

**Offer Letter from Landlord (Technical Bid)**  
**IN SEPARATE SEALED ENVELOPE**

From: - \_\_\_\_\_

To,

Asst. General Manager,  
Bank of Baroda,  
Pune District Regional Office,  
Pune.

Sub: - Offer letter for RAJGURUNAGAR BRANCH (Dist: PUNE)  
(Technical)

I/we offer our premises on lease basis for your RAJGURUNAGAR BRANCH, Dist. PUNE vide your advertisement in daily \_\_\_\_\_ Dated: - \_\_\_\_\_

The details are as under:-

1	Name of Owner	:	
2	Telephone No./Mobile No.	:	
3	Complete Address of Site/Premises Offered	:	
4	Copy of ownership proof(attach copy)	:	
5	Floor offered with details of Carpet area. Quote to be in Carpet area and not any other area.	:	
6	Year of Construction	:	
7	Whether said property has Municipal Approval for commercial use. (Attach Copy)	:	
8	Details of sanctioned plan (Copy to be furnished on demand)	:	
9	Details of completion/occupation certificate (Copy to be furnished on demand)	:	
10	Whether the colony is finally approved by Govt. (Submit the proof)	:	
11	Specifications of Internal Finishes	:	
12	Amenities	:	
13	Electrical Load	:	
14	Water Supply Connection	:	
15	Type of Structure-RCC/Load Bearing	:	
16	Parking availability	:	
17	V-SAT Antenna Space	:	
18	Distance from Railway Station etc.	:	

Signature of Landlord/s with date

**CARE:**

- No indication as to price aspect be given in Technical Bid.
- Technical bid and Financial bid are to be submitted in separate sealed covers marked as TB & FB super scribing advertisement reference, name of the applicant and address of the applicant.
- Both the sealed covers (TB& FB) be put in one sealed cover marked as offer for premises FOR RAJGURUNAGAR BRANCH, Dist: PUNE.
- BID should be submitted strictly in the above format only with all the date entered, else it will be disqualified

**Note: Before submission of BID please read Terms and Conditions. Submission of BID will be treated as all the terms conditions of this bid are read, understood and accepted.**

## **TERMS AND CONDITONS**

**Sealed tenders are invited for acquiring premises for our RAJGURUNAGAR BRANCH**

**RAJGURUNAGAR BRANCH- New Alternate location (Require Carpet area 1100-1200 sq.ft.)(Ground Floor)**

**Last date for submission of tender will be on or before 25th November, 2022 by 5.00 p.m.**

- **Premises should be ready possession with exclusive parking.**
- **Premises should be on ground floor.**

Sealed offers are invited in two bid system viz. (1) Technical Bid (TB) and (2) Financial Bid (FB)

1. **Technical Bid (TB)** should contain full technical details viz. Location of premises with address, copy of sanctioned plan with completion/occupation certificate, carpet area of portion to be leased / rented, specifications of internal finishes, amenities, electrical load, car parking facility and distance from S.T. Stand etc. No indication as to price aspect be given in **“Technical Bid”**.
2. **Financial Bid (FB)** should contain strictly financial details viz: rate per sq. ft. per month on carpet area, details of Municipal taxes, lease expenses etc. Carpet area shall be internal finished wall to wall area measurements including all internal partitions, walls, columns, door jams, balconies, and kitchen and pantry but excluding shafts/ ducts, stilt, covered/open parking spaces, lifts, staircase, lobbies, open terraces, pump room, flower bed, loft portion, watchmen chowky, storage tanks, chajja, canopies, worship places, etc. The builders or landlords should strictly quote as per the above carpet area definition. As per RBI Guidelines, Bathrooms and lavatories will not be considered in carpet area.
3. **Preference shall be given for the offers received from the public sector Banks/undertakings or Government Departments.**
4. Offers should be valid for minimum period of 120 days from the last date of submission. No brokerage shall be paid. Both the sealed covers marked as TB and FB super-scribing advertisement reference and applicant name and address, be put in one sealed cover addressed and submitted to:

**“The Asst. General Manager, Bank of Baroda, Pune District Regional Office, 2<sup>nd</sup> floor, 398A, Madhav Chambers, Senapati Bapat Road, Shivaji Nagar, Pune, Pin 411016; Ph:020-25654321/3387/9422340004” on or before 25th November, 2022 by 5.00 p.m.**

**NOTE: Bank reserves the right to reject any or all offers without giving any reasons whatsoever at any stage.**