

**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

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

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 and furnish the technical details thereon.

|    |  |   |  |
|----|--|---|--|
| a) | Name of the Owner  | : |  |
| b) | Name of the Co-Owners/ Partners/ Directors<br>(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<br>from the main road | : |  |
| g) | Area Offered floor wise  | : | Floor area _____ 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 | : |                    |
| m) | If the building is old whether repairs/ 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 |

**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.

| <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 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. eventhough 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 \_\_\_\_\_ days from date hereof, for acceptance by you.

Yours faithfully,

**(Signature of Owner/s)**

Place:

Date:

Address of the owner/s

