

INDIAN BANK

Format of offer letter for premises on rent
Technical Bid

(To be put in separate sealed cover super scribed as Technical Bid)

To,
The Assistant General Manager,
Indian Bank,
Zonal Office,
Jai Stambh Chowk, Satna (M.P.)

Dear Sir

Ref: Advertisement inviting offers for premises for branch
In (Name of Newspaper)..... and Bank's website
Date of Advertisement-

In response to your "Ad" in captioned matter, I / we submit my / our offer to give you on lease my / our premises as described below:

1	Name & address of the Owner/s of offered premises	
2	Constitution Constitution, if offerer is other than individual	
3	Share of each owner, if any under joint Ownership.	
4	Full address of the premises offered with Pin code and nearby landmarks.	
5	Carpet area of the premises (In Sq.ft.) (Strictly in accordance to Annex – 05 of this "Ad" document)	Basement - Ground Floor - Mezzanine Floor - First Floor - Other Floor -
6.	Leasehold / freehold rights of offerer (if Leasehold, name of the Lessor / lessee, lease period, lease rent is to be mentioned)	
7	Boundaries of the premises	North- South- East- West
8	Copy of location plan, lay out plan of premises showing internal dimensions and carpet area calculations are enclosed	Location Plan- Yes / No Layout Plan- Yes / No Carpet Area Calculation- Yes / No
9	Type of construction (Load bearing/RCC/ Steel framed structure)	
10	Clear floor height from floor to ceiling.	
11	Plinth floor height from Ground / front road Level	
12	Year of construction of building	
13	Special feature, if any	
14	Details of available parking space / facilities (To be provided to the Bank within the rent rate quoted for branch / Office premises in Financial bid).	Four wheelers- Nos. Two wheelers- Nos. Area-- Sft.
15	Water supply availability in premises	Drinking water availability- Yes / No Toilet water availability- Yes / No
16	Sanitary facilities available Separate toilets available for ladies & gents- Size of toilets-	Available / Shall be constructed Gents- Ladies-
17	Electric connection Availability	Available load in KVA-

		Applied Load in KVA- Agree to provide / arrange required load in Bank's name at my / our cost- Yes / No
18	Availability of space on the roof of the building for installation of V-Sat & RF Tower. (To be provided to the Bank within the rent rate quoted for branch / Office premises in Financial bid).	Yes / NO
19	Maintenance liability and its expenses	
20	Municipal / Nagarplika / Panchayat Tax Liabilities	Name of Tax collecting authority- Assessment year- Tax assessment is for offered premises individually or shared with other parts of building.
21	Details of title Document in the name of offerer- (copy of title document, tax receipt etc to be enclosed) (Offer shall be rejected, if offerer fail to establish legal ownership on premises)	Name of title- Name of title holder- Date of tile deed execution- Date of title deed registration- Details of ownership of offerer, if title is not in his / their name -
22 A	Whether building is constructed as per map approved by local authorities like Municipality/ Nagarpalika/ Panchayat/ Development authority?	Yes / No / Not applicable at the centre.
22 B	Whether Completion certificate is obtained?	Yes / No / Not applicable at the centre
22 C	Whether permission / approval will be required from local authorities for doing addition / alteration in the building as per requirement of the Bank? Whether the offerer is agreeable to obtain the same?	Yes / No Yes / No
22 D	Use of the premises for Commercial or other than Commercial as per approved map / master plan of the city / town. In case ther than commercial, NOC is obtained for use of premises as commercial / banking purposes?	Commercial / Other than Commercial Yes / No / Not applicable at the centre
22 E	Approximate time required for completion of construction / addition / alteration work as per Bank requirement-	
22 F	Whether the offerer has consulted an Architect / Engineer regarding construction of Strong Room as per Bank specification of the Bank (Specified in Declarations). If yes, whether the existing Structure is capable of bearing the load of the strong room or Architect has suggested any fortification of the structure. If fortification is required, details of the same- Whether the offerer is agreeable to do the required fortification at his cost? (The offerer will have to do fortification of the structure as per advice of the Bank's Architect / Engineer).	Yes / No Yes / No Yes / No
23	Any other information not covered above	

Declarations:

