

FORMAT OF ADVERTISEMENT FOR ENGAGEMENT OF PREMISES ON RENT**ALLAHABAD BANK**

(A Govt. of India Undertaking)

Zonal Office, 1ST Floor, Zodiac Plaza, Navrangpura, Ahmedabad-09

Phone No. (079)26304315/16/17, Fax:- 26304318

E mail: zo.ahmedabad@allahabadbank.in**Premises Required**

Bank desires to engage a premises on rent having **carpet area as specified below** (please see **Annex-04** for definition of carpet area) at ground floor for shifting of its existing branch as under:

Sl.	Name & District of Branch	Preferred Location	Carpet Area Required (Sq. ft.) approx
1	Nanpura, Surat	Nearby area of existing Nanpura Branch, Surat	1600

The details such as prescribed format, Bank's requirements etc. may be collected from Bank's Zonal Office at Ahmedabad or Nanpura Branch (Alakhnanda Apartment, Athugar Street, Surat. Ph No : 0261-2461879 or can be downloaded from our website at www.allahabadbank.in.

The offers are invited in two bid system i.e., Technical Bid & Financial bid. Interested bidders (except brokers) can download the prescribed formats of **technical bid (Annex-02)** and **financial bid (Annex-03)** from our website at www.allahabadbank.in or may obtain the same from Bank's branches mentioned above or Zonal Office, Ahmedabad (between 10.00 a.m. to 5.00 p.m. from Monday to Saturday, except on second and fourth Saturdays) **up to 19.03.2019.**

The duly filled in offer completed in all respect in **separate sealed covers** marked "Technical Bid" & "Financial Bid" and superscribing "**Offer for----- Branch Premises**" as applicable, on top and name, address & contact no of the bidder at the bottom left corner & should be addressed to

➤ The Deputy General Manager

Zonal Office, 1ST Floor, Zodiac Plaza, Navrangpura, Ahmedabad-09

Phone No. (079)26304315/16/17, Fax:- 26304318

The last date of submission of completed application form in **separate sealed cover** in two parts (Technical Bid & Financial Bid) is 19.03.2019 up to 5.00 PM. The offer shall be submitted to the above mentioned branches or dropped in the Tender Box kept for the purpose at the premises of Zonal Office, 1ST Floor, Zodiac Plaza, Navrangpura, Ahmedabad-09 **on or before 19.03.2019 up to 5.00PM.**

Submission of location plan, layout plan and photographs showing entrance from road, interiors and nearby roads & buildings of offered premises with the Technical Bid is compulsory. The technical bid of offer shall be opened on **20.03.2019 at 11.00 a.m.** and the date of opening of financial bid will be intimated to the short listed bidders subsequently. The Bank reserves right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

27.02.2019

Deputy General Manager

ALLAHABAD BANK
(H.O. 2, N.S. Road, Kolkata 700 001)
Format of offer letter for premises on rent
Technical Bid

(To be put in separate sealed cover superscribed as Technical Bid)

The Deputy / The Assistant General Manager,
Zonal Office

.....

.....

**Ref- Your advertisement dated in / on..... (Name of Newspaper)/
Bank's website. for Branch**

Dear Sir,

With reference to the "Ad" for _____ branch premises I / we, offer to give you on lease the premises described below :

1. Name of the Owner/s	
2. Constitution (Individual, HUF, Partnership Firm, Trust, Private Ltd. Co., Public Ltd. Company, Govt./Local Authority/Institution, Association of persons)	
3. Share of each owner if any under Joint Ownership	
4. Full address of the premises offered with Pin code and land mark nearby	
5. Carpet area of the premises (In Sft.) (Carpet Area is defined in Annex – 04) Basement- Ground floor- Mezzanine floor/ First floor –	
6. Leasehold/freehold (if Leasehold, furnish the name of the lessor/lessee, nature of lease, duration of lease, lease rent, balance period and term).	
7. Boundaries of the premises North South East West	

