



Notice Inviting Bid/Tender for Leasing of Office Premises

INDIAN BANK, a Public Sector Bank, invites tenders under 2 bid system (Technical & Financial) from owners of office premises (Commercial) willing to offer on lease basis (Premises under construction also) as under:-

Place/Location	Floor	Space required (Carpet area** in Sq. Feet)
Nehru Place	GF/FF	1500 to 1750 Sq ft
Moti Nagar	GF	1500 to 1750 Sq ft
Mayur Vihar Phase- II	GF	1500 to 1750 Sq ft
Greater Kailash -II	GF	1500 to 1750 Sq ft

**** (The carpet area means area of the premises less toilets, passage, walls / columns, staircases, verandah, lobby, balcony, kitchen etc. even though the same is given for Bank's use)**

Premises preferably in a single continuous hall should be ready for occupation in Govt. approved commercial buildings. In case of non commercial buildings, the same should conform to the local laws stipulated by DDA/MCD and owner to obtain NOC for use of the offered premises by bank from DDA/MCD at his/her cost.

The tender form can be obtained from the under mentioned address **from 18.11.2013 to 23.11.2013 on payment of Rs.250/- (non refundable)** and duly filled in tenders are to be submitted in the prescribed format in 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 by way of DD/BPO favoring, Indian Bank, Zonal Office, New Delhi on or before 23.11.2013 at 2.00 pm.

The Technical Bids will be opened on 25.11.2013 at 3.00 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. 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.

General Manager

Indian Bank, Premises Department, Zonal Office, World Trade Centre, Babar Road, New Delhi 110 001. Tel. No. 011-23412095, 24313956



TECHNICAL BID

OFFER LETTER TO BE GIVEN BY THE OWNER (S), OFFERING PREMISES ON LEASE - TECHNICAL DETAILS

From:

Cell:-----

TO
**Indian Bank,
Premises Dept,
Zonal Office,
World Trade Center
Babar Road
New Delhi. 110 001.**

1. Please furnish EMD of Rs. 5000/- (refundable) and cost of tender (non refundable) Rs.250/- by way of two separate DD/BPO favouring Indian Bank in a separate sealed cover. Without EMD and cost of tender form, the tender will be rejected.
2. In case you are downloading this format from our website, please attach DD/BPO of Rs. 250/- (Non-refundable) favouring Indian Bank, without which tender will be rejected.
3. Separate Bids to be submitted for each premises.
4. Name of the offerer and nature of bid to be super scribed on the envelope.
5. Must enclose with Technical Bid (a) The layout sketch of the premises mentioning dimensions (b) 2 photos of the premises from outside and (c) 2 photos of the premises from inside.

Dear Sir,

**Sub: Offer to give on lease the premises atfor shifting
of branch**

I / We, refer to your advertisement in Indian Express, Financial Express and Jansatta dated and offer to give you on lease the premises described here below for opening new branch 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	

Contd...2

f) Whether there is direct access to the premises from the main road.	
g) Area offered floor wise	Usable carpet areasq. ft. Floor:
h) Specify whether the area is Carpet/Plinth/Floor.	
i) Type of Construction	
j) Year of Construction	
k) If the building is new, whether occupancy certificate is obtained.	
l) If the building is yet to be constructed. i) Whether the plan of the building is approved (copy enclosed) ii) Cost of construction iii) Time required for completing the construction.	
m) If the building is old whether Repairs / Renovation is required. If so cost of repairs / construction.	
n) Boundaries : - East _____ West _____ North _____ South _____	

DECLARATION:

a) The following amenities are available in the premises or I/we am/are agreeable to provide the same: (Strike out whichever is not applicable).

1. Strong Room as per RBI specifications, ATM room, lunchroom for staff and a stock/stationery room will be provided as per the requirement/specifications of the Bank. A wash basin will also be provided in the lunchroom.
2. Separate toilets for gents and ladies will be provided.
3. A collapsible gate, rolling shutters and glass door with aluminum glazing will be provided at the entrance and at any other points which gives direct access to outside.
4. Vitrified tiles flooring will be provided as per Banks' specification and wall distemper will be done by me at my cost.
5. All windows will be strengthened by fixing grill with glass and mesh doors.
6. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric booster motor of required capacity will be provided without any extra rent.
7. Space for fixing Bank's signboard in the front and side of the premises will be provided.
8. Electrical power load of 30 KW and additional points (lights, fans-power) as recommended by the Bank will be provided.

