold / Lease Hold	:	
e)	Distance from the main road/cross road	:	
f)	Whether there is direct access to the premises from the main road	:	
g)	Area Offered floor wise (Area in Sq ft)	:	Ground floor : _____ Mezzanine : _____ Total usable Carpet area _____ in Sq.ft.
h)	Specify whether the area is Carpet	:	Carpet area
i)	Type of Construction	:	
j)	Year of Construction	:	
k)	If the building is new, whether occupancy certificate is obtained from competent local planning authority.	:	
l)	If the building is yet to be completed i) Whether the plan of the building is approved (Copy enclosed) ii) Time required for completing the construction	: :	
m)	If the building is old whether repairs/ Renovation is required i) If so time required for its completion	:	
n)	Boundaries East West North South	:	
o)	Ventilation is available from	:	_____ No. of sides



TERMS AND CONDITIONS:

Bank at its liberty to vacate the premises at any time during the pendency of lease by giving three months' notice in writing, without paying any compensation for earlier termination.

DECLARATION

1	The following amenities are available in the premises or I/We agreeable to provide the following amenities: <i>(pl tick the applicable item)</i>		
a.	The RCC strong room will be constructed strictly as per the Bank's specifications. Strong Room door, grill gate and ventilators are to be supplied by the Bank	Yes	
b.	ATM room to be constructed as per Bank's specifications,	Yes	
c.	A lunchroom for staff and stock/stationery room will be provided as per the requirement/ specifications of the Bank. A wash basin will also be provided in the lunchroom.	Yes	
d.	Stair case with railing to be provided for mezzanine floor	Yes	
e.	Separate toilets for gents and ladies will be provided.	Yes	
f.	Collapsible gate for main entrance & other entrances with rolling shutters (central locking system), M S safety grills to windows.	Yes	
g.	Entire flooring will be of vitrified tiles and walls painted.	Yes	
h.	All windows will be strengthened by grill with glass and mesh door	Yes	
i.	Required separate power load (3 phase – 35 KVA) with separate meter for normal functioning of the Bank and the requisite electrical wiring /Points will be provided at my / our cost.	Yes	
j.	Continuous 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.	Yes	
k.	Space for fixing Bank's sign board will be provided.	Yes	
l.	Shelter for security guards should be provided as per Bank's specifications.	Yes	
m.	Sufficient space for power backup generator/s.	Yes	
n.	The required permission/NOC from the Competent Authority for use of premises / let out to bank for commercial use will be obtained by me / us.	Yes	
2.	I/We declare that I am/We are the absolute owner of the plot/building offered to you and having valid marketable title over the above.	Yes	No
3.	You are at liberty to remove at the time of vacating the premises, all	Yes	No



	electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.		
--	--------------------------------------------------------------------------------------------------------------------------------------------------	--	--

- The concept of carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet area means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. even though the same is given for Bank's use.
- If my / our offer is acceptable, I/we will give you possession of the above premises on _____.
- I/we further confirm that this offer is irrevocable and shall be open for 3 months from date hereof, for acceptance by you.

Yours faithfully,

(Signature of Owner/s)

(Owners to sign on all the pages at the bottom)

Place :

Date :

Address of the owner/s with contact Nos.



FINANCIAL BID

TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON LEASE – (Financial Details)

(To be kept in a separate sealed envelope superscribing "Financial Bid" on the top of the envelope)

To,

ZONAL MANAGER,

INDIAN BANK, ZONAL OFFICE, PREMISES DEPT.,

1st FLOOR, 228, M P NAGAR ZONE – 1, BHOPAL - 462011,

PH. 0755-2572071, 2572076

Dear Sir,

Sub: Offer to give on lease of the premises located in **Damoh CITY (Madhya Pradesh)**.

I/We refer to your advertisement dated _____ 2018 in _____ /
and offer to give you on lease the premises described here below located on **Damoh City (Madhya Pradesh)** and furnish the technical details thereon.

TERMS AND CONDITIONS

1.	Rent	Carpet Area in Sq ft	Rent Rate per sqft	Total per month (Rs.)
	a. Basic Rent			
	b. Service Tax			
	c. Common Maintenance etc, if any (give details)			
2.	Period of lease (minimum 15 yrs, maximum 30 yrs)	_____ Yrs		
3.	Escalation in rent,	_____ % after every 5 Yrs (10-15%)		
4.	Cost of lease deed to be borne by	By owner / shared by me and Bank in the ratio of 50 : 50		
5.	Water tax to be borne by	By owner		
6.	Corporation / Municipal / Tax (present & future) to be borne by	By owner		
7.	Service tax amount, if applicable, to be borne by	Bank		



8.	Any other tax levied / Leviable by Municipal and/or Govt Authorities to be borne by	By owner
9.	Service charges / maintenance charges if any to be borne by	By owner
11	Rental deposit	3 months

DECLARATION	
1	I / We, am / are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of owner/s and Bank Officials after completion of the building in all respects as per the specifications / requirement of the Bank.
2.	The concept of carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet area means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. even though the same is given for Bank's use.
3.	The charges / fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me / us.
4.	All repairs including maintenance periodical painting, colour wash once in 3 years will be got done by me / us at my / our cost. In case, the repairs and / or painting is / are not done by me / us as agreed now, you will be at liberty to carry out such repairs, painting, etc. at our cost and deduct all such expenses from the rent payable to us.

- I / We further confirm that this offer is irrevocable / open for further negotiations and shall be open for 3 months from the date thereof, for acceptance by you.

Yours faithfully,

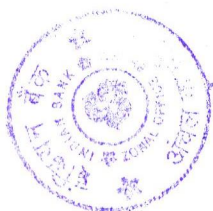
Place :

Date :

(SIGNATURE OF OWNER/S)

(OWNERS TO SIGN ON ALL PAGES AT BOTTOM)

Address of the owner/s with contact Nos.



List of Structures, specifications, civil works etc., to be followed by the premises owners for offering premises to Bank branch:

- **Strong room as per RBI / Bank's specifications to be constructed:** The minimum thickness of the walls of Ground floor vaults should be 12" (300 mm) RCC of 1: 2: 4 proportion and that of the floor, roof slabs should be 6" (150 mm) thick RCC of same proportion over and above the existing roof and floor slab (the strength of the slab in such case have to be checked to allow for the additional dead and superimposed load). The exposed portions of the exterior walls are of the basement vault above the ground level should be preferably 12".

The area of the Strong room should be 140-180 Sqft.

Bank will provide Strong room door.

- Premises should be on ground floor, preferably facing main road with frontage of 25-30 ft.
- Total carpet area should be around 1200 to 1300 Sqft.
- ATM room to be constructed at specified location in the premises with separate shutter.
- Main entrance to be fitted with shutter with central lock system, MS collapsible grill gate and other entrances should be fitted with grills / MS gates.
- All openings, windows to be secured with 12mm square grills.
- Sufficient windows, aluminum sliding windows to be provided for cross ventilation with MS grills fitted as above.
- Two separate Toilets, for Gents and Ladies to be constructed with wash basin.
- Flooring should be of Vitrified tiles of good quality tiles.
- Sufficient parking area to be provided for Bank Customers and staff vehicles in front of the premises.
- Minimum height / clear height of the premises should be 9-10 ft.
- Walls, shutters, windows to be painted with bank's approved colours.
- Ramp to be provided to ATM & Branch entrance for handicapped persons.
- Any other modification, alteration, civil construction will be done as per Bank's requirement.

I / We agree to follow / carry out construction / modifications as per above specifications.

Signature of the owner of

