

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

Contact No. :

To

Dear Sir,

Sub: Offer to give on lease the premises for your Branch.

I/We refer to your advertisement dated in..... and offer to give you on lease 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 area _____ Usable Carpet 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: (pl tick the applicable item) | |
| 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. | 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. 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 _____ days from date hereof, for acceptance by you.

Yours faithfully,

(Signature of Owner/s)

Place:

Date:

Address of the owner/s

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

Dear Sir,

Sub: Offer to give on lease 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

| 1. | Rent | Carpet Area | 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 | 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. | Service tax amount, if applicable, to be borne by | By owner / Bank | | |
| 8. | Any other tax levied / Leviable 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 :