

(FORMAT FOR FINANCIAL BID)

From :

MOBILE NO. _____

To :

The Regional Manager,
Regional Office, **Agra**.

01	Monthly rent quoted	
02	Rate of rent per sft. pm on the carpet area floorwise. The carpet area shall be the covered floor area excluding the following portions.	
(A)	Sanitary accommodation.	
(B)	Open verandas, corridors & passages.	
(C)	Kitchen & Pantries.	
(D)	Staircase and munties.	
(E)	Space occupied by pillars, columns and thickness of walls	
03	Lease Period.	
04	Taxes (specify who will bear taxes)	
05	Maintenance specify who will bear maintenance charges)	
06	Lease registration (specify who will bear cost of registration)	
07	Whether rent should be split into rent and service charges and if so at what ratio and details of extra amenities provided to justify such splitting	

(SIGNATURE OF THE OFFERER)

(This format shall be sent in a separate cover super scribed
"FINANCIAL BID - REF PAPER ADVERTISEMENT DATED
_____)

(FORMAT FOR TECHNICAL BID)

FROM:

MOBILE NO. _____

To,
The Regional Manager,
Regional Office,
Agra.

01	Location of the premises (mention ward number and full address)	
02	Age of the premises and quality of construction (mention whether I class RCC or tiled roof etc.)	
03	Total Carpet area of the premises (carpet area shall be calculated as per the note below)	
04	Floorwise details with carpet area (mention whether ground floor, first floor etc)	
05	Whether adequate frontage for parking available.	
06	Whether premises has independent and proper access for easy movement of staff, customers and Bank's assets.	
07	Whether titles of the property are clear and offerer is real owner or power of attorney holder. Whether premises is constructed as per	
08	approved plan of statutory authorities and permitted to be used for commercial purposes. Whether leasing of premises involves violation	
09	of HRC Act, ULC Act or any other Act. Whether independent water & electricity	
10	connection available.	
11	Whether offerer is agreeable to procure additional power load at his cost as per Bank's requirement (Normally bank may require 10 to 15 KW of power load)	
12	Whether offerer is agreeable to construct strong room at his cost as per Bank's specifications.	

Note: The carpet area shall be the covered floor area excluding the following portions.

- A) Sanitary accommodation
- B) Open verandas, corridors & passages
- C) Kitchen & Pantries
- D) Staircase and munties
- E) Space occupied by pillars, columns and thickness of walls.

(SIGNATURE OF THE OFFERER)

(This format shall be sent in a separate cover super scribed "TECHNICAL BID - REF PAPER ADVERTISEMENT DATED _____)