

ANNEXURE - III

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/ 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 (only carpet area of premises to specified) | Floor: BM / GF / FF / SF / TF / other floor Carpet area _____ 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) | 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 | |
| l) | If the building is old whether repairs / Renovation is required If so time required for its completion | |
| m) | Boundaries East West North South | |
| h) | 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 | |
| i) | Ventilation is available from | No. of sides |

SIGNATURE OF THE OWNER/S



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

Yours faithfully,

(Signature of Owner/s)

Place:

Date:

Address of the owner/s

