

**DETAILS OF OFFER (Part of technical bid)**  
**OFFER SUBMITTED FOR LEASING PREMISES**

**(If anybody willing to offer for more than one premise, separate application to be submitted for each premise)**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_ we hereby offer the premises owned by us for Commercial / Office use on lease basis:

**General Information:**

<b>A</b>	<b>Location:</b>	
A.1	Distance in KM from the Existing Branch	
A.2	Distance in KM from the nearest City Bus Stop	
<b>B.</b>	<b>Address:</b>	
B.1	Name of the Building	
B.2	Plot No. & Door No.	
B.3	Name of the Street	
B.4	Name of the City	
B.5	Pin Code	
<b>C</b>	<b>Owner Details:</b>	
C.1	Name of Owner	
C.2	Address	
C.3	Name of the Contact Person	
C.4	Mobile no.	
C.5	Email Address	

**Technical Information (Please at the appropriate option)**

- a. Building: Load bearing (.....), RCC Framed Structure (.....)
- b. Building: Residential (.....), Institutional (.....) Industrial (.....) Commercial (.....)
- c. No. of floors (.....)
- d. Year of construction and age of the building (.....)
- e. Floor of the offered premises:

Level of Floor	Built-up area
Total Floor Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.18 of “**Technical Bid**”.

Building ready for occupation- Yes/No

If no, how much time will be required for occupation ----- with end date.

**Amenities available**

Electric power supply and sanctioned load for the floors Offered in KVA (Mentioned)	-----KVA
Availability of Running Municipal Water Supply	Yes/No
Whether plans are approved by the local authorities (Enclose copies)	Yes/No
Whether NOC from the local authorities has been received	Yes/No
Whether occupation certificate has been received (Enclose copy )	Yes/No
Whether direct access is available, if yes give details	Yes/No
Whether fully air conditioned or partly air conditioned	Yes/No
Whether lift facilities are available	Yes/No
No. of car parking/scooter parking which can be offered Exclusively to the Bank	1) Car : 2) Scooter/Bike :

**Declaration**

I/We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.

I/We also agreed to construct/addition/alteration i.e. Cash safe room, Locker Room, Record/Stationary Room, System/ups Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Verified Tile Flooring and other works as per Banks specifications and requirement.

Place:

Date:

Name and signature of lessor(s) with seal (if any)

**ANNEXURE – I (PART OF TECHNICAL BID)  
PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by SBI  
**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**  
**TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS**

The detailed list and marks assigned to each parameter is as under:

Sr. No.	Parameter	Maximum Marks
1	<b>Distance from nearest Bus Stop/market place</b>	15
	i. Up to 3 Kms (15 Marks)	
	ii. More than 3 Km and up to 5 Km (2 Marks)	
	iii. More than 5 Km (0 Marks)	
2	<b>Available Frontage of the Premises</b>	15
	i. Up to 15 meters (15 Marks)	
	ii. 10 meter to 15 meter (10 Marks)	
	iii. 6 meter to 10 meter (5 Marks)	
	iv. Less than 6 meter (0 Marks)	
3	<b>Nearby Surroundings, Approach Road and Location</b>	15
	i. Commercial Market place with wide approach (15 Marks)	
	ii. Commercial Market place with narrow approach (5 Marks)	
	iii. Residential place but Commercial applied (2 Marks)	
4	<b>Quality of Construction, Load Bearing,/ RCC Framed Structure &amp; adequately ventilated, Ambience &amp; Suitability of premises</b>	20
	i. Excellent (20 Marks)	
	ii. Good (10 Marks)	
	iii. Satisfactory (5 Marks)	
	iv. Unsatisfactory (0 Marks)	
5.	<b>Availability of premises on</b>	20
	i. Ground Floor (20 Marks)	
	ii. Any other floor with lift facility (2 Marks)	
	iii. Any other floor without lift facility (0 Marks)	
6.	<b>Parking Space</b>	15
	i. Availability of Parking as Specified (15 Marks)	
	ii. Availability of Parking less than as Specified (5 Marks)	
	ii. No Parking space (0 Marks)	
<b>Total</b>		<b>100</b>

**If a bidder scores 0 (zero) marks in any of the above mentioned criteria, his/her offer will be disqualified and Price Bid of such bidder will not be opened.**

Place:

Date:

Name & Signature of lessor with seal if any