

FORMAT OF ADVERTISEMENT OF PREMISES ON RENT
(FOR WEBSIRE PLACEMENT)



ALLAHABAD BANK
(A Govt. Of India Undertaking)
Zonal Office : Bahraich

Premises Required

Bank desires to engage a premises of 1250 Sq.Ft. carpet area on rent for our existing Shivpur Lalpur, Branch Distt- Baharich (Rural) in the same locality for shifting of existing branch. Preference will be given to GF located / constructed premises

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 (Annex-1) and financial bid (Annex-2) from Allahabad Bank's Zonal Office Bahraich, 114 Raipur Raja Jail Road, Bahraich (between 10.00 a.m. to 5.00 pm on working days) up to 15.11.2018 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 super scribing "**Offer for Shivpur Lalpur Branch premises**" on top and name, address & contact no of the offerer at bottom left corner should be addressed to

Assistant General Manager
Zonal Office , Bahraich
114, Raipur Raja, Jail Road Bahraich

The last date of submission of completed application form in separate sealed cover in two parts (Technical & Financial Bid) is 16.11.2018 up to 5.00 PM. The offer shall be dropped in the box kept for the purpose at the premises of Zonal Office at 114, Raipur Raja, Jail Road Bahraich on or before 16.11.2018 (Date) up to 5.00 PM.

The technical bid of offer shall be opened on next working day at 3.00PM and date of opening of financial bid will be intimated to short listed offerer 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.


Assistant General Manager

इलाहाबाद बैंक
[प्र०का० २ नेताजीसुभाषमार्ग, कोलकाता]



ALLAHABAD BANK
[H.O.: 2, N. S. Road, Kolkata]

मण्डलीय कार्यालय 114 रायपुर राजा
जेल रोड, बहराइच - 271 801
दूरभाष - 232539 [कक्ष], 233176 [हॉल]

Zonal Office, 114, Raipur Raja,
Jail Road, BAHRAICH - 271 801
Tel - 232539 (chamber), 233176 (Hall)

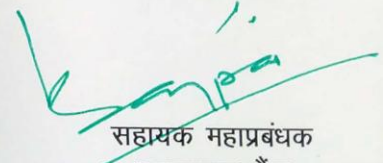
परिसर की आवश्यकता

बैंक को अपनी शिवपुर लालपुर शाखा (ग्रामीण) जिला बहराइच को उसी क्षेत्र में नये परिसर में स्थानान्तरित करने हेतु किराये पर 1250 वर्गफुट कार्पेट एरिया के परिसर की आवश्यकता है।

कृपया अपने प्रस्ताव दो भागों में – तकनीकी एवं वित्तीय बोली, अलग-अलग निर्धारित प्रारूप में भेजें। इच्छुक व्यक्ति, इलाहाबाद बैंक मण्डलीय कार्यालय 114, रायपुर राजा जेल रोड, बहराइच से निर्धारित प्रारूप दिनांक 15.11.2018 तक (किसी भी कार्यदिवस में प्रातः 10:00 बजे से सायं 5:00 बजे तक) प्राप्त कर सकते हैं या बैंक की वेब साइट www.allahabadbank.in से डाउनलोड कर सकते हैं।

पूरी तरह से भरे हुए आवेदन दो भागों (तकनीकी तथा वित्तीय प्रस्ताव) में तथा बन्द लिफाफे में दिनांक 16.11.2018 को सायं 5.00 बजे तक भेजे जा सकते हैं। ऐसे प्रस्ताव मण्डलीय कार्यालय में 16.11.2018 को सायं 5.00 बजे तक निविदा बाक्स में भी डाले जा सकते हैं। समग्र रूप से भरे प्रस्ताव अलग-अलग बन्द लिफाफे में जिन पर आवेदित जगह का नाम लिखा हो तथा लिफाफे में नीचे कोने पर नाम, पता और टेलीफोन नम्बर लिखा हो, इस कार्यालय को प्रेषित कर दें। तकनीकी प्रस्ताव अगले कार्यदिवस में सायं 3.00 बजे खोले जायेंगे तथा वित्तीय प्रस्तावों की सूचना चुने गये प्रस्तावकों को बाद में दी जायेगी।

बैंक बिना कारण बताये किसी भी समय कोई भी/सभी प्रस्तावों को निरस्त करने तथा निविदा प्रक्रिया को रोकने का पूर्ण अधिकार रखता है।


सहायक महाप्रबंधक
इलाहाबाद बैंक
मण्डलीय कार्यालय
बहराइच

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 – 05) 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 0 5 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) Roof of the building may be utilised by the Bank for installation of instrument like VSAT etc.
- 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.
 - 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. 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 :

Signature

Date :

(Owner)

Name of Owners :-

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 - 5	Basement- Ground floor- Mezzanine floor- First floor –
4.	Rent Rate	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 years for Metro & Urban centers & 5+5+5 years for Semi Urban & Rural Centers)	
6.	Periodical Enhancement	After every 5 years (not more than 20%) %
7	Cost of execution/regist ration 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. :