



Saurashtra Gramin Bank
PDS Department
Head Office – Rajkot

ANNEXURE-I

**TECHNICAL BID APPLICATION FORM (PART-I) IN RESPECT OF PREMISES TO BE
OFFERED ON LEASE TO SAURASHTRAGRAMIN BANK**

From:

Date:

To,
The Chairman,
Saurashtra Gramin Bank,
Wing -2, First Floor,
LIC Jivan Prakash Building,
Tagore Road,
Head Office, Rajkot

**TECHNICAL BID (TENDER PART – II) OFFER FOR PREMISES FOR YOUR BRANCH/
OFFICE AT ON LEASE /RENTAL BASIS**

With reference to your advertisement dated _____ for hiring of premises on lease / rental at _____ we submit, herewith our offer for the same with following technical particulars / details for your consideration:
(Mention No or Nil against inapplicable columns. Any column should not be left blank)

1	Name of owners/ Developers with address and telephone Nos.	
2	Location and address of property	
3	Whether location in commercial market area or residential area	
4	Distance from other nearby Bank (furnish name of the bank with distance)	
5	Plot area (details of plot such as size, area, FSI, lease etc.)	
6	Whether Municipal permission to construction premises obtained	
7	Distance from railway station	
8	Distance from post/ telephone office	
9	Details of proposed building offered:	
	A Foundation	
	B Frame structure	



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	C	Super structure (Trickiness of wall etc.)	
	D	Inside and outside plaster	
	E	Inside and other side painting	
	F	Doors (Nos. and specifications)	
	G	Windows (Nos. and specifications)	
	H	Flooring(Please mention roomwise Flooring as also in toilet with skirting/ dedo etc.)	
	I	If multi stored 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 diameter 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 land lord)	
	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)	



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11	Area of flat /building (please mention super built up/ built 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 R.B.I. norms.	Yes/ No
13	Whether willing to carry out additions / alterations as per plan/ specifications given by the bank.	
14	Whether willing to offer premises on lease for 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.	.
	A	
	B	
	C	
	D	

Note:

- 1. No enquiries regarding the selection will be replied. This is Strictly prohibited**
- 2. The Bank reserves the right to (eject an) or all pre-qualification application without giving any reasons.**

DATE:

PLACE:

SIGNATURE OF OFFERER/LANDLORD



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ANNEXURE-II

**PRICE BID APPLICATION FORM (PART-II) IN RESPECT OF PREMISES TO BE OFFERED
ON LEASE TO SAURASHTRAGRAMIN BANK**

From:

Date:

To,
The Chairman,
Saurashtra Gramin Bank,
Wing -2, First Floor,
LIC Jivan Prakash Building,
Tagore Road,
Head Office, Rajkot

**PRICE BID (TENDER PAR-II) OFFER FOR PREMISES FOR YOUR
BRANCH/ OFFICE AT ON LEASE / RENTAL BASIS**

I / We offer my/ our premises situation at _____ for your proposed branch office on the following terms and conditions:

1. I / We will construct the building or carry out additions / alterations to it as required by you strictly accordingly to your plan and 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 plans thereof will be first approval by you before submission to authorities concerned. The building will have a carpet area of about _____ Sq. Feet on the ground floor and about _____ Sq. Feet on the _____ floor. **Carpet area means actual floor area available for use after deducting the areas of wall 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 / We undertake to complete the same within a reasonable time from date of possession of premises and in case of default, the Bank will be at liberty to complete the unfinished jobs and realize the expenses incurred from the monthly rent payable to me/ us by the Bank.
2. No change in the plan will be made during the construction work and if any changes are required the same will be carried out only after obtaining Bank's prior approval in writing thereof. All general notes shown in the plan will be strictly complied with by me/us.



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Requirement of locker: Yes/No, if yes then following condition will be applied

