

ADVERTISEMENT FOR ENGAGEMENT OF PREMISES ON RENT



ALLAHABAD BANK
(A GOVT. OF INDIA UNDERTAKING)
ZONAL OFFICE: ASANSOL

Premises Required

Bank desires to engage premises on rent having around 1000 Sq. ft. carpet area on ground floor for shifting of Jhapra Branch (Rural) within the following localities

JHAPRA (Rural)

The offers are invited in two - bid system i.e, Technical Bid & Financial Bid. Interested parties (except brokers) may obtain the prescribed format of Technical Bid (Annexure-3) and Financial Bid (Annexure-4) from Allahabad Bank's Zonal Office, Asansol, Udrej Bhavan, 2nd floor, 8, G. T. Road (West), Asansol - 713304 or its Jhapra Branch (Village + P.O- Jhapra, Block- Pura, Dist- Purulia – 723126, West Bengal) on (between 10:00 AM to 5:00 PM from Monday to Saturday except holidays, 2nd and 4th Saturdays and Sundays) up to **11.12.2018** or may download the same from Bank's website www.allahabadbank.in

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

The Assistant General Manager
Zonal Office: Asansol, "Udrej Bhavan",
2nd Floor, 8 G.T. Road (West), Asansol – 713304

Last date of submission of completed application form in separate sealed cover in two parts (Technical & Financial Bid) is **11.12.2018** upto 5:00 PM. The offer shall be dropped in the box kept for the purpose at the premises of the Zonal Office, Asansol, Udrej Bhavan, 2nd floor, 8,G.T.Road (West), Asansol-713304 on or before **11.12.2018** upto 5:00 PM.

The Technical Bid of offer shall be opened on **12.12.2018 at 12:00 PM** and date of opening of Financial Bid will be intimated to short listed offer/s subsequently.

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 Bank reserves the right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

Date: 20.11.2018

ASSISTANT GENERAL MANAGER
ZONAL OFFICE ASANSOL

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 Assistant General Manager
Zonal Office Asansol
'Udrej Bhawan', 8, G T Road (West)
Asansol – 713304

Ref - Your advertisement dated in / on (Name of the newspaper)
Bank's website forBranch

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 sqft) (Carpet area is defined in Annex -05)	Ground 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 installations 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?	
24 B	Whether the premises is constructed as per approved plan & completion certificate has been obtained and requisite NOC if any has been obtained from the appropriate authority.	
24 C	Whether commercial use of the premises is permissible.	
24 D	Probable time for completion and handing over possession if the premise is to be constructed/under construction. .	

