***TECHNICAL BID***

**Annexure - III**

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**   1. Whether the plan of the building is approved (Copy enclosed) 2. 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 | : |  |
| n) | If the building is yet to be constructed   1. Whether the plan of the building is approved (Copy enclosed) 2. Time required for completing the construction | : |  |
| 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. | | | |

**Signature of the owner/s**

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION** | | | |
| 1 | The following amenities are available in the premises or I/We agreeable to provide the following amenities: (*pl tick the applicable item)* | | |
|  | 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 |  | |
|  | A partition wall will be provided inside the strong room segregating the locker room and cash room. |  | |
|  | Partition wall(s) required for provision of ATM room with rolling shutter(s). |  | |
|  | 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. |  | |
|  | Separate toilets for gents and ladies will be provided. |  | |
|  | A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside. |  | |
|  | Entire flooring will be of vitrified tiles and wall painted. |  | |
|  | All windows will be strengthened by grill with glass and mesh door |  | |
|  | Required power load (3 phase – 35 kva) normal functioning of the Bank and the requisite electrical wiring /Points will be provided. |  | |
|  | 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. |  | |
|  | Space for fixing Bank's sign board will be provided. |  | |
|  | Shelter for security guards should be provided as per Bank’s specifications. |  | |
|  | Electrical facilities and additional points (lights, fans-power) as recommended by the Bank will be provided along A’ class earthing as per IS specifications. |  | |
|  | 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. 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