

Annexure - I

DECCAN GRAMEENA BANK
Head Office, 2-1-520, Vijayasree Sai Celestia,
Shankarmuth Road, Nallakunta, Hyderabad-500044

PREMISES REQUIRED ON LEASE

Bank intends to take on long lease premises of about _____sq.ft of rentable area for

our _____ **branch :**

The offer should be submitted in two bid system i.e., Technical bid and Price bid jointly in single cover to _____

Last date for submission is on

For details visit Bank's web site www.dgbhyd.com

Sd/-
General Manager(OPS&CR)
Head Office, Hyderabad

NOTICE INVITING TENDER
PREMISES REQUIRED ON LEASE

The Bank intends to take on long lease premises of about _____**sq.ft** of rentable area for our _____

_____ The premises offered should be an existing or new RCC construction with all amenities such as water, 3-phase 30-40 KVA power supply, assured parking facility for staff and customers. Rentable area shall be worked out as the inner to inner dimensions of the external walls of the demised premises. The rent quoted should be exclusive of all taxes.

The offer should be submitted in single cover containing the technical details and any other additional information etc., and price bid i.e. rent per sq ft of rentable area and other financial terms & conditions, if any.

The cover should be submitted to _____

On or before _____

Willing and prospective land lords/ladies should refer to bank notification and the formats available under the head "Tenders" in our Bank's web site **www.dgbhyd.com**. Bids should be submitted in the prescribed formats only. They should be signed by the owners or their power of attorney holders.

For clarifications, if any please Call:

Telephone:

Mobile:

Sd/-
General Manager(OPS&CR)
Head Office, Hyderabad

General Guidelines for Bidders

Bidders must note that:

- 1 The '**Technical Bid**' and the '**Price Bid**' must be submitted in **single sealed envelope** to the address mentioned in the forms.
2. All the columns of the forms must be filled in and no column should be left blank.
- 3 The bids must be submitted before the last date and time mentioned in the Advertisement.
- 4 Conversion of Residential Plot/Building for commercial purpose will be obtained by the builder / tenderer himself at his own cost.
5. Only ready built /semi finished premises will be considered.
6. The sealed bids will be opened in case of only those bidders, who are short listed on the basis of the scrutiny of the technical bids and who will sign on the Bank's standard terms and conditions and submit along with the technical bid.
7. No enquiries regarding the selection will be replied. This is strictly prohibited.
8. The Bank reserves the right to reject any or all applications without giving any reasons.
- 9 The bids must be valid for at least THREE (3) Months from the last date of submission.
10. Lease will be accepted for minimum of FIVE (5) years with TWO (2) subsequent automatic renewals of lease deed in Bank's favor for the same period

TECHNICAL BID FOR

From:

Date:

To,
 The General Manager(OP&CR),
 DECCAN GRAMEENA BANK,
 Head Office
 Hyderabad-500044

Dear Sir,

Technical Bid (Tender Part-I): Offer for Premises for your Branch at _____ on Lease / Rental Basis.

With reference to your advertisement published in _____ newspaper, dated _____ for hiring of premises on lease / rental at _____, we submit herewith our offer for the same with following technical particulars / details for your considerations:

(Note: Mention 'Not Applicable' against inapplicable columns. No column should be left blank)

1.Name of owners/developers with Address & telephone nos.	
2. Location & address of property	
3. Whether location is in commercial Market or residential area	
4. Distance from other nearby Bank and name of the Bank	
5. Whether Municipal permission to construct premises obtained(Yes / No)	

Details of Proposed Building Offered:

