STANDARD FORMATS FOR LEASING OF PREMISES FOR METRO AND URBAN CENTERS (TWO BID SYSTEM)

General Guidelines for Bidders

Bidders must note that:

- 1. The **'Technical Bid'** and the **'Price Bid'** must be submitted in two **separate** sealed envelops to the address mentioned in the forms.
- 2. All the columns of the forms must be filled in and no column should be left blank.
- 3. The bids must be submitted before the last date and time mentioned in the advertisement.
- 4. Conversion of Residential Plot/Building for commercial purpose will be obtained by the builder/tenderer himself at his own cost.
- 5. Only ready built premises will be considered.
- 6. The price bids will be opened in case of only those bidders, who are short listed on the basis of the scrutiny of the technical bids and who will sign on the Bank's standard terms and conditions and submit along with the technical bid.
- 7. No enquiries regarding the selection will be replied. This is strictly prohibited.
- 8. The Bank reserves the right to reject any or all pre-qualification application without giving any reasons.
- 9. The bids must be **valid for at least THREE(3) Months** from the last date of submission.
- 10. Lease will be accepted for minimum of **FIVE(5)years** with **TWO(2)** subsequent automatic renewals of lease deed in Bank's favor for the same period.

TECHNICAL BID FOR	BRANCH AT
From:	
Date:	
To, The Regional Manager Deccan Grameena Bank	
,	
Dear Sir,	
Technical Bid (Tender Part-I)on Lease / I): Offer for Premises for your Branch at Rental Basis.
dated for hiring of pren	sement published in newspaper, nises on lease / rental at, we submit rith following technical particulars / details for your
(Note: Mention 'Not Applicable' ag	gainst inapplicable columns. No column should be
Name of owners/developers with address & telephone nos.	
2. Location & address of property	
3. Whether location is in commercial Market or residential area	
4. Distance from other nearby Bank and name of the Bank	
5. Whether Municipal permission to construct premises obtained (Yes / No	o)

Details Of Proposed Building Offered:

1) Is it framed structure? (Yes/No)	
2) Flooring (mention about type of	
flooring)	
3) If multi-storied complex furnish	
details of total no. of floors in the	
building & whether facility of lift is	
available.	
4) Whether plan approved by local	
Municipal Authority	
5) Situation of building, i.e. floor on	
which located	
6) Water supply arrangement: (Please	
mention no.of bores with diameter	
and Corporation connection etc.)	
Whether Separate connection for	
Bank will be arranged.	
7) Sanitary arrangement (no. of	
W.C./Toilet blocks)	
8) Whether separate electrical meter is	
provided for the premises proposed to	
be leased. (Yes/No)	
9) Whether 20/40 KVA, 3 phase	
connection Electrical power supply is	
available. If not, are you willing to provide the same? (Yes/No.)	
10) Mention details of rentable area in	
sq.ft., which should include free of cost	
parking facility, if any, for scooters /	
cars that can be available exclusively	
to the Bank. If exclusive area is not	
possible, please specify details of	
general parking facilities available. If	
parking facilities are not available,	
please specifically mention of this.	
(The rentable area shall be worked out	
as the inner to inner dimension of the	
external walls of the premises to be	
leased.)	
12) Whether willing to carry out	
additions/alterations/repairs as per	
specifications/plan given by the Bank	
(yes/No)	

13)Whether any deposit/loan will be required(Give brief details)		
14)Are you willing to provide separate space for Generator? (Yes/No)		
15)Are you willing to provide Vitrified tiles flooring? (Yes/No.)		
16) Is space available for displaying Bank's name board/Signage ? (Yes/No)		
17) Is space available for installation of V-sat antenna (Size 8 X 10 feet. approx) on roof top.		
18) Whether earthing to all electrical points is available		
19)Any other information (Give brief details)		
20)List of enclosures (attached) such as copy of plan approved by the competent authority, latest Municipal house tax receipt, last sale deed etc.	b) c) d) e)	
 a) Copy of DECCAN GRAMEENA Bapage in token of concurrence with lead on the compound of the compou		each
Yours faithfully,		

Note:

1)No enquiries regarding the selection will be replied. This is strictly prohibited.
2)The Bank reserves the right to reject any or all pre-qualification applications without giving any reasons.

