

TECHNICAL BID APPLICATION FORM (PART I) IN RESPECT OF PREMISES
TO BE OFFERED ON LEASE TO CENTRAL BANK OF INDIA

To
Central Bank of India
Regional Office
Jhansi Road,
Sakhiya Vilas, Gwalior - 474009

**TECHNICAL BID (TENDER PART I): OFFER FOR PREMISES FOR YOUR
BRANCH ON LEASE / RENTAL BASIS:**

01	Name of owners/Developers with Address and telephone Nos	
02	Location and address of property	
03	Whether location in commercial market area or residential area	
04	Distance from other nearby Bank (furnish name of the bank with distance)	
05	Plot area (details of plot such as size, area, FSI, lease etc.)	
06	Whether Municipal permission to construct premises obtained	
07	Distance from railway Station	
08	Distance from Post / Telephone Office	
09	DETAILS OF PROPOSED BUILDING OFFERED	
	a. Foundation	
	b. Frame Strcuture	
	c. Super Structure (Thickness of wall etc.)	
	d. Inside and outside plaster	
	e. Inside and other side painting	
	f. doors (nos. and specification)	
	g. Windows (nos. & specification)	
	h. Flooring (Please mention room wise flooring as also in toilet with skirting/ dedo etc.	
	i. If multy storied complex furnish details of total no. of floors in the building and whether facility of lift is available.	
	j. Whether plan approved by local municipal authority	
	k. Situation of building i.e. floor	
	l. Water supply arrangement (Please mention nos. of bore with dia and corporation connection etc. Whether	

	separate connection for Bank will be arranged.	
	m. Sanitary arrangement (nos. of W.C. / Toilet block)	
	n. Nos. of balconies (with size)	
	o. Electricity (nos. of points, type of wiring, meter etc.,) (Separate electric meter for Bank will have to be arranged by landlord.	
	p. Mention whether additional / 3 phase electric connection if required by the Bank for computerization, will be provided at your cost.	
	q. Mention whether agreeable to carry out distemper / colour wash at your cost after every 3 years.	
10	CONDITION OF BUILDING	
	a. Old Building	
	b. New Building	
	c. Under construction (mention period of completion)	
11	Area of flat / building (Please mention super build –up / build-up area along with carpet area with member of floor.	
12	Whether willing to construct the strong room / locker room, if required by the Bank as per RBI norms.	
13	Whether willing to carry out additions/ alterations/ repairs as per plan / specifications given by the bank.	
14	Whether willing to offer premises on lease for period of 10 years or more (Reasonable increase in rent can be considered after 5 years)	
15	Whether any deposit / loan will be required (give brief details)	
16	Any other information (give brief details)	
17	List of enclosures (attached) such as certified true copy of plan approved by the Competent Authority, latest Municipal house tax receipt, last sale deed etc.	

SIGNATURE OF OFFERER/LANDLORD

PRICE BID APPLICATION FORM (PART II) IN RESPECT OF PREMISES TO BE OFFERED ON LEASE:

To
Central Bank of India
Regional Office
Jhansi Road,
Sakhiya Vilas, Gwalior - 474009

Ref: Your advertisement dt. _____ in _____

PRICE BID (TENDER PART II): OFFER FOR PREMISES FOR YOUR BRANCH ON LEASE / RENTAL BASIS:

I offer my premises situated at _____
to your proposed branch on the following terms and conditions.

- i) I have constructed a new building strictly according to RBI specification and carry out the work of decorations etc. in accordance with the details to be furnished by you and as advised by you from time to time. The plan is already approved by MCA the(Municipal Corporation) authority concerned. **The building is having a car park at the ground floor with the parking capacity of _____ cars.** and carpet area of about _____ sq.ft. (roughly) on the Ground Floor and about _____ on _____. Carpet area means actual floor area available for use after deducting the areas of walls, passages, staircases, sanitary blocks, water room, entrance area, balcony etc. The possession of the premises will be given to you only after the bank is fully satisfied that the entire work has been carried out to the Bank's requirement and specifications and if after taking possession, it is found that any item or work remains unattended or not according to your specifications; I undertake to complete the same within 15 days from the date of possession of premises.
- ii) All general notes shown in the plan will be strictly complied with by me.
- iii) I will construct _____ sq.ft. (carpet) pucca strong room's/safe deposit vault / locker room(s) strictly in accordance with the RBI rules but will be got fixed by you into the walls of the respective rooms at your cost. The required certificate from the PWD / bank's Architect / Engineer will also be obtained and handed over to the Bank by me. It is clearly understood by me / us that the door for cash strong room and safe deposit vault will at all times remain the property of the Bank notwithstanding what is stated in paragraph I above, the counters and enclosures for the Cash Department only will be provided by the Bank at its own cost. The electric points will be provided by me as per the bank's requirements. The ceiling fans and tube lights will be supplied by the Bank but will be fitted by you at your cost in the portion of the building occupied by the Bank. Expenses for loose wires, chain of pipes for hanging electrical fixtures etc. will be borne by me. These fans and tube lights will at all times remain the property of the bank. The premises already completed in all respect will be made available as early as possible, but in any case not later than 1

month from the date of acceptance of this offer by the Bank. The Bank may at its discretion extend this period. However, it will be open to the Bank to decline to accept the offer if the delay is in the opinion of the Bank too much.

iv) a.. The rent of the premises will be Rs. _____ per sq.ft. for Ground Floor and Rs. ____ per sq.ft. for _____.

b. The house tax and all Municipal / Government taxes will be paid by me. The present rate of Municipal / Government taxes is Rs. _____.

c. Other service charges for garage / parking / lift / maintenance / cleaning (if any) will be paid by us.