1. Is it framed structure? (Yes/No)	
2. Flooring (mention about type of flooring)	
3. If multi-storied complex furnish details of total no. of floors in the building & whether facility of lift is available.	
4. Whether plan approved by local Municipal Authority	
5. Situation of building, i.e. floor on which located	
6. Water supply arrangement: (Please mention no. of bores with diameter and Corporation connection etc.) Whether Separate connection for Bank will be arranged.	
7. Sanitary arrangement (no. of W.C./Toilet blocks)	
8. Whether separate electrical meter is provided for the premises proposed to be leased. (Yes/No)	
9. Whether 30/40 KVA, 3 phase connection Electrical power supply is available. If not, are you willing to provide the same? (Yes/No.)	
10. Mention details of rentable area in sq.ft., which should include free of cost parking facility, if any, for scooters / cars that can be available exclusively to the Bank. If exclusive area is not possible, please specify details of general parking facilities available. If parking facilities are not available, please	

specifically mention of this. (The rentable area shall be worked out as the inner to inner dimension of the external walls of the premises to be leased.)	
11. Whether willing to carry out additions/alterations/repairs as per specifications/plan given by the Bank (yes/No)	
12. Whether any deposit/loan will be required(Give brief details)	
13. Are you willing to provide separate space for Generator? (Yes/No)	
14. Are you willing to provide Vitrified tiles flooring? (Yes/No.)	
15. Is space available for displaying Bank's name board/Signage? (Yes/No)	
16. Any other information (Give brief details)	
17. List of enclosures (attached) such as copy of plan approved by the competent authority, latest Municipal house tax receipt, last sale deed etc.	a) b) c) d) e)

We have not made any alteration in the Tender and Lease proforma.

Yours faithfully,

(_____)

(Land lord/Land lady/Power of attorney holder)

Note:

No enquiries regarding the selection will be replied. This is strictly prohibited.

The Bank reserves the right to reject any or all pre-qualification applications without giving any reasons.

Annexure - V

Price Bid Application Form (Part -II)

In Respect of Premises to be offered on lease to DECCAN GRAMEENA BANK

FINANCIAL BID FOR ----- branch :

From:

To
The General Manager (OPS & CR),
DECCAN GRAMEENA BANK,
Head Office
Hyderabad-500044

Date:

Dear Sir,

Price Bid (Tender Part-II): Offer for Premises for your Branch at _____ on Lease / Rental Basis

In continuation to the Technical bid, I/We offer my/our premises situated at _____ for your proposed commercial Branch on the following terms & conditions:

1. I/We will construct the building or carry out additions/alterations to it as required by you, strictly according to your plan and specifications, and carry out the work of decorations etc. in accordance with the details to be furnished by you and as advised by you from time to time. The building will have a rentable area of about _____sq.ft. as per details provided in 'Technical Bid', submitted by us. The rentable area means the inner to inner dimensions of the external walls of the premises to be leased for use. The possession of the premises will be given to you only after the Bank is fully satisfied that the entire work has been carried out to the Bank's requirement and specifications and if after taking possession, it is found that any item or work remains unattended or not according to your specifications, I/We undertake to complete the same within a reasonable time from the date of possession of premises and in case of default, the Bank will be at liberty to complete the unfinished jobs and realize the expenses incurred, from the monthly rent payable to me/us by the Bank.

2. No changes in the plan will be made during the construction work and if any changes are required the same will be carried out only after obtaining Bank's prior approval in writing therefore. All general notes shown in the plan will strictly complied with by me/us.

3. The premises complete in all respect will be made available as early as possible, but in any case not later than _____months from the date of acceptance of the offer by the Bank. The Bank may at its discretion extend this period. However, it will be open

to the Bank to decline to accept the offer, if the delay is in the opinion of the Bank is too much.

4. I/We will provide the necessary arrangement for the continuous and regular supply of water.

5. Painting of the building, polishing/oil painting of the wood and ironwork will be carried out by me/us once in three years. Whenever necessary, I/We will carry out tenable repairs to the premises. If I/We fail to do this, the Bank will have right to recover this from me or from the rent payable to me.

6. The Municipal Corporation or local authorities' permission to construct and lease the premises in question to the Bank, for use as office premises, will be obtained by me/us and produced for your inspection. Any other permission if required will be obtained by me/us. In case, I/We will decide to sell the premises, at first it will be offered to Bank at a reasonable price and in case the Bank is not agreeable to purchase the same, I/We shall dispose off the same subject to Bank's tenancy rights.

7. The lease agreement will contain an undertaking that I/We will not during the currency of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased to you/with any party affecting your right of occupation and any of the terms of the lease without your consent.

