

TECHNICAL BID

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

From

To

Premises, Expenditure & Estate Dept.
 Indian Bank
 Corporate Office
 Royapettah
 Chennai-14

Dear Sir,

Sub: Offer to give on lease the premises for your Bank Executives

I/We refer to your advertisement dated in..... and offer to give you on lease the premises described here below for your Bank’s Executives residence in Chennai and furnish the technical details thereon

PART:A GENERAL INFORMATION:		
1.	Details of Owner /firm/builder :	
	Name of the Tenderer (M/s)	
	Address & Phone No, Fax No. / e-mail address	
	Name of the contact person Mobile no.	
	Constitution of the vendor / firm	
2	Details of property:	
	Name of the owner	
	Location & Address of the property	
	Survey. No	
	Door No., Street	
	Location	
3	Distance from	
	Corporate Office (Royapettah), Avvai Shanmugam Salai	
	Nearest Main road	
4.	Whether the locality is free from special hazards like fire, flood, etc.	
PART:B: TECHNICAL INFORMATION		
1	DETAILS OF LAND/SITE	
	Tenure of the land	
	Free hold	
	Lease hold	
	If lease hold, give residual period of lease and name of the title holders	
	BUILDING	
1	Specifications	
	Type of building (Residential / Mixed Usage)	
	Type of construction (Load bearing/RCC)	

	Details of flooring (Ceramic/Vitrified/Marble)	
	No. of flats in each floor	
		2BHK
		3 BHK
	No. of flats in the building	
	Total no. of flats offered (Floor-wise with Flat Nos)	
	Natural Ventilation 2 side/3 side /4 side	
2	CARPET AREA DETAILS	
	Total area of flat (in sq.ft)	
	Carpet area per flat	
	If flats are not identical and vary in built up areas, a separate sheet statement for all the flats may be enclosed.	
	No. of storeys and height of the each floor including basement.	
	Total No. of flats in the building/wing and No. of flats in each floor.	
3	Details of rooms (in Nos)	
	a. Hall	
	b. Dining room	
	c. Bed rooms: 1. Master Bedroom	
	2. Bedroom	
	d. Kitchen	
	e. Bathroom-cum-Toilet (attached)	
	f. Bathroom-cum-Toilet (common)	
	g. Store room, utility, etc	
	h. Others	
4	AGE / CONDITION OF THE CONSTRUCTION / BUILDING	
	Newly constructed within 2 years (Completion and Occupation certificate with date to be enclosed)	
	Old construction – Mention the year of completion	
5	Details of Boundaries and adjacent buildings	
	Boundary of the property:	
	North	
	East	
	South	
	West	
6	COMMON FACILITIES PROVIDED	
	Car parking space	Covered / open
	Scooter parking	Covered / open
	Power / Electricity	
	Lifts and their nos, if any	
	Backup generator for emergency	
7	Availability of Water supply	
	Municipal Water Supply	
	Bore well	
	Overhead Tank – Capacity	
8	Availability of Electrical supply	
	Individual Energy meter /Sub meter	
	Tariff :Commercial /Residential	

DECLARATION			
I	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
II	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	Fans		
b	Geysers		
c	EWC		
d	Wash basins and mirrors in Bathroom-cum-Toilets		
e	Magic Eye in the main door		
f	Showers in both Bathroom-cum- Toilets		
g	Water treatment plant/ RO		
h	Kitchen platform & Cupboards		
i	Exhaust Fans		
j	Electrical fittings – Door Bell T.V./Telephone Point & AC point etc		
k	Any other facility like intercom/ telephone/dish antenna/internet etc		
l	Club House		
m	Swimming Pool		
n	Horticulture & Landscaping		
o	Any other amenities		

- 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.
- EMD Rs.5,000/- (Refundable) to be enclosed along with technical Bids. Non enclosing of EMD, the tender is liable to be rejected.

Yours faithfully,

(Signature of Owner/s)

Place:

Date:

Address of the owner/s