

NOTICE INVITING TENDERS FOR LEASING OF OFFICE PREMISES

Indian Bank, a Public Sector Bank invites tenders from owners of office premises willing to offer on long term lease basis(10 to 15 years) (Premises under construction also) at BARIPADA, DURG, PHULBANI and BALANGIR Town measuring 1250 to 1750 sq.ft. Carpet area preferably in Ground Floor/First Floor for setting up their Branch/Office. The premises should have three phase Electricity connection of load 18 KW, 24 hours running water supply, Strong room should be constructed as RBI specifications, separate parking facility for vehicles, provision for gents & ladies toilet and flooring with vitrified tiles of approved colour and space for generator.

Tender forms can be obtained from the above address from 21.02.2011 to 28.02.2011 On payment of Rs.250.00 (Non Refundable) 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.

Both Technical and Financial Bids duly filled in should be submitted along with Refundable EMD of Rs.5000.00 by way of DD/BPO favouring, DGM ,Indian Bank, Zonal Office Bhubaneswar on or before 28.02.2011 at 2.00pm. The Financial Bids will be opened on 28.02.2011 at 03.00 pm.

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

Tenders from agents/brokers will not be accepted.

**The Deputy General Manager,
Indian Bank,
Zonal Office,
B – 2 East, Saheednagar
Bhubaneswar-753007.**

For further clarifications, you may call 9437965805.

TENDER DOCUMENT FOR LEASE OF PREMISES FOR (New)

Name of the Tenderer:

Tender Name: Lease of new premises for BARIPADA, PHULBANI, DURG AND BALANGIR (New)

Address of the site:

Last Date of Submission of Tender: 28th. Feb, 2011

Time of Submission of Tender: 2 PM

**Place of Submission of the Tender: : Indian Bank, Zonal Office, B2 (East),
Saheednagar,Bhubaneswar-751007**

**Implementing Agency: Indian Bank, Zonal Office, B2 (East),
Saheednagar,Bhubaneswar – 751 007.**

FORMAT FOR WRITTEN OFFER LETTER FROM OWNERS REGARDING LEASE OF PREMISES-BARIPADA (NEW)/PLUBANI/DURG/BALANGIR

01	Name of the owner	
02	Name of the co-owners / partners /Directors (Wherever applicable)	
03	Location and correct postal address of the premises offered	
04	a. Area offered b. Whether all requisite approval / sanction obtained for the construction and there is no violation of rules, guidelines of local authorities. c. Specify whether the area is carpet/plinth/floor area	
05	Whether amenities such as water connection, electric connection, wiring, etc will be provided at owner's cost.	
06	a. Rent expected During Certain period b. Escalation in rent during Option period. Rent expected (carpet area means area of the premises less toilets, passage, walls/columns, staircase,verandah,lobby,balcony,kitchen etc, even though the same is given for branch use)	Sq ft. Basis/ Rs Per sqft. Carpet/plinth/floor area % Rs per sqft
07	Taxes payable by	
08	Loan required for the purpose of construction / alterations / additions(interest as per RBI directives)	
09	Details of alterations / additions to be done in the premises.	
10	Estimate for the construction/additions and alterations including construction of strong room.	
11	Owner's contribution towards construction/addition/alteration	
12	Security for the loan (Market value of the building and land and nature of the premises offered to be specified)	
13	Repayment schedule (to be from rental alone) Loan should be adjusted during the certain period of lease.	
14	Rent deposit expected(Maximum 3 months rent only) if loan is sanctioned rent deposit will not be sanctioned	
15	Terms of lease :	Certain period years From To Option period years From To
16	Whether owner has gone through the prescribed lease agreement and whether he has agreed to execute & register the lease deed at his cost(Normally no change	

	in approved lease agreement is permitted)	
17	Whether he had agreed to incur legal expense , engineer's valuation expenses and insurance cover expenses, if loan is required . (normally to be borne by the owner)	
18	Whether owner is agreeable for installation of ATM with in leased premises and VSAT antenna and compressor of split AC at the terrace without any additional rent.	
19	Whether the owner is agreeable to sub lease the premises? Whether he is agreeable for maintenance such as repairs painting etc (normally owner to agree to the above condition)	
20	How soon the premises will be ready for occupation?	
21	Whether blue print of sketch with necessary layout enclosed?	
22	Offer open up-to which date(minimum period of 03 months is required for perusing the proposal)	

