

**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

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To

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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.....  
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/<br>Directors (Wherever applicable) | : |  |
| c) | Full Address of premises offered on lease<br>and Contact no         | : |  |
| 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<br>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<br>i) Whether the plan of the building is approved (Copy enclosed)<br>ii) Time required for completing the construction | :<br>:<br>: |                                            |
| m) | If the building is old whether repairs/<br>Renovation is required<br>i) If so time required for its completion                                                   | :           |                                            |
| n) | Boundaries<br>East<br>West<br>North<br>South                                                                                                                     | :           |                                            |
| o) | Ventilation is available from                                                                                                                                    | :           | _____ No. of sides                         |
| P) | Contact No                                                                                                                                                       |             |                                            |
| Q) | EMD Details (Refundable)                                                                                                                                         |             |                                            |

|                  |       |
|------------------|-------|
| Name of the Bank | ----- |
| Amount           | ----- |
| DD/BPO No & Date | ----- |

**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:                                                                   |  |
| 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. eventhough the same is given for Bank's use.
- Owner/ Land Lord has to take all local/BMC/statuary permission from the competent authority to complete all Civil and Furnishing work of the Bank.
- 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