

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Annexure 7 |
|  | Technical evaluation for tender No \_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and visit report, for acquiring premises for | | | | |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_Branch / Office | |  |  |
|  |  |  |  |  |  |
| Sr. |  |  |  |  |  |
| No | Particulars | Bidder 1 | Bidder 2 | Bidder 3 | Bidder 4 |
|  | OWNERSHIP DETAILS |  |  |  |  |
|  |  |  |  |  |  |
|  | NAMES & ADDRESSES OF |  |  |  |  |
|  | THE OWNERS |  |  |  |  |
|  | Whether P A holder has powers to |  |  |  |  |
|  | grant premises on lease/sub lease : |  |  |  |  |

YES / NO

Name & Address of PA holder

Telephone / Mobile No.

email address

ADDRESS OF THE PREMISES

OFFERED

Any outstanding charges

(mortgages/lease/easement/gift/any

other interest in the property)

Any pending dues on the property

(Arrears of taxes etc)

TYPE OF THE PREMISES

IF THE PREMISE IS UNDER CONSTRUCTION

Whether loan required? if so

details

Class of construction

Likely date of possession of

premises

IF THE PREMISES IS READY FOR POSSESSION

Year of construction

Type of building/construction

Details of Construction of the

Building.RCC Construction or

Load Bearing Brick Construction

(please mention)

Whether plans are approved by the

local authorities (attach copy of

sanctionedBldg.Plan) – Yes/No

Whether NOC from the

department obtained – Yes/No.

Whether occupation certificate has

been obtained

Whether direct access is available

from the main road - (YES/NO)

Whether lift facility is available –

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Yes/No.

Title Deed (attach copy of title

deed)

Whether all statutory obligations

are cleared (Please enclose IT

Return. Municipality Tax Receipt

– Current and other supporting

documents) – Yes/No.

Location

Type of Building Residential/

Institutional/Industrial

Details of civil amenities viz.,

Schools, Colleges, Hospitals

available in and around the

premises

Details of other financial

institutions in and around the

premises

Proximity from police station, fire

station, post offices etc

Located in an area which is not

considered crime sensitive.

Whether the locality of the

premises is free

from Special Hazards like fire,

floor, water

logging etc. – Yes/No.

Floor and area

Built up area in sq.mtrs. / Sq.Ft

Carpet area in sq.mtrs. / Sq.Ft

*Ground Floor*

First floor

Other, if any

Total Carpet area in sq.mtrs. /

Sq.Ft

Ceiling Height

Details of tenancy of other floors

Agreeable to construct RCC strong

YES

YES

YES

YES

room as per Bank requirement

For installing ATM

Space to install V-SAT antenna on

roof-top

Availability of 3-phase Power

supply for installation of ATM

Machine.

Statutory approvals from local

authorities (if applicable)