8. Copy of site plan and lay out plan showing internal dimensions and carpet area to be enclosed	
9. Type of construction (Load bearing/R.C.C./Steel framed structure).	
10. Clear floor height from floor to ceiling.	
11. Plinth height from Ground Level	
12. Age of the building.	
13. Basic amenities provided/to be provided.	
14. Special features, if any.	
15. Are repairs and/or reconditions necessary? (If so, what are they? What is the probable cost?).	
16 Details of parking spaces available	
17. Water supply facilities available/to be provided.	
18 Sanitary facilities available/to be provided.	
19. Electric connection has been obtained/ to be obtained. Sanctioned/applied load Energy meter capacity and in whose name it is installed. KVA	
20. Whether space available on the roof of the building for installing installation like V-Sat etc.	
21. Maintenance liability and its expenses	
22. Tax Liabilities Name of Authority, quarterly taxes, assessment effective since, assessment for the premises is separate or with other parts of the building.	
23. Document representing title of offerer on the premises like copy of title document, tax receipt etc are to be enclosed	
24 A. Whether plans have been approved by Municipality and if so, whether it will be possible to carry out some changes? B. Whether the premises is	

<p>constructed as per approved plan & completion certificate has been obtained and requisite NOC if any has been obtained from the appropriate authority.</p> <p>C. Whether commercial use of the premises is permissible.</p> <p>D. Probable time for completion and handing over possession if the premise is to be constructed/under construction.</p> <p>E. Copy of the sanction plan indicating the area offered is to be Enclosed</p>	
<p>25. Any other information not covered above</p>	

Declarations :

- 1) I/We, am/are aware that, the rent shall be calculated as per the carpet area which will be measured in presence of landlord/s and Bank Officials after completion of the Building in all respect as per the specification/requirement of the Bank.
- 2) Definition of Carpet area as given in the enclosed Annex 04 was explained to me/us and clearly understood by me/us.
- 3) The Bank will be entitled to use the premises without any interruption.
- 4) The transaction does not involve violation of HRC Act, ULC Act and Accommodation Controller Act etc. relevant in this regard.
- 5) The Bank will be at liberty to use all the installations/fixtures/furniture provided in the premises.
- 6) Installations required in the premises for functioning of Bank's business may be installed without referring the matter to me/us.
- 7) Owner has to provide space for V-Sat Antenna/RF Tower at rooftop and generator at Ground Floor free of cost.
- 8) The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities as per plan /drawing specifications provided by the Bank at the time of acceptance of my offer.
 - i. The strong room will be constructed strictly as per Bank's specifications and plan. Strong room door with grill gate, ventilator, exhaust fan, V-cage for branch & Currency Chest and Tang bars for Currency Chest, if required are to be provided by the Bank and will be installed by me / us.
 - ii. An enclosure with brick wall & collapsible gate will be provided inside the strong room of branch segregating the locker room and cash room. Electrical wiring for light, fan, power, AC and computer points as required by the bank is to be provided by the owner at his cost.
 - iii. A lunchroom for staff and record room will be provided as per requirement/specifications of the Bank.
 - iv. A wash basin/ sink will be provided in lunchroom.

- v. Separate toilets for gents and ladies will be provided as per bank's specifications.
 - vi. A collapsible gate, rolling shutter, in addition to glazed door/door will be provided at the entrance and at any other point, which gives direct access from outside.
 - vii. Flooring/ painting will be done as per Bank's specification.
 - viii. All windows will be strengthened by grills with glass shutters.
 - ix. Required power load for the normal functioning of the Bank and the requisite electrical wiring/ points, points for telephone/ UPS/ Computers/ ACs will be provided.
 - x. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
 - xi. Sufficient parking space & space for fixing bank's signboard will be provided.
- 9) All repairs including annual/ periodical painting will be done by me/us at my/our cost.
 - 10) In case, the repairs and or painting is/are not done by me/us as agreed now, the Bank will be at liberty to carry out such repairs white/ colour washing etc. at our cost and deduct all such expenses from the rent payable to me/us.
 - 11) I/we undertake to execute a lease deed, in the Bank's favour on Bank's standard format at an early date.
 - 12) I/We declare that I am/we are the absolute owner of the plot/ building offered to you and having valid marketable title over the above. Documents certifying title of offerer on the premises like copies of title deed, update tax receipts, sanction plan, completion/ occupancy certificate, site plan of the premises etc are enclosed/will be provided as & when demanded.
 - 13) The Bank is 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, ventilator, partitions and other furniture put up by you.
 - 14) If my/our offer is accepted, I/we will give possession of above premises to the Bank within days from date of receipt of acceptance letter from the Bank.
 - 15) I/We further confirm that the offer is irrevocable and shall be open for 120 days from date hereof, for acceptance by the Bank.
 - 16) I/ We hereby confirm that, all the above information furnished by me/ us are true in best of my/ our knowledge. Copies of site plan, sanctioned drawings, documents certifying our title on the premises etc are enclosed.
 - 17) I/We am/are aware that the Bank is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.
 - 18) Location Plan, Layout Plan and three Photographs showing entrance from road, interior & nearby road & building of my offered premises are enclosed.