8. I/We shall provide 30-40 KVA three phase electricity connections exclusively for the use of the Bank. Necessary charges and deposits shall be paid by me/us. In the event of any demand from the local Electricity board authority for additional deposit of amount on account of enhanced/additional consumption of power by Bank, the same will be borne by me/us.

9. I/we shall arrange for construction of stationery room, record room, locker room/strong room, toilets etc as per Bank's requirement/Bank's plan after obtaining approval from the concerned government authorities and shall handover the premises with all constructions within a reasonable period of not more than one month. I/we shall do finishing of the walls with ALTEK and three coats of plastic emulsion paint of Bank's choice.

10. Two toilets shall be constructed as under

- i) Common toilets (will have 1-EWC, 1-Wash Basin, 1 Urinals of best quality)
- ii) Common ladies toilets (will have 1-Squatting pan and 1 wash basin)

11. Separate space for keeping Generator will be provided by me.

12. The rent shall be payable only after handing over of the new premises to Bank with completed construction as per Bank's specification in all respects and ensuring of 40 KVA power supply for the premises.

13. The flooring of the Branch premises will be done with vitrified tile flooring of 10mm thick of bank's choice before handing over the premises.

14. Regular periodical maintenance such as painting, plastic emulsion/ Apex/ACE to the walls (once in three years), periodical cleaning of sanitary and water supply installations

will be done by me/us .I/we shall ensure proper functioning of the drainage pipes and replacing of the burnt/broken/ outdated electrical wires and fittings such as switches, cutouts etc. at the time of handing over of the premises will be done at my/our cost.

15. The registration charges, stamp duty for registration of lease shall be borne in the ratio of 50:50 between the bank and me/us.

16. I/we shall not come in the way of the bank for bringing about any modification within the internal structures of the premises so long as such modifications do not cause any damage to the structure of the premises, and I/we shall provide suitable space for display of the bank's name boards/ Glow-Sign Boards etc.

17. Separate electric meters, rolling shutter and collapsible gate to the main entrance, safety bars to all the windows and compound walls with gate, all around the building will be provided by me/us at my/our cost. The bank is free to establish ATM in premises without any additional rent being charged by me/us .

18. Electricity and water consumption charges will be borne by the Bank on actual consumption basis. Running water facility (Municipal and ground water) is to be provided by me/us.

19. The bank is at liberty to terminate the lease and vacate the premises at any time during the period of lease by giving three months notice and I understood that the right to terminate the lease before the expiry of lease period will vest with the Bank only.

20. All taxes excluding service tax shall be borne by me/us only.

21. Rent/Lease Charges:

A) The rent of the premises will be Rs._____per sq.ft.(Rentable area) per month.

B) The house tax and all Municipal/Government taxes present and future, will be paid by us (landlord).The present rate of Municipal/Government taxes is ___% of rent per annum.

C) Other service charges for garage/parking/lift/maintenance/cleaning (if any) will be paid by us (landlord).

D) _____sq.ft.(rentable) area will be earmarked for the Bank for parking at _____for which no rent/cost will be charged.

22. Period of Lease etc.: The initial period of lease will be for five years with subsequent renewal at the option of the Bank for two further terms of five years each on the same terms & conditions with reasonable increase of 25% in monthly rent after every five years.

23. Loan/Advance requirements: I/We require a loan/advance of Rs._____ (Rupees_____only) for construction of the building to be made available to me/us as under:

A. Rs._____on my/our creating the equitable mortgage by deposit of title deeds.

B. Rest of the amount in suitable installments with the progress of the construction work.

C. I/We agree to pay interest, installments of the loan and create/furnish necessary security to the Bank therefore, including equitable mortgage of my/our property. The loan will be recoverable with interest as per R.B.I. directives and Bank's norms within _____ months. The Bank will recover the installments and interest from the monthly rent.

24. Validity: This firm offer is open to you for acceptance till _____

Yours faithfully

(_____)
(Land lord/Land lady/ Power of attorney holder)

(Note: Please note that all the pages are to be signed)