Contd...4

- b) 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.
- c) Bank is 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.
- d) Space for keeping/installing silent Genset of appx 20 KVA and outdoor units of split ACs (likely number of outdoor AC units will be 8 to 10) will be provided without any extra rent.
- e) If my / our offer is acceptable, I / We will give you possession of the above premises on _____
- f) I/ We further confirm that this offer is irrevocable and shall be open for _____ days from date hereof, for acceptance by you.
- g) I/we am/are enclosing herewith (a) The layout sketch of the premises mentioning dimensions (b) 2 photos of the premises from outside and (c) 2 photos of the premises from inside.
- h) I/we am/are enclosing Bank Drafts towards EMD & Cost of Tender as detailed follows:-
EMD Of Rs. 5000/- DD. no..... drawn onBank
Cost of Tender Rs. 250/- DD no..... drawn onBank

Yours faithfully,

Place:

Date:

(Owner/s)

**OFFER LETTER TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES
ON LEASE - FINANCIAL DETAILS**

From:

 Mobile no.....

To,
**Indian Bank,
 Premises Dept,
 Zonal Office,
 World Trade Center
 Babar Road
 New Delhi. 110 001.**

Dear Sir,

**Sub: Offer to give on lease the premises atfor Shifting of
Branch**

I / We, refer to your advertisement in Indian Express, Financial Express and Jansatta dated and offer to give you on lease the premises described here below for opening your new branch and furnish the Financial details thereon

FULL ADDRESS OF PREMISES OFFERED ON LEASE:

TERMS AND CONDITIONS:
(a) Rent: Floor wise rent payable at the following rate:-

Particulars	Floor and Carpet area	Rent rate per sq ft (on Carpet area basis)
i) Basic Rent ii) Rent for Services if any (AC, Society charges, etc. Give details	Floor: (mention here GF/FF/BF) Carpet Area:.....	

Rent will be payable from the date of handing over vacant possession of the premises to bank after completion of the construction, repairs, renovation, addition and will be payable month after month on or before the 5th of each month following the month for which the same shall have accrued due. For services like AC etc, the respective service rent will be payable from the date the service is made available.

(b) Lease Period:

Certain period _____ years from the date of handing over vacant possession and thereafter Option period of _____ years. The enhancement of rent @ % will be after years of lease.

(c) Premises Loan: (strike off if not applicable)

I / We may be granted a loan of Rs. _____ (Rupees _____ only) that may be sanctioned as per the norms of the Bank which will be cleared with interest within the certain period of lease and also undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction/renovation is _____.

In case I / We, fail to discharge the entire loan to be granted by the Bank for construction / repair / renovation / addition of the premises along with interest within the agreed period of lease, I / We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is with out prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

(d) Taxes / Rates:

All existing and future/enhanced Municipal Corporation taxes, rates and cases will be paid by me/us. Fees/Renewal fees towards obtaining NOC/permission from DDA/MCD for commercial use of the premises will be borne by me/us.

(e) Maintenance / Repairs:

- i) Bank shall bear actual charges for consumption of electricity ad water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including annual / periodical white washing and annual / periodical painting will be got done by me / us at my / our cost. In case, the repairs and / or white / colour washing is / are not done by me / us as agreed now, you will be liberty to carry out such repairs white / colour washing, etc. at our cost and deduct all such expenses from the rent payable to us.

(f) Rental Deposit (applicable only where premises loan is not required):

Bank to give me/us advance rent /rent deposit for months which will be refunded to the bank at the time of vacating the premises or bank will be at liberty to adjust the same from the rent payable for the last as many months as required.

Further, I / We undertake to offer the land and building as security for the loan granted for the construction of the building (applicable only if the premises loan is required).

(g) Lease Deed / Registration Charges:

I / We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted / sanctioned terms of the lease at an early date. I / We undertake to bear the entire charges towards stamp duty and registration of the lease deed.

(h) Service Tax: - To be borne by

DECLARATION:

- a) I / We, an / 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.
- b) The concept 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.
- c) The charges / fees towards scrutinizing the title deeds of the property by the Bank's approval lawyer will be borne by me / us.
- d) I /We further confirm that this offer is irrevocable and shall be open for Ninety days from the date thereof, for acceptance by you.
- e) Bank will be at 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 of the lease.

Yours faithfully,

(Owner/s)

Place :

Date :