3. I / We will construct_____Sq. Feet (carpet) pacca strong room's /safe deposit vault locker room(s) strictly in accordance with the specifications to be supplied by you but will be got fixed by me us into the walls of the respective rooms at my / our cost and the company's supervision charges therefore will be borne by me/us. The work or constructing the building and the strong room(s) will be entrusted to the constructors of my/ our Architect's choice and all the expenses in that connection including the Architect's fees will be borne by me/us, The construction of the strong room(s) will be carried out under the supervision of the Bank's Architect/ Engineer or public works department officials. Their supervision charges will be borne by me/us. The required certificate from the P.W.O. / Bank's Architect / Engineer will also be obtained and handed over to the Bank by me/us. It is clearly understood by me/us that the door(s) for cash strong room and safe deposit vault will at all times remains the property of the SaurashtraGramin 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 provided by me/us as per the Bank's requirements. The ceiling fans and tube lights will supply by the bank but will be fitted by me/us at my /our cost in the portion of the building occupied by the Bank. Expenses for loose wires, chain of pipes for handling electrical fixtures etc. will be borne by me/us. These fans and tube lights will at all times remains the property of SaurashtraGramin Bank. The premises complete in all respect will be made available as early as possible but in any case notlaterthan_____months 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 decide to accept the offer if delay is in the opinion of the Bank toomuch.
4. The rent of the premises will be Rs._____per Sq. Ft. (Carpet area) permonth.
- a. The house tax and all Municipal /Government taxes will be paid by us/Bank. The present rate of Municipal/Government taxes is_____% of rent per annum.
- b. Other service charges for garage/parking/lift/ maintenance/cleaning (if any) will be paid by us/Bank.
- c. Sq. Ft. (carpet) area will be earmarked for the Bank for parking at _____ for which no rent/cost will be charged..
5. I / We will provide the necessary arrangement for the continuous and regular supply of water throughout 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/us. The required number of water taps including one directly from Municipal water connection, for drinking water will be provided by me/us, in the premises. Water consumption charges/bills of Municipality will be borne by the Bank. I / We will provide sanitary privy, urinals, ladies toilet, hand wash basin, towel rails etc. as per the Bank's layout plan exclusively for Bank's use.



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6. The entrance to the bank will be finished in terrazzo/polished ladi. The flooring will be or vitrified 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 painted. Glazed tiles will be fitted in the flooring and on the walls up to a height of 3' in the sanitary blocks. Wash basin along with 2 x 1.1/6 mirror will be provided in the toilets, lavatory blocks and bath rooms. A 5" skirting will be provided in the walls all over the building including strong room and vault. The color scheme to be executed will be in accordance with the Bank's approval.
7. Distemping of the building polishing of the wood and iron work will be carried out by me/us once in three years. Whenever necessary, I/We will carry out outtentable repairs to the premises. If I fail to do this, the Bank will have right to recover this from me or the rent payable tome.
8. During the tenancy of the lease. I /We 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 /We will permit same on the existing terms and conditions.
9. The Initial period of lease will be for _____ years with subsequent renewal at _____. The option of the Bank for _____ further terms of _____ years each on the same terms and conditions with reasonable increase of _____ % in monthly rent after every _____ year.
10. The Municipal Corporation or local authorities permission to construct and lease the premises in question to the Bank for use as office premises will be obtained by me/us and produced for your inspection. Any other permission if required will be obtained by me/us. In case. I /We will decide to sell the premises, at first it will be offered to bank at a reasonable price and in case the Bank is not agreeable to purchase the same. I/We shall dispose off the same subject to Bank' s tenancy rights.
11. The lease agreement will contain an undertaking that I/We 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.
12. Expenses in connection with drafting and execution of the lease agreement will be borne half to half between me/ us and the Bank, but if loan is required the charges for investigating the title including search charges of bank's solicitor Advocate will be borne by me us entirely.
13. The bank will have the right to sub-let the premises, hut that should be for the unexpired period of lease and any extension thereto and with prior approval.
14. Separate electric meters, shed for parking vehicles rolling shutter or collapsible gate to the main entrance, safety bars to all the windows and compound walls with gate to all



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around the building will be provided by me/ us at my / our cost If required by the Bank. 3 phase electric connection suitable for computerization will be arranged by me / us at our cost.

15. The bank will have the right in putting up VSAT, RF Tower or any other equipment's, materials, antenna. Poles, glow sign board etc. on the terrace. I/we agree to provide safe & permanent access to terrace of the demise premises.
16. 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 before taking possession of the building for which no rent will be paid by the Bank.
17. The exit option is available only to the Bank and not to me/us. Bank can surrender the leased premises by giving 3 months' notice.
18. I/We require a loan/advance of Rs. _____ (Rupees _____ only) for construction of the building to be made available to me / us as under;
 - a. Rs. _____ on my /our creating the equitable mortgage by deposit of title deeds.
 - b. Rent of the amount in suitable installments with the progress of the construction work. I/ We agree to pay interest, installments of the loan and create furnish necessary security to the Bank therefore including equitable mortgage of my property. The Loan will be recoverable with interest as per RBI directives and Bank's norms within _____ months. The Bank will recover the installments and interest from the monthly rent.
 - c. This firm offer is open to you for acceptance till ____ / ____ / 20 ____.

Yours faithfully,

SIGNATURE OF OFFERER/LAND LORD