

NOTICE INVITING TENDERS FOR LEASING OF BRANCH PREMISES

Indian Bank, a Public Sector Bank invites tenders under 2 bid system (Technical & Financial) from owners of office premises willing to offer on lease basis (readily built / Premises Under construction) for below mentioned Branches, measuring **1600 sq.ft. (plus 100 sq ft for ATM)** carpet area preferably in Ground Floor with parking facility for a minimum lease period of 15 years for setting up their Branch.

1. Mahmoodabad , Sitapur
2. Neemsar , Sitapur

The tender forms can be obtained from the following address from 16.06.2022 to 30.06.2022 on payment of Rs.250 (Non Refundable) Last date for submission of bids is 30.06.2022 and the duly filled in tenders are to be submitted in prescribed format to the same address.

Tenders 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 Bids will be opened on or after **01.07.2022** at 11:00 am

The minimum frontage of the premises must be not less than 20 feet.
Incomplete tenders / Late tenders / tenders not accompanied by requisite EMD / tenders not in the form specified are liable to be rejected.

Priority will be given to tenders from Public Sector undertaking / Govt. Organizations.

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

Tenders from agents / brokers will not be accepted.

DGM
Indian Bank, Zonal Office
Sitapur

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.	Rent	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 / Leviable 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. eventhough the same is given for Bank's use.
3.	The charges / fees towards scrutinising 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 :