Date :

Place :

Signature of owner

NB : In case of approval of the offer, a formal lease deed shall have to be executed incorporating other terms and conditions which may be agreed mutually in the Performa prepared by our advocate. The legal charges and other incidental expenses,ie,stamp duty, registration fees etc. shall be borne and paid by lessors.

FORMAT FOR TECHNICAL BID

From

Date:

To
The Deputy General Manager,
Indian Bank, Zonal Office,
B-2 (East), Saheed Nagar, Bhubaneswar 751007

01	Location of the premises (mention ward number also and full address)	
02	Age of the premises and quality of construction (mention whether 1 st class RCC or tiled roof, flooring is vitrified 2'x2' off-white tiles or marble, separate toilet facilities for gents & ladies, provision for a small pantry for staff, space for installing generator set etc.)	
03	Total carpet of the premises (carpet area shall be calculated as per the note below)	
04	Whether adequate frontage for parking available and what is the arrangement for covered parking facilities for staff vehicles?	
05	Whether premises has independent and proper access for easy movement to staff, Customer and banks' assets.	
06	Whether titles of the property are clear and offerer is real owner or Power of Attorney Holder	
07	Whether premises is constructed as per approved plan of statutory authorities and permitted to be used for commercial purposes	
08	Whether leasing of premises	

	involves violation of HRC act, ULC Act or any other ACT	
09	Whether independent water and electricity connection is available	
10	Whether offerer is agreeable to procure additional power load at his cost as per banks requirement (normally banks may require minimum 18 KW of power load)	
11	Whether offerer is agreeable to construct strong room at his cost as per Bank's specification	
12	In case of vacant site sketch/plan and whether the property is free from encumbrances.	

Note: The carpet area shall be the covered floor area excluding the following portions.

- (a) Sanitary accommodation.
- (b) Open verandahs, corridors and passages
- (c) Kitchen and pantries
- (d) Staircase & munties
- (e) Space occupied by pillars, columns and thickness of walls
- (f) Space for installing generator set

Signature of the owner

FORMAT FOR FINANCIAL BID

From

To

**The Deputy General Manager,
Indian Bank, Zonal Office,
B-2 (East), Saheed Nagar,, Bhubaneswar 751007**

01	Monthly rent quoted	
02	Rate of rent per sqft per month on the carpet area floor-wise. The carpet area shall be converted floor area excluding the following portions: (a)Sanitary accommodation (b)Open verandahs, corridors and passages (c) Kitchen and pantries (d)Staircase & murties (e)Space occupied by pillars, columns and thickness of walls (f) Space for installing gen- set	
03	Lease period	Certain period- Option period-
04	Taxes (to be borne by landlord)	
05	Maintenance (to be borne by landlord)	
06	Lease registration (to be borne by landlord)	
07	Whether rent should be split into rent and service charges and if so at ratio and details of extra amenities provided to justify such splitting	
08	Rent increasing after 5 years	
09	We will hand over possession of constructed premises within____ months of signing of MOU with Bank	Expected date of delivery of premises with completion in construction

Date:

Signature of the owner

Terms & conditions:

1. Connected electricity load – 18 KV 3 phase (separate meter or sub meter).
2. Space for putting VSAT & Solar Panel at the top of the building about 250 sq ft.
3. Running water supply 24 hours with drinking water facility.
4. Space for staff vehicles parking. Preferable customer vehicle parking space.
5. Space for generator & Outdoor AC unit mounting.
6. Location should be prime preferably ground floor/first floor.
7. Entrance from the front preferably.
8. Space for Glow Sign board on the top of the building.
9. Separate provision of ladies toilet.
10. No objection for any partition in the building.