d. _____ sq.ft. (carpet) area will be earmarked for the Bank for parking at _____ for which no rent / cost will be charged.

e. ATM space is provided in the ground floor according to the RBI norms. The same can be structurally designed by the bank and a separate rent for the ATM is Rs. __ per month. After 5 years there will be a 15% increase in the rent (II term).

v) I will provide the necessary arrangement for the continuous and regular supply of water throughout the day and night. I will provide electric motor and pump of required capacity as suggested by the Bank's Engineer / Architect. All maintenance charges in this connection except actual electrical consumption shall be borne by me. The required number of water taps including one directly from Municipal water connection, for drinking water will be provided by me, in the premises. Water consumption charges / bills of Municipality will be borne by the Bank, I will provide sanitary, privy, ladies toilet, hand washbasin, towel rails etc as per the Bank's layout plan exclusively for Bank's use.

vi) The entrance to the Bank will be finished in terrazzo / polished ladi. The flooring will be of marble mosaic tiles in all the rooms except the strong room, safe deposit vault, water room etc. where polished ladi flooring shall be provided; expose columns, if any, will also be finished in terrazzo. The walls of the building will be painted with oil paint. Glazed tiles will be fitted in the flooring and on the walls upto a height of 3' in the sanitary blocks. Washbasin along with 2' x 1.1/6 mirror will be provided in the toilets, lavatory blocks and bathrooms. A 5" skirting will be provided in the walls all over the building including including strong room and vault. The colour scheme to be executed will be in a accordance with the Bank's approval.

vii) Distempering of the building polishing oil painting of the wood and iron work will be carried out by me once in three years. Whenever necessary, I will carry out tenable repairs to the premises.

viii) During the tenancy of the lease, I undertake to carry out the additions / alterations to suit the Bank's requirements, if the same are structurally feasible and technically permissible by the local authorities, with a suitable increase in rent based strictly on the additional expenditure involved. If

the Bank desires to carry out any such alterations at their own cost, I will permit the same on the existing terms and conditions.

- ix) The initial period of lease will be for 5(Five) years with subsequent renewal at the option of the bank for 2(Two) further terms of 5(Five) years each on the same terms and conditions with reasonable increase of 15% in monthly rent after every 5 years.
- x) The Municipal Corporation's Gwalior permission is already obtained by me to construct and lease the premises in question to the Bank for use as office premises and will be produced for your inspection. Any other permission if required will be obtained by me.
- xi) The lease agreement will contain an undertaking that I will not during the currency of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased to you / with any party affecting your right of occupation and any of the terms of the lease without your consent.
- xii) Expenses in connection with drafting and execution of the lease agreement will be by the Bank and me/us in the proportion of 50:50.
- xiii) Separate electric meters, shed for parking vehicles rolling shutters or collapsible gate to the main entrance, safety bars to all the windows and compound walls with gate, all around the building will be provided by me at my cost. 3 phase electric connection, suitable for computerization is already available.
- xiv) It should be clearly noted that in order to start its office as early as possible, Bank reserves its right to install steel / wooden furniture, electrical fitting etc. in the premises after the lease agreement.

NOTE; This firm offer is open to your for acceptance till _____ .

Yours faithfully

SIGNATURE OF OWNER / LANDLORD

CONSENT LETTER

FROM :

TO :

CENTRAL BANK OF INDIA,

Dear Sir,

Reg : Offer to give on lease _____ floor of my/our premises for your branch / office.

I / We offer to give you on lease the premises described under point No.14 on the following terms and conditions :-

1. Rent per month :
2. Rent w.e.f. : Date of handing over possession of premises complete in all respects as per Bank's requirement.
3. Lease : Five years certain wef the date of handing over possession of premises with Two option of Five years on same terms and conditions / with ____% increase in rent during option period.

You are however at liberty to vacate the premises at any time during the currency of lease by giving one month's notice in writing.

4. Taxes / Service Tax : To be borne by us.
5. All the required periodical repairs / whitewashing / painting once in 3 years will be got done at my / our cost. In case the same is not done as agreed, you will be at liberty to carry out such repairs / whitewashing / painting and deduct all such expenses from rent payable to me / us.

6. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.

7. If my / our offer is accepted, I / shall be giving you necessary possession of the premises within ____ months from the date of communicating the sanction/acceptance of my/our offer.

8. I/We agree to provide you suitable and appropriate place at your choice within the offered premises to install

a) Strong Room as per specifications of the Bank / RBI.

b) Power generator to be utilized exclusively for your purposes.

c) ATM with independent / un-interrupted access.

I/We further agree to provide you suitable space on the terrace (Roof top of the building) or at any other suitable place in the building at your choice/convenience to install V-set Antenna /Disc along with their cabling accessories and such other devices, apparatus which are required to be installed /affixed for the purpose of rendering proper Banking services to the public and for providing such spaces no extra rent will be charged or demanded.

9. All the necessary permission from various authorities as required will be taken by me / us.

10. I /We agree to make alterations / renovation of the premises and construct Strong Room / ATM Room at my / our own costs. However, I / We may be granted a loan of Rs. _____ for the purpose, as per your norms, which shall be adjusted along with interest directly from the monthly rent in the first five years.

11. I/We undertake to execute the required Agreement to lease / lease deed and the stamp duty / registration charges will be borne by me / us.

13. That for all the practical purposes the terms and conditions mentioned in this letter of consent shall be treated to be a part of the lease deed/Agreement to be formally executed by me/us with the Bank.

14. Description of the premises is furnished hereunder :

a) Full Address.

b) Class of construction

c) Year of construction.

d) Details of floor-wise carpet area / Built- up area as under :-

e) Boundaries :-

Yours faithfully,

(OWNERS)

PLACE :

DATE :

