Annexure A

(Proforma for Technical Bid)

To,
Regional Head,
Central Bank of India,
Regional Office,
……

REG: Technical Bid for premises at …….

REF: Your advertisement dated_____published in ..... News Paper and at Bank's website

	OWNERSHIP DETAILS		
1	NAMES & ADDRESSES OF THE OWNERS	Telephone/ Mobile No.	email
2	Whether P A holder has powers to grant premises on lease/sub lease : YES / NO		
3	Name & Address of PA holder		
	Telephone / Mobile No.		
	email address		
4	ADDRESS OF THE PREMISES OFFERED		
5	Any outstanding charges (mortgages/lease/easement/gift/any other interest in the property)		
6	Any pending dues on the property (Arrears of taxes/electricity/telephone etc)		
	TYPE OF THE PREMISES		
7	**IF THE PREMISE IS UNDER CONSTRUCTION**		
	Whether loan required? if so details		
	Class of construction		
	Likely date of possession of premise		
8	**IF THE PREMISES IS READY FOR POSSESSION**		
	Year of construction		
	Type of building/construction Details of Construction of the Building. RCC Construction or Load Bearing Brick Construction (please mention)		
	Whether plans are approved by the local authorities (attach copy of sanctioned Bldg.Plan) – Yes/No.		
	Whether NOC from the department obtained – Yes/No.		
	Whether occupation certificate has been received (attach copy) – Yes/No.		
	Whether direct access is available from the main road – Yes/No		
	Whether lift facility is available – Yes/No.		
	Title Deed (attach copy of title deed)		
	Whether all statutory obligations are cleared (Please enclose IT Return. Municipality Tax Receipt – Current and other supporting documents) – Yes/No.		
9	**Location**		

	Type of Building Residential/ Institutional/Industrial	
	Details of civil amenities viz., Schools, Colleges, Hospitals available in and around the premises	
	Details of other financial institutions in and around the premises	
	Proximity from police station, fire station, post office and transport centre	
	Located in an area which is not considered crime prone or vulnerable and is not an isolated area.	
	Whether the locality of the premises is free from Special Hazards like fire, floor, water logging etc. – Yes/No.	
10	**Floor and area**	
	Built up area in sq.mtrs. / Sq.Ft	
	Carpet area in sq.mtrs. / Sq.Ft	
	Ground Floor	
	First floor	
	Other, if any	
	Total Carpet area in sq.mtrs./ Sq.Ft	
	Ceiling Height	
	Details of tenancy of other floors	
	Agreeable to construct RCC strong room as per RBI specifications with security arrangements	YES
	For installing ATM	
	Space to install V-SAT antenna on roof-top (applicable for Rural / Semi-Urban)	
	Availability of 3-phase Power supply for installation of ATM Machine.	
	Statutory approvals from local authorities (if applicable)	
11	**AMENITIES AVAILABLE**	
	Water facility available	YES / NO
	Parking facility for Bank‘s Staff / Customers available	YES,..... sq.mtrs / sq.ft.
	Whether 3 phase(_kva) power supply available / will be supplied	
	Separate toilets for ladies and gents	
	Accessibility throughout the year	YES / NO
	Proper Ventilation available	YES / NO
	Details of other utilities available	
	Frontage (at least 6- 8 mtrs. / 20-25 ft)	
	Possibility of making ramp from road to branch	
	Collapsible shutters on outer doors, grills on windows and ventilators on outer walls,	
	One main entrance with the regular door and an additional / collapsible gate.	
	Whether proper sanitary/sewage system is available.	
	Whether Power/Electric Supply - Yes/No (Adequate power supply) is available – Yes/No.	
	Whether anti-lightening device is provided – Yes/No	
	Whether captive power supply (generator) is available – Yes/No.	
	Whether adequate water supply is available – Yes/No.	
	The tender (both Technical and financial bids) has been signed on all pages only by the authorized signatory.	

	Rent quoted shall be net inclusive of all taxes, cesses, parking charges etc. related to the premises, till the tenure of lease, including extended tenure, if any, as per financial bid format only by filling up all three columns (under Rate, Carpet Area, Total Rent Payable) and signed only by premises Owner / Power of Attorney Holder only.	
	I / We further agree to construct the strong room as per your Bank‘s specifications and ready to carry out modifications as required by the Bank including constructions of ATM civil structure in the proposed premises at our expenses.	
	The offer submitted by me valid for Four months from the date of opening of Price Bid.	
	Agree to execute the Lease Deed agreement in Bank‘s standard format (Standard format enclosed).	
	Enhancement in rent expected after the end of the original lease period of_____years. NOTE: Quote in percentage only	For_____years with 5 years certain with ____ options of 5 years each with increase @___% hike in rent during each option period. (only percentage and amount should not be filled up)
	Any other terms and conditions (Please specify).	
	(a) Additional financial bearing:	
	(b) Non- Financial bearing:	
	Any other relevant information	

NOTE:

The carpet area of any floor shall be the covered floor area worked out excluding the following portions of the building

Sanitary accommodation, except mentioned otherwise in a specific case, Verandahs, except where fully enclosed and used as internal passages and corridors, Corridors and Passages, except where used as internal passages and corridors exclusive to the unit, Entrance halls and porches, vertical sun brakes box louvers, Staircase, Shafts and machine rooms for lifts, Barsaties*, lofts ,Garages,

Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 sq. mtrs. in area.

Rates should not *be mentioned here or anywhere in* ***Technical Bid****.*

DECLARATION

I / We confirm that the above particulars are correct to the best of our knowledge. I / We will give the consent as per your Banks standard Performa if you find our premises suitable.

PLACE: **SIGNATURE:**

DATE : **NAME**

Encl:

1. Documents for proof of owner ship (Tax receipt/Electricity Bill)
2. Location map and building map.
3. Sketch plan drawn to scale
4. Photographs showing exterior as well as interior
5. Completion certificate
6. Permission to construct
7. Building use permission
8. Certificates from competent authorities

Annexure B

(Performa for Financial Bid)

To,
Regional Head,
Central Bank of India,
Regional Office,
…….

REG: Financial Bid for premises at …….

REF: Your advertisement dated_____published in..... News Paper and at Bank's website

Dear Sir,

In continuation with the Technical Bid submitted by me / us in respect of premises situated at
……
…….., I / We hereby offer the premises
on lease / rental basis as under :

Sl. No.	Floor	***Rent per sq. m of Carpet Area***	***Total Rent (Payable per month in Rupees)***
Total			

The rate quoted is inclusive of all taxes, cess, service charges, parking charges etc., per sq. ft. of carpet floor area calculated as per point_____of Technical bid.

Yours faithfully,

(Name.....)

Place : ……

Date : ……..