



ZONAL OFFICE, 3<sup>RD</sup> FLOOR, PROGRESS HOUSE, 54-SHIVAJI NAGAR,  
PUNE – MUMBAI ROAD, PUNE – 411005, Ph: 020-25541442, 25542516  
MOB: 9923591015

**NOTICE INVITING TENDERS FOR LEASING OF OFFICE PREMISES**

**Indian Bank**, a Public Sector Bank invites tenders under 2 bid system (Technical & Financial) from owners of **Commercial Premises** willing to offer on lease basis (readily built ) at **Deccan Gymkhana ,PUNE, 1400 Sq. Ft carpet area** preferably in Ground Floor with parking facility for a lease period of 15 – 20 years for setting up Bank Branch.

The tender forms can be obtained from the below mentioned addresses from **06.12.2018 to 14.12.2018** on payment of **Rs.500/-** (Non Refundable) OR the Tender document and Forms can also be downloaded from Banks's website- [www.indianbank.in/tender.php](http://www.indianbank.in/tender.php) (**downloaded tender forms to be accompanied by DD of Rs. 500/- towards nonrefundable tender fee & DD to be attached to TECHNICAL BID**).

**Tenders are to be submitted in Two Bids system consisting of Technical Bid and Financial Bid in two separate sealed covers super scribing "Technical Bid" or "Financial Bid"**

Duly filled in tenders to be submitted on or before 14.12.2018 before 4.00 pm at below mentioned address.

**The Technical Bids will be opened on 15.12.2018 at 4.00 pm**

Incomplete tenders / late tenders / tenders not accompanied by requisite EMD / tenders not in the form specified are liable to be rejected.

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

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

**Tenders from agents / brokers will not be accepted.**

The tender forms can be obtained and submitted at following address.

**"INDIAN BANK, ZONAL OFFICE,PREMISES DEPT"**  
**3<sup>RD</sup> FLOOR, PROGRESS HOUSE, 54-SHIVAJI NAGAR,**  
**PUNE – MUMBAI ROAD, PUNE – 411005**

**TECHNICAL BID**

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

( To be kept in a separate sealed envelope super scribing "Technical Bid" on the top of the  
envelope)

From

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To

**ZONAL MANAGER,**  
INDIAN BANK, ZONAL OFFICE,  
3<sup>RD</sup> FLOOR, PROGRESS HOUSE,  
54 -, PUNE – MUMBAI ROAD,  
SHIVAJI NAGAR, **PUNE - 411005**

Dear Sir,

**SUB: OFFER TO GIVE ON LEASE FOR YOUR BRANCH PREMISE IN COMMERCIAL PREMISES REQUIRED ON RENT AT DECCAN GYMKHANA, PUNE, 1400 SQ FT CARPET AREA AT GROUND FLOOR**

I/We refer to your advertisement dated **06.12.2018** in Times of India / Maharashtra Times Marathi and offer to give you on lease the premises described here below for your branch premise **at Deccan Gymkhana, Pune** 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 : _____ Basement : _____ Total 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:**

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	Yes

	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.	Yes	
c.	Partition wall(s) required for provision of ATM room with rolling shutter(s).	Yes	
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.	Yes	
e.	Separate toilets for gents and ladies will be provided.	Yes	
f.	A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside.	Yes	
g.	Entire flooring will be of vitrified tiles and wall painted.	Yes	
h.	All windows will be strengthened by grill with glass and mesh door	Yes	
i.	Required power load (3 phase – 35 kva) 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.	Electrical facilities and additional points (lights, fans-power) as recommended by the Bank will be provided along A' class earthing as per IS specifications.	Yes	
n.	Sufficient space for power backup generator/s.	Yes	
o.	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.		
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- 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.