Place :
Date :

Signature

Name of Owners :-

(Owner)

Address:-

Mobile/telephone Nos:-

ALLAHABAD BANK
(H.O. 2,N.S. Road Kolkata 700 001)
Format of Offer Letter for premises on rent
Financial Bid

(To be put in separate Sealed Cover superscribed as Financial Bid)

To,
The Deputy / The Assistant General Manager,
.....,
.....,

**Ref- Your advertisement dated in / on..... (Name of Newspaper) /
Bank's website for**

Dear Sir,

With reference to the 'Ad' for ----- branch/ office premises, I / we,
offer to give you on lease the premises described below:

1.		Name of the Owner/s	
2.		Full Address of the Premises	
3.		Carpet Area (in Sq, ft) (it doesn't include Toilet Area, Area of Walls, Staircase, Corridors & Passages, Verandahs etc.) Note: Definition of carpet area is given in Annexure - 04	Basement- Ground floor- Mezzanine floor- First floor –
4.	<u>Rent Rate</u>	Monthly rent (in ` . per sq. ft.) (Strictly on carpet area as defined above)	Basement- Ground floor- Mezzanine floor- First floor
5.	Monthly Rent	Carpet area x Rent Rate per Sq. ft.	` .
6.	Lease Period	(Should be minimum for 5+5+5 years for Metro , Urban, Semi Urban & Rural Centers)	
6.	Periodical Enhancement	After every 5 years (not more than 20%) %
7	Cost of execution/registration of lease deed on Bank's standard format	Will be borne by Landlord / Landlord & Bank on 50:50 basis.	
8.	Municipal Tax Liabilities	a) Amount of quarterly Corporation Taxes /other taxes payable after applying rebate	

		b) Present assessment applicable since	
		c) Next assessment due on	
		d) Taxes will be borne by Bank desires that all existing and enhanced Municipal Corporation Taxes, commercial surcharges, rates and cess will be paid by the landlords. Accordingly proposal in this line will be preferred.	
8A	Service Tax	i. Whether Service Tax is applicable ii. Who will bear the Service Tax, if applicable	
9.	Premises Construction Loan	a) Premises Loan required	Yes/No (Strike out whichever is not applicable)
		b) If yes, quantum of loan (Should be least of 60 months' Post TDS rent equivalent, 75% of estimated cost of construction and repayable with interest within first lease period)	Rs. _____
9A	Interest free rent advance	a) Whether interest free rent advance is required? b) If yes, how many months rent Note - Offerer can demand either premises construction loan or interest free rent advance. While analyzing the L-1, financial burden (interest per month) for granting advance will be added to quoted rent rate. Advance rent can be considered up to 3 months rent, which can be extended to 6 months in exceptional cases.	_____ months
10	Any other information not covered above		

- I/We, am/are aware that the rent mentioned above will be inclusive of all the amenities including parking spaces and other conveniences provided by the landlords.
- I/We, am/are also aware that above mentioned all parameters / demands will be quantified and will be loaded on rent rate to decide the lowest offerer.
- I/We am/are aware that the Bank is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.

Place :

Signature

Date :

(Owner/s)

Name of Owners:-

Address:-

Mobile/Telephone Nos. :-

ANNEXURE-04

CARPET AREA FOR COMMERCIAL BUILDING – RENTABLE AREA

The Carpet Area of any floor shall be the covered floor area worked out excluding the following portion of the building:

1. Walls and columns;
2. Sanitary accommodation, except mentioned otherwise in a specific case,
3. Verandahs, except where fully enclosed and used as internal passages and corridors.
4. Corridors and passages, except where used as internal passages and corridors exclusive to the unit.
5. Kitchen and Pantries.
6. Entrance halls and porches, vertical sun brakes, box louvers.
7. Staircase and munties.
8. Shafts and machine rooms for lifts.
9. Barsaties*, lofts.
10. Garages.
11. Canteens.
12. Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than two sq. meters in area.

*Barsati is a covered space open at least on one side constructed on a terraced roof.