



Bank of India,
Zonal Office,
1st Floor, Surya Kiran Complex,
Phase II, Near Rakh Bagh,
Ludhiana – 144001
Ph. 0161-2410889, 2410775

Ludhiana.Corporate@bankofindia.co.in

Ref No. ZO:CS:SKK:718

Dated : September 01, 2010

**REQUIREMENT OF PREMISES
for our following branch**

<u>BRANCH NAME</u>	<u>DISTRICT</u>	<u>REQUIRED CARPET AREA (Sq. Ft.)</u>
KHANNA	Ludhiana	1500-1800

Offers in two separate sealed covers containing Technical Details and Financial Details respectively, are invited from interested owners, who are ready to lease out their readily built premises at the above center, preferably for initial lease period of 10 years and further two options for 5 years each. The approximate carpet area of premises should be as mentioned above, on the ground floor with minimum frontage of 20 feet and adequate parking area. The cover containing Technical Details should be marked as Envelope No. 1 and super scribed as 'TECHNICAL BID' and the cover containing financial details should be marked as Envelope No. 2 and super scribed as 'FINANCIAL BID'. The interested bidders must mention their names and addresses on both the covers. Both these covers duly sealed should be put in a 3rd cover and should be addressed to The Zonal Manager, Bank of India, 1st Floor, Surya Kiran Complex, Phase II, Near Rakh Bagh, The Mall, Ludhiana 141001.

The offer(s) should be submitted on Bank's prescribed format only, which may be downloaded from Bank's Website : www.bankofindia.com / www.bankofindia.co.in or may be obtained from above mentioned address or our present Khanna Branch. The sealed offers should be submitted at above mentioned address latest by 2.00 P.M. on 18.09.2010.

The Bank reserves the right to accept / reject any / all offers without assigning any reason whatsoever.

ZONAL MANAGER
LUDHIANA ZONE

PLEASE FILL UP ALL THE COLUMNS PROPERLY

**QUOTATION FORM PART – 1
(TECHNICAL BID)**

Bank of India,
Zonal Office, Ludhiana
1st Floor, Surya Kiran Complex, Phase II,
Near Rakh Bagh, The Mall,
Ludhiana 144001

Dear Sir,

I / We offer to lease out to the Bank as per details given hereunder :

1. Name of owner (s) :

 2. Share of each owner, if any :
under joint ownership
 3. Location :
 - a) Name or Number of the building :
 - b) Full Address :

 4. Parking Facility :
(Specify Number of Cars can be parked)
 5. Building :
 - a) Location of building : Residential / Commercial / Industrial / Mixed
 - b) Type of Construction : Load Bearing / RCC / Framed Structure
 - c) Clear floor height from floor :
to ceiling
 - d) Rentable carpet area offered to Bank
 - i) Ground Floor : _____ Sq. Ft.
 - ii) Basement : _____ Sq. Ft.
- Total Area : _____ Sq. Ft.

e) Specification of construction

- i) Floor :**
- ii) Roof :**
- iii) Walls :**
- iv) Doors and windows :**
- v) M.S. Grills provided to windows : YES / NO**

f) Loan on property : YES / NO

(If Yes, then give full details like

Name of the Bank / Institution, Outstanding

Loan Amount etc.)

g) Title Deed of property (Photocopy attached) :

h) Building Plan – Approval from Appropriate Authority :

i) Whether property under litigation : YES / NO
(If yes, give details)

j) No. of days required to hand over the :
premises to the Bank after carrying out
necessary alterations as per Bank's
requirement like floor tiles, rolling shutter
with central lock, collapsible grill on all
entrances / exit

k) Running Water facility available : YES / NO

l) Sanitary facility available : YES / NO

m) Electrical supply with separate meter : YES / NO

n) Sanctioned / Present Electric Load : _____ KVA

6. Frontage :

(Minimum requirement 20 feet)

I / We agree to execute Lease Deed in Bank's Standard Format.

My / Our offer will be valid for next six months from the date of offer.

Place : _____

Signature(s) of the owner(s)

Date : _____

Name : _____

Mobile /Telephone No. _____

Contact Address :

PLEASE NOTE : 1) THAT OFFER FOR ONLY READY BUILT PREMISES WILL BE ACCEPTED
2) PILLERS, WALLS, PASSAGE, TOILETS ETC. WILL NOT FORM PART OF
CARPET AREA OFFERED FOR BANK'S PREMISES

**QUOTATION FORM PART – II
(FINANCIAL BID)**

Bank of India,
Zonal Office, Ludhiana
1st Floor, Surya Kiran Complex, Phase II,
Near Rakh Bagh, The Mall,
Ludhiana 144001

Dear Sir,

I / We offer to lease out our premises located at (as per details given in Part – I i.e. Technical Bid) to the Bank :

Premises Location	Carpet Area in Sq. Ft.	Rate (Rs. Per Sq. Ft.)	Total Rent per month
Basement			
Ground Floor			
Total			

I / We agree to :

Execute Lease Deed on Bank's Standard Format.

Bear all Taxes and Cesses related to the premises.

Cost of execution and registration of Lease Deed shall be shared 50:50 basis.

To lease the premises in favour of Bank for _____ years with _____ options of years each with _____ % increase in rent on each option.

Do you require loan for alternation : YES / NO

If yes, then

Estimated Cost of alteration : _____

Loan amount required : _____

Any other terms and conditions (Please specify)

My / our offer will be valid for next six months from the date of offer.

Place :

Signature(s) of the owner(s)

Date :

Name(s) : _____

Telephone / Mobile No. _____

Address : _____
