

From, \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No's

Name of the Branch: CHEBROLU BRANCH (Code: New Branch)  
of GUNTUR DISTRICT, ANDHRA PRADESH

**TECHNICAL BID**

**FOR**

**BRANCH PREMISES**

To,  
The Deputy General Manager  
Union Bank of India  
Regional Office  
D.no 26-21-22  
Krishan Plaza  
Nagarampalem,  
Guntur 522004  
Tel 0863-2241184, 2243572

**FORMAT OF OFFER LETTER TO BE GIVEN BY THE LANDLORD/S  
OFFERING PREMISES ON LEASE**

**OFFER LETTER-TECHNICAL BID**

From,

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To,

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Dear Sir,

**OFFER TO GIVE THE PREMISES FOR YOUR BRANCH/OFFICE ON LEASE BASIS**

With reference to your advertisement in local news paper Bank website and Govt Portal I/we, offer to you the premises described here below for your \_\_\_\_\_  
Branch/Office on lease basis:

a)	Name of owner/s (in case of joint owners, names of all joint owners)	
b)	PAN No. of owner/s (in case of joint owners, PAN Nos. of all joint owners)	
c)	GST No. of owner/s (in case of joint owners, GST Nos. of all joint owners)	
d)	Full address of premises offered	
e)	Distance from the main road / cross road	
	Distance from 1) Police Station 2) Fire Station 3) Post Office 4) Transport & Business Centers 5) Other Banks	
f)	Whether there is direct access to the premises from the main road	

g)	Floor wise area	Floor	Carpet area in (sq.ft.)
h)	Year of construction		
i)	Offered Period of Lease	_____ Yrs	
j)	If the building is new, whether building completion/ occupancy certificate is obtained		
k)	If the building is yet to be constructed  1) Whether the plan of the building is approved? (if yes, enclose copy) 2) Time required for completing the construction.		
l)	If the building is old whether repairs/ renovation is required?  If so, mention time required for repairs.		
m)	Boundaries  East West North South		
n)	If premises is in a Multi storied building whether other tenants include hotels/ restaurants/ oil market/ motor garage etc.		
	Whether adequate parking area is available? Please mention area of parking whether parking area is exclusive for the Bank's use?		

Note: Rentable carpet area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage/corridors, if any, exclusively for the premises. Refer Bank's definition of rentable floor area.

**KINDLY FILL ALL THE COLUMNS, NO COLUMN SHOULD BE KEPT BLANK**

## **TERMS AND CONDITIONS:-**

The rent will be effective from the date of handing over vacant possession after completion of the construction, repairs, renovation, additions & execution of lease deed. Service charges for various services will be payable from the actual date of availment.

a) **Lease period:**

b)

- i) 10 (5+5) years (Minimum) from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with 10 enhancement in rent after each block of 5 years.
- ii) Bank will be at liberty to vacate the premises at any time during the pendency of lease by giving three months notice in writing, without paying any compensation for premature termination.

c) **Taxes/Rates**

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

d) **Maintenance/Repairs**

- i) Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/water meters for this purpose. I/We undertake to apply for additional electric power load as and when requested by the Bank.
- ii) All repairs including annual/periodical white washing and annual/periodical painting will be done by me/us at my/our cost. White washing / painting shall be carried out by me/us once in every two years at my/our own cost. In case, the repairs and/or white washing & painting is/are not done by me/us as agreed now, Bank will be at liberty to carry out such repairs white washing & painting, etc. and deduct all such expenses from the rent payable to me/us.

e) **Lease Deed/Registration Charges**

I/we undertake to execute an agreement to lease/regular lease deed as per Bank's standard lease deed, in Bank's favour containing the mutually accepted/sanctioned terms of lease at an early date. I/we undertake to bear the charges towards stamp duty and registration for registering the lease deed on the basis of 50:50 between the Bank and me/us.

**DECLARATION:**

- a) I/We, am/are aware that the rent shall be calculated as per the carpet area which will be measured in the presence of me/us and Bank Officials after completion of the building in all respects as per the specification/requirement of the Bank.
- b) The concept of carpet area as mentioned in tender document for payment of rent was explained to me/us and clearly understood by me/us.
- c) The following amenities are available in the premises or I/we agreeable to provide the following amenities: (Strike out whichever is not applicable)
- d) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank

- e) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- f) A lunch room for staff and stock room will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunch room.
- g) Separate toilets for gents and ladies will be provide.
- h) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- i) Entire flooring will be vitrified/mosaic and walls distempered.
- j) All windows will be strengthened by grills with glass and mesh doors.
- k) A power load of Minimum 20 KVA 3 Phase supply for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
- l) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary separate water meter and electric motor of required capacity will be provided
- m) Space for fixing Bank's sign board will be provided
- n) Separate electric meter in the name of bank, other required electrical facilities and additional points (lights, fans, power) as recommended by the bank will be provided.
- o) I/We declare that I am/we are the absolute owner of the plot/building offered to the Bank which is having valid marketable title. The building has permission to be used for commercial purpose from concerned authorities and if any Misuse Charge is levied at a future date by the statutory authorities, I/we undertake to bear the same.
- p) The charges/fees towards scrutinising the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- q) Bank will be 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.
- r) If my/our offer is acceptable, I/we will give you possession of the above premises on \_\_\_\_\_
- s) I/we further confirm that this offer is irrevocable and shall be valid for 6 months from date hereof.

Yours faithfully,

(Owner(s) Or Authorized Person)

Place:

Name : \_\_\_\_\_

Date :

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

From,

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Telephone No:

Name of the Branch: CHEBROLU BRANCH (Code: New branch)  
of GUNTUR DISTRICT, ANDHRA PRADESH

**PRICE BID**

**FOR**

**BRANCH PREMISES**

To,  
The Deputy General Manager  
Union Bank of India  
Regional Office  
D.no 26-21-22  
Krishan Plaza  
Nagarampalem,  
Guntur 522004  
Tel 0863-2241184, 2243572

**OFFER OF BRANCH PREMISES ON LEASE / RENTAL BASIS**

**FORMAT OF PRICE BID**

With reference to your advertisement in the local dailies/banks Website/NIC Portal dated - -----, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

**PART A: RATES OFFERED**

Rate per sq.ft. (carpet area) / lump sum monthly Rent:

**PART B : OTHER DETAILS**

- i. Amount of Municipal taxes per annum:
- ii. Monthly Maintenance charges  
(like society charges/charges for amenities, etc):
- iii. Any other charges per month:  
(please specify)
- iv. Taxes to be borne by: \*
- v. Maintenance charges to be borne by: \*
- vi. Any other charges to be borne by: \*

\* Please mention (landlord or Bank)

**PART C: TOTAL DEMAND (per month)**

- I. Rent. : Rs.
- II. Tax : Rs.
- III. Maintenance charges : Rs.
- IV. Any other charges : Rs.
- V. Total : Rs.

Place:

Signature

Date:

(Landlord(s)/Owner(s))

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_