



**TECHNICAL BID**

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 i) Whether the plan of the building is approved (Copy enclosed) ii) 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 iii) Whether the plan of the building is approved (Copy enclosed) iv) Time required for completing the construction	:	
o)	Ventilation is available from	:	_____ No. of sides
<p><u>TERMS AND CONDITIONS:</u></p> <p>Bank at its liberty to vacate the premises at any time during the pendency of lease by giving three months' notice in writing, without paying any compensation for earlier termination.</p>			

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)		
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		
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.		
o.	Providing Ramp with supporting hand rails at the entrance of Branch and the ATM		
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