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

**PROFORMA FOR PAPER ADVERTISEMENT ( 8 x 5 Col. Cm)**


**DECCAN GRAMEENA BANK**
(Sponsored by State Bank of Hyderabad)
**Head Office, H.No.2-1-520 to 525, 2-1-520/A,B,C, 2-1-520/26/2,**
**2nd Floor, Vijayasri Sai Celestia, St.No.9**
**Nallakunta, HYDERABAD-500044**
**www : dgbhyd.com**
**e-mail : mngrdgbpnd@yahoo.com**


**PREMISES REQUIRED ON LEASE**

Bank intends to take on long lease a premises of about 1800 sq ft to 2000 sq ft of rentable area for our Dilsukhnagar Branch in Dilsukhnagar area in and around Dilsukhnagar.

The offer should be submitted in two bid system i.e., in two separate covers. First cover containing the technical details and the other containing price bid / commercial. The covers should be super scribed as Cover 1(Technical Bid) and Cover 2(Financial Bid)

For details visit Bank's web site **www.dgbhyd.com/tenders.asp**

**Chief Manager**

**DECCAN GRAMEENA BANK**
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## NOTICE INVITING TENDER

## PREMISES REQUIRED ON LEASE

The Bank intends to take on long lease premises of about 1800 sq ft to 2000 sq ft of **rentable area** for our Dilsukhnagar Branch in and around Dilsukhnagar area. The premises offered should be existing or new R C Construction with all amenities such as water, 3-phase 20/40 KVA power supply, assured parking facility for staff and customers. **Rentable area shall be worked out as the inner to inner dimensions of the external walls of the demised premises. The rent quoted should be inclusive of all taxes except service tax.**

The offer should be submitted in **two separate covers**. First cover containing the technical details and any other additional information etc., and the other containing price bid i.e. rent per sq ft of rentable area and other financial terms & conditions, if any. The covers should be super scribed as Cover 1(Technical Bid) and Cover 2(Financial Bid) and submitted to –The Chief Manager, Deccan Grameena Bank, Dilsukhnagar Branch, Hyderabad – 500 060 on or before 30.11.2011. Offers not found to be in two bid system would be summarily rejected.

Willing and prospective land lords/ladies should refer to bank notification and the formats available under the head "Tenders" in our Bank's web site**www.dgbhyd.com**. **Bids should be submitted in the prescribed formats only. They should be signed by the owners or their power of attorney holders.**

For clarifications, if any please
Call 9491041920

**Sd/-**
**CHIEF MANAGER**

## 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): Offer for Premises for your Branch at _____---------- on Lease / Rental Basis.**

With reference to your advertisement published in_____ newspaper, 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:

(Note: Mention 'Not Applicable' against inapplicable columns. No column should be left blank)

| | |
|---|---|
| 1.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) | |

**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. | a)<br>b)<br>c)<br>d)<br>e) |

a) Copy of DECCAN GRAMEENA BANK lease deed Proforma, duly signed on each page in token of concurrence with lease condition is enclosed.
c)We have not made any alteration in the Tender and Lease proforma.

Yours faithfully,

(_____)

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

**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.

**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 Premises for your Branch at _____ on Lease / Rental Basis**

In continuation to the Technical bid, I/We offer my/our premises situated at _____ _____ for your proposed commercial Branch on the following terms & conditions:

1) I/We will construct the building or carry out additions/alterations to it as required by you, strictly according to your plan and specifications, 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 building will have a rentable area of about _____sq.ft. as per details provided in 'Technical Bid', submitted by us. The rentable area means the inner to inner dimensions of the external walls of the premises to be leased for use. 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 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 Rs._____per 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 ___% of 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 at _____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 rent 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)