


## ANNEXURE -1

### Detailed Advertisement

 <b>इंडियन बैंक Indian Bank</b>	Zonal Office 4 <sup>th</sup> Floor, East Wing, Raheja Towers #26, 27 M G Road BANGALORE – 560 001 Ph.No : 080 2295 8899 Email : <a href="mailto:zobangalore@indianbank.co.in">zobangalore@indianbank.co.in</a>
<p>Indian Bank, Zonal Office, Bangalore invites sealed offers from owners willing to offer on <b>long lease / outright purchase</b> office premises measuring about 1500 sq.ft. carpet area <b>ONLY</b> located in ground floor at <b>AVENUE ROAD</b> or <b>B V K IYENGAR ROAD</b> for their branch with on-site ATM</p> <p>The tender forms can be down loaded from our website <a href="http://www.indianbank.in/tender.php">http://www.indianbank.in/tender.php</a></p> <p>Tenders are to be submitted in two cover system consisting of Technical and financial bid in <u>two separate</u> covers placed into one single cover, superscribed “<b>BID FOR OFFER OF PREMISES AT AVENUE / B V K IYENGAR ROAD FOR LEASE / OUT RIGHT SALE (AS APPLICABLE)</b>” and submitted to General Manager/ Zonal Manager, at the above mentioned address with refundable EMD of Rs.5000/- by way of DD favouring Indian Bank, on or before 2.00 p.m. on - <b>18.01.2019</b>. <u>EMD to be submitted along with Technical Bid.</u></p> <p>Financial bid format for lease is given in Annexure 3 and Financial bid format for outright purchase is given in Annexure 4.</p> <p>Date of opening technical bid : 3.00 p.m. on <b>18.01.2019</b>.</p> <p>Brokers will not be entertained. Priority shall be given to PSUs / Govt. organizations. Bank reserves the right to reject any or all offers without assigning any reasons whatsoever. In case of leases premises, minimum expected lease period – 15 years.</p> <p style="text-align: right;"><b>ZONAL MANAGER</b></p>	

**TECHNICAL BID – For LONG LEASE**

TO BE GIVEN BY THE OWNER (S) OFFERING  
PREMISES ON LEASE / PURCHASE (**Technical Details**)

( To be kept in a separate sealed envelope superscribing “Technical Bid” on the top of the envelope)

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub: Offer to give on lease / outright sale the premises for your Branch/Office.**

I/We refer to your advertisement dated ..... in..... and offer to give you on lease / outright sale the premises described here below for your \_\_\_\_\_ Branch/Office 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	:	Floor Usable Carpet area _____ in Sq.ft.
h)	Specify whether the area is Carpet	:	
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 constructed 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 (for lease only):**

Bank at its liberty to vacate the premises at any time during the pendency of lease by giving three month's 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 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	
b.	A partition wall will be provided inside the strong room segregating the locker room and cash room.	
c.	Partition wall(s) required for provision of ATM room with rolling shutter(s).	
d.	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.	
e.	Separate toilets for gents and ladies will be provided.	
f.	A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside.	
g.	Entire flooring will be of vitrified tiles and wall painted.	

h.	All windows will be strengthened by grill with glass and mesh door		
i.	Required power load (3 phase – 35 kva) normal functioning of the Bank and the requisite electrical wiring /Points will be provided.		
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.		
k.	Space for fixing Bank's sign board will be provided.		
l.	Shelter for security guards should be provided as per Bank's specifications.		
m.	Electrical facilities and additional points (lights, fans-power) as recommended by the Bank will be provided along A' class earthing as per IS specifications.		
n.	Sufficient space for power backup generator/s.		
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.	For premises offered on lease : You are at liberty to remove at the time of vacating the premises, all electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.	Yes	No

- 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. eventhough 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 \_\_\_\_\_ days from date hereof, for acceptance by you.

Yours faithfully,

**(Signature of Owner/s)**

Place:

Date:

Address of the owner/s

**Financial Bid - For Long Lease****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

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

***Sub : Offer to give on lease of the premises for your Branch/Office***

I / We, refer to your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ and offer to give you on lease the premises described here below for your \_\_\_\_\_ branch / office.

**TERMS AND CONDITIONS FOR RENT**

1.	<b>Rent</b>	Carpet Area	Rent Rate per sqft	Total per month (Rs.)
	a. Basic Rent			
	b. GST			
	c. Common Maintenance etc, if any (give details)			
2.	Period of lease	_____ Yrs		
3.	Escalation in rent	_____ % after _____ Yrs		
4.	Cost of lease deed to be borne by	By owner / By Bank / shared by me and Bank in the ratio of _____.		
5.	Water tax to be borne by	By owner		
6.	Corporation / Municipal / Tax to be borne by	By owner		
7.	GST , if applicable, to be borne by	By owner / Bank		
8.	Any other tax levied / Leivable by Municipal and/or Govt Authorities to be borne by	By owner / By Bank / shared by me and Bank in the ratio of _____.		
9.	Service charges / maintenance charges if any to be borne by	By owner		
11	Rental deposit	_____ 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. eventhough the same is given for Bank's use.
3.	The charges / fees towards scrutinising the title deeds of the property by the Bank's approved lawyer will be borne by me / us.
4.	All repairs including annual / periodical painting and annual / periodical painting 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 and shall be open for \_\_\_\_\_ days from the date thereof, for acceptance by you.