1. I/We, am/are aware that, the rent shall be calculated on carpet area basis (calculated as per annexure-05) which will be measured & calculated jointly by representatives of landlord/s and the Bank after completion of the construction of the premises in all respect as per the specification / requirement of the Bank.
2. Definition of Carpet area as given in the enclosed Annexure 05 was explained to me / us and clearly understood by me / us.
3. The Bank will be entitled to use the premises without any interruption.
4. The transaction does not involve violation of HRC Act. ULC Act and Accommodation Controller ACT etc. relevant in this regard.
5. The Bank will be at liberty to use all the installations/ fixtures/furniture provided in the premises.
6. The Bank is authorized to install all required equipments in the premises for smooth functioning of Bank's business without referring the matter to me/us.
7. Bank is authorized to use required space at Roof of the building for installation of instrument like VSAT, RF Tower etc.
8. The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities as per plan /drawing specifications provided by the Bank at the time of acceptance of my offer. The following amenities in the premises or I/We am/are agreeable to provide the following amenities as per plan/drawing specifications provided by the Bank at the time of acceptance of my offer.
 - 8.1 Strong room to be constructed strictly as per Bank's specifications and plan. Strong Room shall have clear height of 9 ft. and the four walls, floor & ceiling shall be 300 mm thick made of M20 RCC with 12 mm dia TMT bars' doubly reinforcement @ 150 mm centre to centre in both ways. In case, it is not possible to cast the ceiling as per above specification 20 mm square bar @ 75mm centre to centre must be welded over angel 50X50X6 mm @ 1200 mm centre to centre. Strong room door with grill gate, ventilator, exhaust fan, V-cage for branch shall be provided by the Bank and will be installed by me/ us.
 - 8.2 An enclosure with brick wall & collapsible gate inside the strong room for cash safe.
 - 8.3 A record room as per drawing & specifications of the Bank.
 - 8.4 Separate toilets for gents and ladies along with provision of wash basin and drinking water provision as per drawing & specifications of the Bank.
 - 8.5 Collapsible gate, rolling shutter and glazed door on the main entrance of the premises. Rolling shutter & collapsible gates at the openings of the premises other than main entrance.
 - 8.6 Flooring of the premises with vitrified tiles and / or material as advised by the bank within the cost of vitrified tiles.
 - 8.7 Painting of the exterior of the premises with water proof paints, interior of the premises with Plastic paint and wooden / steel structures with enamel paint.
 - 8.8 All the windows strengthened with grills with glass shutters.
 - 8.9 Required power load for the normal functioning of the Bank and the requisite electrical wiring / points for UPS/ Computers/ ACs etc.
 - 8.10 Continuous water supply with help of overhead water tank & water lifting pumps at all times.
 - 8.11 Proper space for fixing Bank's signboard.
 - 8.12 Parking space & Space for keeping Generator at the ground as detailed above in this document.
9. I / We undertake to execute all required structural repairs / renovation in the premises as and when required, at my / our cost.
10. I / We agree to provide ramp at the entrance of the premises located at GF and Railing / Handrail from ground to Entrance for premises located at upper floors.
11. I / We undertake to take internal & external painting of the premises after every 3 years, during the currency of lease period.
12. In case, the repairs and or painting is/are not done by me/us as agreed now, the Bank will be at liberty to carry out such repairs / renovations / painting etc. at our cost and deduct the incurred such expenses from the rent payable to me/us.
13. I / We undertake to execute & register lease deed, in the Bank's favour on Bank's standard format, immediately after handing over possession of the premises to the Bank.

14. At the time of vacating the premises, the Bank shall be at liberty to remove its all belongings like electrical fittings, fixtures, counters, safe, locker cabinet, almirah, strong room door, ventilator, partitions and other furniture put up by the Bank in the premises.
15. I/We further confirm that the offer is irrevocable and shall be open for 120 days from date hereof, for acceptance by the Bank.
16. I/ We hereby confirm that, all the above information furnished by me/ us are true to the best of my/ our knowledge.
17. I/We am/are aware that the Bank is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.
18. I / We agree that the Bank may cancel its sanction letter issued to me / us without any compensation to me / us, if we fail to complete the construction / addition / alteration work and handover the possession of complete premises to the Bank within the time quoted in this bid document or agreed by me / us at later stage.

Signature(s) of Owners

Date-

Place:-

Name of owners:-

Address:-

Mobile/telephone Nos:-

INDIAN BANK

Format of offer letter for premises on rent
Financial Bid

(To be put in separate sealed cover super scribed as Financial Bid)

To,
 The Assistant general Manager,
 Indian Bank,
 Zonal Office
 Jai Stambh Chowk,
 Satna (M.P.)

