

**QUOTATION FORM PART-- I**  
**(Technical Details/Bid)**

The Zonal Manager,  
Bank of India,  
SILIGURI ZONAL OFFICE  
Opp: M.B.Automobiles,  
Pranami Mandir Road, Siliguri,  
Darjeeling - 734001

Dear Sir,

**Technical details of the premises offered to Bank  
on rent basis for Branch Office, at .....**

The details of premises, which I/we offer for outright sale/lease out to the Bank, are as under:-

- 1) Name of the owner/s:
- 2) Share of each owner if any  
Under joint ownership:
- 3) Location:
  - a) Name of the bldg.
  - b) Number and street
  - c) Ward/Area
- 4) Land:
  - a) Length
  - b) Width
  - c) Area
  - d) Percentage of Built-up area/floor space index
  - e) Leasehold/freehold  
If leasehold please furnish the following details -
    - i) Name of lesser/lessee
    - ii) Nature of lease
    - iii) Duration of lease
    - iv) Lease rent
    - v) Balance period and term
    - vi) Terms and conditions, if any for converting leasehold to freehold
  - f) Nature of soil and substrata
  - g) Level of the plot
  - h) Users as per development plans

Contd.....2

i) FSI permissible/FAR:

j) Any Municipal regulations:

5) **Building:**

a) Type 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) At Basement :

ii) At ground floor :

iii) At first floor :

iv) Any other floor (Please specify) :

Total area

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e) Specification of construction:

i) Foundations

ii) Superstructure

iii) Flooring

iv) Roof

v) Walls

vi) Doors & windows

v) Are MS Grills provided to windows Yes/No

f) Running water facility available Yes / No

g) Sanitary facilities available Yes / No

h) Electrical supply with separate meter available Yes / No

i) Parking facility Yes / No  
(If yes, state type/no. of vehicles)

6) **Other information:**

i) Whether permission have been obtained from Government Under Urban Land Ceiling Regulation Act, 1976.

ii) Whether land has been converted to non-agricultural use.

iii) Name and address of the Architects

- iv) Name and address of the Consultants
- v) Name and address of the Bankers
- vi) Any other information

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.

Any other terms and conditions (Please specify).

Place:

Signature of the offerer

Date :

Name :

Address:

Telephone No.:

Fax No. :

Encl: Plan of premises

**\*Strike out whichever is not applicable.**

<b>Bank's Seal/Rubber Stamp and Initial of the Officer issuing the forms.</b>
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