Yours faithfully,

**(SIGNATURE OF OWNER/S)**

Place :

Address of owner/s

Date :

**Technical Bid – for sale**

**TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON SALE**  
**– (Technical Details)**

( To be kept in a separate sealed envelope superscribing “Technical Bid” on the top of the envelope)

To

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

***Sub : Offer to give for sale of the premises for your Branch/Office***

I / We, refer to your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ and offer to give you on out right sale basis the premises described here below for your branch at \_\_\_\_\_

**Proposed Format for getting particulars in respect of a property to be purchased**

01. Name of the owner / s :

02. Share of each owner, if any under Joint Ownership :

03. **Location** :

a.	No. and Street / Plot	
b.	Survey No. / Ward	
c.	City / Town	
d.	Residential area / Commercial area / Industrial area	
e.	Proximity to Railway Station, Bus stop, Educational Institution, Market, Police Station, Banks, Government Office.	
f.	Age of the Property & Residual Life Period	

**04. Land**

:

a.	Length	
b.	Width	
c.	Shape	
d.	Area	
e.	Corner / Intermediate, etc.	
f.	Percentage of built up area / floor space index	
g.	Leasehold/freehold (if leasehold, furnish the	
	i. name of the lessor / lessee,	
	ii. nature of lease, duration of le	
	iii. duration of lease	
	iv. lease rent	
	v. balance period of lease and term	
h.	Terms and conditions, if any for converting leasehold into freehold	
i.	Surroundings of the plot	
J.	Nature of soil and substrata	
k.	Level of the plot. Indicate the extent of fitting / cutting required, if any	
l.	Users as per development plans	
m.	FSI permissible / F.A.R.	
n.	Any special municipal regulations	
o.	Land value on the basis of Unit rate (sq.ft / sq.mt.) proposed for package deal, with detailed justification or valuation report attached	
p.	Copy of site plan	
q.	Encumbrance, if any	
r	UDS in sft	



**05. Buildings under construction / proposed to be constructed :**

a.	Type of building (Residential / Commercial / Industrial)	
b.	Type of construction ( Load bearing / R.C.C / Steel framed structure)	
c.	Type of foundation	
d.	No. of floors and height of each floor including basement, if any	
e.	Clear floor height from floor to ceiling	
f.	No. of flats on each floor and no. of buildings offered	
g.	Total No. of flats	
h.	Floor in which Flat offered is located	
i.	Whether Lift facility is available	
j.	Built up area and carpet area of each flat	
k.	Plinth area floor –wise as per IS 3861 – 1966	
	Specification construction (Floorwise) –	
	i. Foundations Furnish full details	
	ii. Super Structure 1. Brick / Stone masonry/ Hollow Blocks / Solid Blocks 2. Thickness of walls 3. Plastering particulars	
	iii. Doors and Windows / Ventilators / Cupboards/Wardrobes, etc. a. Wooden / Steel/ Aluminium / UPVC b. Numbers c. Size of frame d. Paneled or Glazed e. MS Grill / Aluminium Grill	
	iv. Flooring, skirting / Dadoing	
	Vitrified Tiles	
	Ceramic Tiles	
	Granite	
	Marble	
	Any Other	
	v. Roofing type	

	R C C – cast-in-situ	
	Pre-cast Panels	
	Any other -	
	Approx. area	
	vi. Amenities provided/ to be provided	
	vii. Present stage of construction	
	viii. F S I fully utilized or not	

**06. Special features, if any** :

**07. Are repairs and / or reconditions necessary?** :

**08. Details of other structures, like porch, garages, servants' quarters, compound wall gates, walks, driveways, culverts, external service connections, etc.**

(If the property is an old one, the details of existing tenancies, annual income from the property, property tax paid or payable to the local authorities, scope for future development expansions, etc. are to be assessed property)

**09. Water supply facilities available / to be provided**

**10. Sanitary facilities available / to be provided**

**11. Electrical – services available / to be provided**

- 12. Electrical** :
- a. No. of light points** :
  - b. No. of power points** :
  - c. Wiring used for lighting** :
  - d. Wiring used for power** :
  - e. Energy meter capacity and in whose name is the installation:**
  - f. MCB make**

**Financial Bid - For Out Right Sale****TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON OUTRIGHT SALE****- (Financial Details)**

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

To

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

***Sub : Offer to give for sale of the premises for your Branch/Office***

I / We, refer to your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ and offer to give you on lease the premises described here below for your \_\_\_\_\_ branch / office

1.	Sale price	Carpet Area	Rate per sqft *	Total Cost (Rs.)
	a. Basic Cost of space			
	b. Cost of Amenities like car park etc.			
	c. Recurring cost like Common Maintenance etc. if any (give details)			

\* of built up area or plinth area as per BIS 3861 – 1966

Any pending Tax liability / dues :

Yours faithfully,

**(SIGNATURE OF OWNER/S)**

Place :

Address of owner/s

Date :