Dear Sir,

Ref: Advertisement inviting offers for premises for branch
 In (Name of Newspaper)..... and Bank's website
 Date of Advertisement-

In response to your "Ad" in captioned matter, I / we submit my / our offer to give you on lease my / our premises as described below:

1	Name of the Owner/s	
2	Full address of the Premises	
3	Carpet Area (in Sq. ft.) (Carpet area is to be determined as defined in Annexure-05 without including Toilet, Walls, Staircase, Corridors, Passages, Verandah area etc.)	Basement-sq.ft. Ground floor-.....sq.ft. Mezzanine floor-.....sq.ft. First floor-sq.ft. Other Floor-.....sq.ft.
4	Rent Rate The rent rate per sq.ft. carpet area per month shall be-	Basement- ₹ Ground floor-₹ Mezzanine floor-₹ First floor- ₹ Other Floor-₹
5	Monthly Rent amount shall be- (area of point -3 x rate in point- 4	₹ Per Month
6	Lease Period- (5+5+5+5 years) in all casesyears.
7	Periodical Enhancement i.e. increase in rent after every 5 years- Metro & Urban centres- 15% Semi-Urban & Rural centres- 10%%
8	Cost of execution & registration of lease deed on Bank's standard format-	(tick whichever applicable) Shall be borne by offerer- Shall be borne by Bank- Shall be borne by offerer & Bank on 50:50 basis-
9	Municipal Tax Liabilities-	
	Amount of Tax per year as per present assessmentapplicable since	House Tax-₹ Water Tax-₹ Sewer Tax- ₹ Surcharge- ₹ Any other Tax.. (Name)...- ₹ Total- ₹
	Date of Next assessment, if due	
	Present Municipal Taxes will be borne by-	(tick whichever applicable) Shall be borne by offerer-

	Increase in Municipal Taxes in future will be borne by-	Shall be borne by Bank- Shall be borne by offerer & Bank on 50:50 basis- Shall be borne by offerer- Shall be borne by Bank- Shall be borne by offerer & Bank on 50:50 basis-
10	GST	(tick whichever applicable) Applicable- Yes / No Shall be borne by offerer- Shall be borne by Bank- Shall be borne by offerer & Bank on 50:50 basis-
11	Premises Construction Loan	(tick whichever applicable) Required- Yes / No If yes- Amount in ₹
12	Interest free rent advance / Interest free Security Deposit- Note - Offerer can demand either premises construction loan or interest free rent advance. While analyzing the L-1 offer, financial burden (interest per month) for granting advance will be added to quoted rent rate. Advance rent can be considered up to 3 months rent, which can be extended to 6 months in exceptional cases	Required / Not Required If required, equivalent tomonth rent
13	Any other information not covered above	

Notes-

- I / We, am / are aware that the rent mentioned above will be inclusive of all the amenities including parking spaces, Generator space on Ground & V-Sat / RF Tower space at roof top, and other conveniences provided by the landlords.
- I / We, am / are also aware that above mentioned all parameters / demands will be quantified and will be loaded on rent rate to decide the lowest offerer.
- I / We am / are aware that the Bank is not bound to accept my / our offers and may cancel it without assigning any reasons/notice whatsoever.

Signature(s) of Owners

Date-

Place:-

(Owner/s)

Name of owners:-

Address:-

Mobile/telephone Nos:-

CARPET AREA FOR COMMERCIAL BUILDING -RENTABLE AREA

The Carpet Area of any floor shall be the covered floor area worked out excluding the following portion of the building:

1. Walls and Columns;
2. Sanitary accommodation, except mentioned otherwise in a specific case,
3. Verandahs, except where fully enclosed and used as internal passages and corridors.
4. Corridors and Passages, except where used as internal passage and corridors exclusive to the unit.
5. Kitchen and pantries.
6. Entrance halls and porches, vertical sun brakes, box louvers.
7. Staircase and munties.
8. Shafts and machine rooms for lifts.
9. Barsaties*, Lofts (Barsati is a covered space open at least on one side constructed on a terraced roof.)
10. Garages.
11. Canteens.
12. Air conditioning ducts and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than two sq. meter in area.

Signature(s) of Owner(s)