

**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,**

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

**To,**

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

Dear Sir,

**Sub: Offer for giving premises on lease 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/<br>Partners/ Directors (Wherever<br>applicable) | : |  |
| c) | Full Address of premises offered<br>on lease                           | : |  |
| d) | Whether Freehold/Lease Hold  | : |  |
| e) | Distance from the main<br>road/cross road                              | : |  |
| f) | Whether there is direct access to<br>the premises from the main road   | : |  |
| g) | Area Offered floor wise(only<br>carpet area of premises to             | : | <b>Floor:</b> BM / GF / FF / SF / TF / other floor |

|   |   |   |                                    |
|---|---|---|------------------------------------|
|   | specified)  |   | <b>Carpet area</b> _____ in Sq.ft. |
| h)  | Type of Construction of premises  |   |                                    |
| i)  | Year of Construction of premises  | : |                                    |
| j)  | If the building is new, whether occupancy certificate is obtained from competent local planning authority.  | : |                                    |
| k)  | <b>If the building is yet to be constructed</b><br>i) Whether the plan of the building is approved (Copy enclosed)<br>ii) Time required for completing the construction | : |                                    |
| l)  | If the building is old whether repairs / Renovation is required<br>If so time required for its completion   | : |                                    |
| m)  | <b>Boundaries</b><br>East<br>West<br>North<br>South   | : |                                    |
| n)  | If the building is yet to be constructed<br>iii) Whether the plan of the building is approved (Copy enclosed)<br>iv) Time required for completing the construction      | : |                                    |
| o)  | Ventilation is available from   | : | _____ No. of sides                 |
| <b><u>TERMS AND CONDITIONS:</u></b>   |   |   |                                    |
| 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. |   |   |                                    |

**Signature of the owner/s**

| <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.  |             |
| 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 120 days from date hereof, for acceptance by you.

Yours faithfully,

**(Signature of Owner/s)**

Place:

Date:

Address of the owner/s