

**ANNEXURE -9
FORMAT FOR TECHNICAL BID**

From:

To:

The Deputy General Manager
Regional Office (Rural): Hyderabad

01. Location of the premises :
Mention ward number also &
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. Floor-wise 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,
Customer and Bank's assets.
07. Whether titles of the property :
Are clear and offerer is Real
Owner or Power of Attorney
Holder.
08. Whether premises is constructed :
As per approved plan of
Statutory authorities and
Permitted to be used for
Commercial purposes.

: 2 :

09. Whether leasing of premises :
Involves violation of HRC Act,
ULC Act or any other Act.
10. Whether independent water and :
Electricity connection available.
11. Whether offerer is agreeable to :
Procure addl. power load at
His cost as per Bank's
Requirement (normally Bank may
Require 10 to 15 KW of power
Of load)
12. Whether offerer is agreeable to :
Construct strong room at his
Cost as per Bank's specifications.
13. In case of vacant site sketch/ :
Plan and whether the property
Is free from encumbrances.

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 & munties
- e) Space occupied by pillars, columns
and thickness of walls.

SIGNATURE OF THE OFFERER

(This format shall be sent in a separate cover superscribing " **TECHNICAL BID
-REF - PAPER ADVERTISEMENT DATED.....**

**ANNEXURE-10
(FORMAT FOR FINANCIAL BID)**

From :

To

The Deputy General Manager
Regional Office (Rural): Hyderabad.

01. Monthly rent quoted :
02. Rate of rent per sft/p.m. on the :
Carpet area floor-wise. 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 & 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 :
Cost of 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 superscribing "**FINANCIAL
BID – REF – PAPER ADVERTISEMENT DATED.....**")