

**NOTICE INVITING OFFERS FOR LEASING OF BRANCH / OFFICE PREMISES**  
**SURI BRANCH**

**Indian Bank**, a Public Sector Bank invites offers under 2 bid system (Technical & Financial) from owners of office premises willing to offer on lease basis (readily built / Premises Under construction) in **Suri, D C Das Road, near head post office, Suri, Birbhum, WB 731101** measuring **1600 sqft. carpet area** at Ground Floor on main road in business conductive area having good visibility and parking space for a lease period of 15 years for setting up the Branch.

The forms can be obtained from the following address from **14.11.2022 to 29.11.2022** on payment of Rs. 250/- (Non Refundable). Last date for submission of bids **29.11.2022** and the duly filled in offers are to be submitted in prescribed format to the given below address with a DD of Rs. 250/- (Non Refundable), otherwise the form are liable to be rejected.

Offers are to be submitted in Two Cover system consisting of Technical Bid and Financial Bid in two separate sealed covers superscribing "Technical Bid" or "Financial Bid"

The Technical Bid should be enclosed with refundable EMD of **Rs. 5000/-** by way of **DD favoring Indian Bank**, on or before **29.11.2022 at 4.00 pm**.

The Technical Bids will be opened on **30.11.2022 at 1:00 pm**

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

Priority will be given to offers from Public Sector undertaking / Govt. Organization.

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

Offers from agents / brokers will not be accepted.

**The Deputy General Manager**  
**Indian Bank**  
**Zonal Office Asansol, Premises Department.**  
**Udrej Bhavan, 2nd floor, 8, G. T. Road (West), Asansol – 713304, WB**

**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

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

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 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
p)	KYC and Ownership documents (please enclosed)		

**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.

<b>DECLARATION</b>		
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.		
o.	Space for V-SAT antenna with monkey cage / R. F. Tower at rooftop and generator at ground floor, if required, to be provided by the owners free of cost.		
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 remises, 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

Mb. No.-

**ANNEXURE - IV**

**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.	<b>Rent</b>	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 / 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. even though the same is given for Bank's use.
3.	The charges / fees towards scrutinizing 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:

Mb No.-

## **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 passages 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 lease on one side constructed on a terraced roof.)
10. Garages and Parking Space.
11. Canteens.
12. Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than two sq. meters in area.
13. Space for installation of generator

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**Signature (Owner/s)**

**Name:**