(Land lord/Land lady/Power of attorney holder)

Price Bid Application Form(Part -II)
In Respect of Premises to be offered on lease to Deccan Grameena Bank

FINANCIAL BID FOR	BRANCH AT
From:	
Date:	
To, The Regional Manager, Deccan Grameena Bank,,	
Dear Sir,	
Price Bid (Tender Part-II): Offer for Pr on Lease / Rental Basis	remises for your Branch at
	I/We offer my/our premises situated at bosed commercial Branch on the following
by you, strictly according to your plan ar decorations etc. in accordance with the advised by you from time to time. The sq.ft. as per details provide rentable area means the inner to inner premises to be leased for use. The possionly after the Bank is fully satisfied that Bank's requirement and specifications ar	ry out additions/alterations to it as required and specifications, and carry out the work of e details to be furnished by you and as building will have a rentable area of about d in 'Technical Bid', submitted by us. The r dimensions of the external walls of the session of the premises will be given to you the entire work has been carried out to the ad if after taking possession, it is found that not according to your specifications, I/We reasonable time from the 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 changes 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 therefore. All general notes shown in the plan will strictly complied with by me/us.
- 3) The premises complete in all respect will be made available as early as possible, but in any case not later than_____months from the date of acceptance of the 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 is too much.
- 4) I/We will provide the necessary arrangement for the continuous and regular supply of water.
- 5) Painting of the building ,polishing/oil painting of the wood and ironwork will be carried out by me/us once in three years. Whenever necessary, I/We will carry out tenable repairs to the premises. If I/We fail to do this, the Bank will have right to recover this from me or from the rent payable to me.
- 6) 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.
- 7) 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.
- 8) I/We shall provide 20/40 KVA three phase electricity connection exclusively for the use of the Bank. Necessary charges and deposits shall be paid by me/us. In the event of any demand from the local Electricity board authority for additional deposit of amount on account of enhanced/additional consumption of power by Bank, the same will be borne by me/us.
 - 9) I/we shall arrange for construction of stationery room, record room, locker room/strong room, toilets etc as per Bank's requirement/Bank's plan after obtaining approval from the concerned government authorities and shall handover the premises with all constructions within a reasonable period of not more than one

month. I/we shall do finishing of the walls with ALTEK and three coats of plastic emulsion paint of Bank's choice.

- 10) Two toilets shall be constructed as under
 - i) Common toilets (will have 1-EWC, 1-Wash Basin, 1 Urinals of best quality)
 - ii) Common ladies toilets (will have 1-Squatting pan and 1 wash basin)
- 11) Separate space for keeping Generator will be provided by me.
- 12) The rent shall be payable only after handing over of the new premises to Bank with completed construction as per Bank's specification in all respects and ensuring of 40 KVA power supply for the premises.
- 13) The flooring of the Branch premises will be done with vitrified tile flooring of 10mm thick of bank's choice before handing over the premises.
 - 14) Regular periodical maintenance such as painting, plastic emulsion/ Apex/ACE to the walls (once in three years), periodical cleaning of sanitary and water supply installations will be done by me/us .I/we shall ensure proper functioning of the drainage pipes and replacing of the burnt/broken/ outdated electrical wires and fittings such as switches, cutouts etc. at the time of handing over of the premises will be done at my/our cost.
 - 15) The registration charges, stamp duty for registration of lease shall be borne in the ratio of 50:50 between the bank and me/us.
 - 16) I/we shall not come in the way of the bank for bringing about any modification within the internal structures of the premises so long as such modifications do not cause any damage to the structure of the premises, and I/we shall provide suitable space for display of the bank's name boards/ Glow-Sign Boards etc.
- 17) Separate electric meters, rolling shutter and 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/us at my/our cost. The bank is free to establish

ATM in premises without any additional rent being charged by me/us.

- 18) Electricity and water consumption charges will be borne by the Bank on actual consumption basis. Running water facility (Municipal and ground water) is to be provided by me/us.
- 19) The bank is at liberty to terminate the lease and vacate the premises at any time during the period of lease by giving three months notice and I understood that the right to terminate the lease before the expiry of lease period will vest with the Bank only.
- 20) All taxes excluding service tax shall be borne by me/us only.

21) Rent/Lease Charges:
 A) The rent of the premises will be Rsper sq.ft.(Rentable area) per month. B) The house tax and all Municipal/Government taxes present and future, will be paid by us(landlord). The present rate of Municipal/Government taxes is% or rent per annum. C) Other service charges for garage/parking/lift/maintenance/cleaning (if any) will be paid by us (landlord). D)sq.ft.(rentable) area will be earmarked for the Bank for parking a
for which no rent/cost will be charged.
22) Period of Lease etc.: The initial period of lease will be for five years with subsequent renewal at the option of the Bank for two further terms of five years each on the same terms & conditions with reasonable increase of% in monthly ren after every five years.
24) Validity: This firm offer is open to you for acceptance till/2010. Yours faithfully,
(
(Land lord/Land lady/ Power of attorney holder)
(Note: Please note that all the pages are to be signed)