AMENITIES AVAILABLE

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Water facility available | YES / NO | YES / NO | YES / NO |  | YES / NO |
|  |  |  |  |  |  |  |
|  | Parking facility for Bank‘s Staff / | YES, | YES, | YES, | | YES, |
|  | Customers available | ………..sq.mtrs. | ………..sq.mtrs. | ………..sq.mtrs | | ………..sq.mtrs |
|  | Whether 3 phase(\_\_\_ kva) power |  |  |  |  |  |
|  | supply available / will be supplied |  |  |  |  |  |
|  | Separate toilets for ladies and |  |  |  |  |  |
|  | gents |  |  |  |  |  |
|  | Accessibility throughout the year | YES / NO | YES / NO | YES / NO | | YES / NO |
|  |  |  |  |  |  |  |
|  | Proper Ventilation available | YES / NO | YES / NO | YES / NO | | YES / NO |
|  |  |  |  |  |  |  |
|  | Details of other utilities available |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Frontage (at least 6- 8 mtrs. / 20- |  |  |  |  |  |
|  | 25 ft) |  |  |  |  |  |
|  | Possibility of making ramp from |  |  |  |  |  |
|  | road to branch |  |  |  |  |  |
|  | Collapsible shutters on outer |  |  |  |  |  |
|  | doors, grills on windows and |  |  |  |  |  |
|  | ventilators on outer walls, |  |  |  |  |  |
|  | One main entrance with the regular |  |  |  |  |  |
|  | door and an additional / collapsible |  |  |  |  |  |
|  | gate. |  |  |  |  |  |
|  | Whether proper sanitary/sewage |  |  |  |  |  |
|  | system is available. |  |  |  |  |  |
|  | Whether Power/Electric Supply - |  |  |  |  |  |
|  | Yes/No |  |  |  |  |  |
|  | (Adequate power supply) is |  |  |  |  |  |
|  | available – Yes/No. |  |  |  |  |  |
|  | Whether anti-lightening device is |  |  |  |  |  |
|  | provided – |  |  |  |  |  |
|  | Yes/No |  |  |  |  |  |
|  | Whether captive power supply |  |  |  |  |  |
|  | (generator) is |  |  |  |  |  |
|  | available – Yes/No. |  |  |  |  |  |
|  | The tender (both Technical and |  |  |  |  |  |
|  | financial bids) has been signed on |  |  |  |  |  |
|  | all pages only by the authorized |  |  |  |  |  |
|  | signatory. |  |  |  |  |  |
|  | Rent quoted shall be net, inclusive |  |  |  |  |  |
|  | of all taxes, cesses, parking |  |  |  |  |  |
|  | charges etc. related to the |  |  |  |  |  |
|  | premises, till the tenure of lease, |  |  |  |  |  |
|  | including extended tenure, if any, |  |  |  |  |  |
|  | as per financial bid format only by |  |  |  |  |  |
|  | filling up all three columns (under |  |  |  |  |  |
|  | Rate, Carpet Area, Total Rent |  |  |  |  |  |
|  | Payable) and signed only by |  |  |  |  |  |
|  | premises Owner / Power of |  |  |  |  |  |
|  | Attorney Holder only. |  |  |  |  |  |

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|  |  |  |
| --- | --- | --- |
|  | I / We further agree to construct |  |
|  | the strong room as per your Bank‘s |  |
|  | specifications and ready to carry |  |
|  | out modifications as required by |  |
|  | the Bank including constructions |  |
|  | of ATM civil structure in the |  |
|  | proposed premises at our expenses. |  |
|  | The offer submitted by me is valid |  |
|  | for Four months from the date of |  |
|  | opening of Price Bid. |  |
|  | Agree to execute the Lease Deed |  |
|  | agreement in Bank‘s standard |  |
|  | format (Standard format enclosed). |  |
|  | Enhancement in rent expected after | For \_\_\_\_\_\_\_\_\_ |
|  | the end of the original lease period | years with 5 |
|  | of\_\_\_\_\_\_\_\_ years. NOTE: Quote | years certain |
|  | in percentage only for a maximum | with 2 options |
|  | period of 15 year after end of | of 5 years each |
|  | original lease period. (only | with increase @ |
|  | percentage and amount should not | \_\_\_\_\_\_\_ % hike |
|  | be filled up) | in rent during |
|  |  | each option |
|  |  | period. |
|  | Any other terms and conditions |  |
|  | (Please specify). |  |
|  | (a) Additional financial bearing: |  |
|  |  |  |
|  | (b) Non- Financial bearing: |  |
|  |  |  |
|  | Any other relevant information |  |

Whether technically qualified, If

NO, reasons please give details

1.) Area not as per advertisement

ie +/- 20% of \_\_\_\_\_\_\_\_, 2)

Ownership document not proper,

1. Location not proper,
2. Amenities no proper ,
3. Lease terms not satifactiory as compare to others / bank's requirement.

Visit to premises - technically disqualified if any, please state the reasons

Date of visit / name of officer visited

technically disqualitifed if any,

please state the reasons

Qualified for opening of financial

Bid

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**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

Signature

Evaluation committee member :

Member

Member

Member

Regional Manager

Note: Preference should be given to ready premises and on ground floor with ATM

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