



## TECHNICAL BID

### OFFER LETTER TO BE GIVEN BY THE OWNER (S), OFFERING PREMISES ON LEASE - TECHNICAL DETAILS

From:

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Cell:-----

TO  
**Indian Bank,**

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1. Please furnish refundable EMD of Rs. 5000/- by way of DD/BPO favouring Indian Bank in a separate sealed cover. Without EMD, tender will be rejected.
2. In case you are downloading this format from our website, please attach DD/BPO of Rs. 250/- (Non-refundable) favouring Indian Bank, without which tender will be rejected.
3. Separate Bids to be submitted for each premises.
4. Name of the offerer and nature of bid to be superscribed on the envelope.

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 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	Usable carpet area _____ sq. ft.
h) Specify whether the area is Carpet/Plinth/Floor.	
i) Type of Construction	
j) Year of Construction	
k) If the building is new, whether occupancy certificate is obtained.	
l) If the building is yet to be constructed. i) Whether the plan of the building is approved (copy enclosed) ii) Cost of construction iii) Time required for completing the construction.	
m) If the building is old whether Repairs / Renovation is required. If so cost of repairs / construction.	
n) Boundaries : -  East _____  West _____  North _____  South _____	

**TERMS AND CONDITIONS:**

1. \_\_\_\_\_ Years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period of \_\_\_\_\_ years at your option.
2. You are however at 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:**

- a) The following amenities are available in the premises or I / we agreeable to provide the following amenities: (Strike out whichever is not applicable).
  1. 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.
  2. A partition wall will be provided inside the strong room segregating the locker room and cash room.
  3. ATM room, 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.
  4. Separate toilets for gents and ladies will be provided.
  5. A collapsible gate, rolling shutters and glass door will be provided at the entrance and at any other points which gives direct access to outside.
  6. Entire flooring will be vitrified tiles as per Banks' specification and wall distempered.
  7. All windows will be strengthened by grill with glass and mesh doors.
  8. Required power load for the normal functioning of the bank and the requisite electrical wiring / points will be provided.
  9. 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.
  10. Space for fixing Bank's signboard will be provided.

11. Shelter for security guards should be provided as per Bank's specifications.
  12. Electrical power load of 35 KVA and additional points (lights, fans-power) as recommended by the Bank will be provided.
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- b) 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.
  - c) 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.
  - d) If my / our is acceptable, I / We will give you possession of the above premises on\_\_\_\_\_
  - e) I/ We further confirm that this offer is irrevocable and shall be open for \_\_\_\_\_ days from date hereof, for acceptance by you.

Yours faithfully,

Place:

Date:

**(Owner/s)**

**FINANCIAL BID**  
**OFFER LETTER TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES  
ON LEASE - FINANCIAL DETAILS**

From :  
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Mobile no.....

To,  
  
Indian Bank  
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Dear Sir,

**SUB: Offer to give on lease the premises for your Branch / Office.**

I / We, refer to your advertisement dated ..... in ..... (here mention name of the newspaper) and offer to give you on lease the premises described here below for your ..... branch.

**FULL ADDRESS OF PREMISES OFFERED ON LEASE:**

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**TERMS AND CONDITIONS:**

**(a) Rent : Floor wise rent payable at the following rate:-**

FLOOR	FLOOR AREA CARPET / PLINTH / FLOOR	RENT RATE PER SQ. FT. (on Carpet area basis)
i) Basic Rent		
ii) Rent for Services if any (AC, Society charges, etc. Give details		

Rent will be payable from the date of handing over vacant possession of the premises to bank after completion of the construction, repairs, renovation, addition and will be payable month after month on or before the 5<sup>th</sup> of each month following the month for which the same shall have accrued due. For

services like AC etc, the respective service rent will be payable from the date the service is made available.

**(b) Lease Period :**

Certain period \_\_\_\_\_ years from the date of handing over vacant possession and thereafter Option period of \_\_\_\_\_ years with enhancement of rent at \_\_\_\_\_ %.

**(c) Premises Loan : (strike off if not applicable)**

I / We may be granted a loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) that may be sanctioned as per the norms of the Bank which will be cleared with interest within the certain period of lease and also undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction/renovation is \_\_\_\_\_.

In case I / We, fail to discharge the entire loan to be granted by the Bank for construction / repair / renovation / addition of the premises alongwith interest within the agreed period of lease, I / We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is with out prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

**(d) Taxes / Rates:**

All existing and future/enhanced Municipal Corporation taxes, rates and cess will be paid by me/us. Fees/Renewal fees towards obtaining NOC from MCD/DDA/COMPETENT LOCAL AUTHORITY for commercial use of the premises will be borne by me/us.

**(e) Maintenance / Repairs:**

- i) Bank shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including annual / periodical white washing and annual / periodical painting will be got done by me / us at my / our cost. In case, the repairs and / or white / colour washing is / are not done by me / us as agreed now, you will be liberty to carry out such repairs white / colour washing, etc. at our cost and deduct all such expenses from the rent payable to us.

**(f) Rental Deposit (applicable only where premises loan is not required) :**

Bank to give me/us advance rent /rent deposit for ..... months which will be refunded to the bank at the time of vacating the premises or bank will be at liberty to adjust the same from the rent payable for the last as many months as required.

Further, I / We undertake to offer the land and building as security for the loan granted for the construction of the building (applicable only if the premises loan is required).

**(g) Lease Deed / Registration Charges:**

I / We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted / sanctioned terms of the lease at an early date. I / We undertake to bear the entire charges towards stamp duty and registration of the lease deed.

**(h) Service Tax** if any, will be paid by .....

**DECLARATION:**

- a) I / We, an / 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.
- b) The concept 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, all the walls including Strong Room & ATM room walls / columns, staircases, verandah, lobby, balcony, kitchen etc. eventhough the same is given for Bank's use.
- c) The charges / fees towards scrutinizing the title deeds of the property by the Bank's approval lawyer will be borne by me / us.
- d) 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,

**(Owner/s)**

Place :

Date :