

# FORMATS

## TECHNICAL BID

1.	Name of Owner	:	
2.	Telephone No./ Mobile No.	:	
3.	Complete Address of Site/ Premises Offered	:	
4.	Copy of ownership proof (attach copy)	:	
5.	Floor offered with details of carpet area. Quote to be in Carpet area and not any other area	:	
6.	Year of construction	:	
7.	Whether said property has Municipal Approval for commercial use. (Attach Copy)	:	
8.	Details of sanctioned plan (Copy to be furnished on demand)	:	
9.	Details of completion/ occupation certificate (Copy to be furnished on demand)	:	
10.	Whether the colony is finally approved by Govt. (Submit the proof)	:	
11.	Specifications of internal Finishes	:	
12.	Amenities	:	
13.	Electrical Load	:	
14.	Water Supply Connection	:	
15.	Type of Structure – RCC/ Load Bearing	:	
16.	Parking availability	:	
17.	V-SAT Antenna Space	:	
18.	Distance from Railway/Bus Station	:	

**(Signature & Date)**

**CARE:**

- i.. No indication as to price aspect be given in Technical Bid.
- ii. Technical bid and financial bid are to be submitted in separate sealed covers marked as TB & FB super scribing advertisement reference, Name of the applicant and address of the applicant.
- iii. Both the sealed covers (TB & FB) be put in one sealed cover marked as offer for premises at \_\_\_\_\_

## FINANCIAL BID

1.	Full Name of Owner	:	
2.	Location of Premises	:	
3.	Rental rate per sq.ft. of Carpet area. Quote to be in carpet area only and not any other area. (Only Ground floor premises to be offered) per sq ft	:	
4.	Municipal Taxes. To be borne by landlord invariably	:	
5.	Taxes including revision in future To be borne by Landlord invariably. Please note that Municipal taxes/ cess/ services to be borne by Landlord. Service charges like Society charges, maintenance charges to be borne by the Bank.	:	
6.	Other charges like Society Charges/ Maintenance charges/ Charges for Amenities (Please quantify)	:	
7.	Service Tax on rent (to be borne by whom)	:	
8.	Period of Lease	:	10 Years
9.	Desired enhancement in rent	:	10% after first 5 Years
10.	Cost of execution of Lease Deed to be shared in proportion	:	50:50
11.	Interest free rent advance required, if any	:	
12.	Loan amount required for construction/ renovation of Premises. If any	:	
13.	Any other condition, if any	:	

**The following amenities will be provided in our premises at our own cost:-**

- i The strong room size 15X15 ft or 20X10 ft(all walls and roof of 12" thickness and 12mm iron bars enforced enforced) will be constructed strictly as per the Bank's specifications and size. Strong room door, grillgate and ventilators are to be supplied by the Bank.
- ii A partition wall will be provided inside the strong room segregating safe deposit vault and cash room.
- iii A lunch room for staff, ATM room and store room will be provided as per the requirement /specification of the Bank/A wash basin will also be provided in the lunch room.
- iv Separate toilets for gents and ladies will be provided.
- v A collapsible gate, rolling shutters with central lock and Ramp facility for Wheelchair access will be provided at the entrance and at any other point which gives direct access to outside. Rolling shutter for ATM room to be provided.
- vi Entire flooring will be of 2'X2' vitrified white/cream colour tiles and walls distempered. Colour painting/ distempering of walls at every 3 years interval.
- vii All windows will be strengthened by grills with glass and mesh doors.
- viii Three phase connection and required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
- ix 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.
- x A suitable space for fixing sign boards on the front walls, parking space and space for installing V-SAT antenna on roof of the building will be provided at no extra cost.
- xi Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.
- xii Enhancement in rent will be Ten percent (10%) only and that too after every five(05) years.

**Note: Kindly fill up the rent considering above points which are mandatory. If any of the above is unacceptable to you then kindly do not fill the tender.**

(Signature with date)