



Kerala Gramin Bank
കേരള ഗ്രാമീൺ ബാങ്ക്

(A Government owned bank sponsored by Canara Bank)



Kerala's own Bank
കേരളത്തിന്റെ സ്വന്തം ബാങ്ക്

**Head Office : General Administration Wing,
Malappuram.**

OFFER DOCUMENT

FOR

HIRING OF PREMISES

UNDER

SINGLE BID SYSTEM

Issued By:

General Administration Wing

Kerala Gramin Bank , Head Office

Malappuram - 676 505

Kerala

(Phone-0483-2733507)

E mail: gawing.kgb@keralagbank.com

Fax:91 483 2736987



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General Administration Wing

OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING
PREMISES TO THE BANK

The offer document consists of the following:

- 1. Notice inviting offers.**
- 2. Instructions to offerers.**
- 3. Offer Letter. (Format)**
- 4. Work specification**
- 5. Carpet Area Definition.**



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(1)

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NOTICE INVITING OFFERS FOR HIRING OF PREMISES

Kerala Gramin Bank intends to take Commercial premises for lease from individuals/firms.

Offers are invited under Single Bid System as per the details given below:

1.Requirements:

Area of premises	Location	Remarks
1200 sq.ft (Approximately)	Kadampazhipuram,Peringode (Palakkad district) Pattarnadakkavu (Malappuram district) Thiruvilwamala (Thrissur district) Kuppadithara,Chakkittappara (Wayanad District) Muhamma (CT),Pallippad,Kanichukulanagara (Alappuzha District) Chruvanchery (Kannur District) Hosangadi (Kasaragode District)	Preference will be given to the premises in Ground floor with entire area in a single floor. Required power load is 15 KW

2.The prospective offerers meeting the above requirements are requested to collect the offer documents from the office at the above address or from nearest Regional offices of the Bank during office hours.The

offer documents (3,4&5) can also be downloaded from our website www.keralagbank.com

Duly filled in offers placed in a sealed envelope super scribed as "offer for hiring premises " shall be submitted up to 5 pm on 15-03-2015 to the Chief Manager, General Administration wing ,Kerala Gramin Bank, Head Office, Malappuram at the above given address.

No brokers /intermediaries shall be entertained. Kerala Gramin Bank reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever

General Manager / GA Wing

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Instructions to Offerers

1. The Notice inviting offer, instructions to offerers, offer letter along with Carpet Area definition will form part of the offer to be submitted by the offerer. The offer letter shall contain the terms and conditions of the offer to lease out the premises.
2. The offer letter along with other documents as detailed above shall be placed in a sealed envelope and super scribed as “offer for hiring of branch premises to Kereral Gramin Bank” at the address given in the notice inviting offers on or before the last date and time stipulated for submission. The name and address of the offerer to be mentioned on the cover without fail.
3. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as “LATE” and shall not be considered.
4. Copies of the following documents are to be submitted along with the “offer” in support of the details furnished there in.
 - i. A set of floor plans, sections ,elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.
 - ii A copy of the title of investigation and search report along with copies of title deeds.
 - iii. Documents related to conversion of land use for Non-agricultural purpose from the competent authority.
5. All columns of the “offer letter” must be filled and no column should be left blank. All pages of the “offer letter” are to be signed by the offereor/authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the “offer letter .Any over writing or use of white ink is to be duly authenticated by the offeror. Incomplete offers. with in-correct details are liable for rejection.
6. In case the space in the “offer letter” is found insufficient, the offeror may attach separate sheets.
7. The “offer letter” submitted shall be in compliance to the terms/conditions specified therein. However, any terms in deviation to the terms/conditions specified in the “offer letter” shall be furnished separately.
8. Canvassing in any form will disqualify the offer.
9. Seperate offers are to be submitted if more than one property is offered.
10. After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.
11. Kerala Gramin Bank reserves the right to reject any offer without assigning any reason.
12. The offer submitted should remain open for consideration for a minimum period of three months from the date of opening of offer.

(3)

OFFER LETTER FOR LEASING PREMISES ON RENT FOR-----BRANCH

I/We offer the following premises on lease on rent for your----- branch

1. Name & Address of Land lord :

Name :

Age :

S/o, W/o. D/o :

Full Address with Pin code :

2. Contact No.

Land line :

Mobile :

3. Address of the building

Name & address :

Panchayat :

Building No. :

Village :

Survey No. :

District :

Taluk :

Telephone exchange

Post office with Pincode :

4. Proof of ownership

Title Deed No. :

Building permission No. :

Latest Tax receipt No. :

(Copy of title deed, Tax receipt, Building permit / plan to be submitted)

5. Approximate Area : sq.ft /ground floor/First floor
6. Stage of construction :
7. Expected date of handing over the premises :
8. Lease period : 10 years from date of possession.

Rent details

9. Expected Monthly rent : Rs. /- for the first 5 years
Rs. /- for the next 5 years
10. Advance rent :

I /We agree to complete the construction /modification as per Bank's requirements and specification including the following works.

1. Tiled flooring /Construction of strong room.
2. 3 phase electricity connection with required connected load.
3. Entrance door shutter with collapsible gate.
4. Water/sanitary installations.
5. Parking facility specially marked to the Bank.
6. Basic wiring and Electricity connection.
7. Rent to be fixed on actual carpet area excluding toilet/passage/pillars/walls etc.

(Please see the specification of civil works to be undertaken and carpet are definition)

Other remarks:

Place :

Date :

Name and Signature of land lord

(4)

KERALA GRAMIN BANK
HO – MALAPPURAM
General Administration Wing

SPECIFICATIONS FOR PREMISES CONSTRUCTION

1. An approximate carpet area of 110 M² (1200Sqft) is required. Carpet area means plinth area excluding the area covered under stair case, verandah, toilets, pillars, walls, (Including strong room walls) etc. The width of the building shall not be less than 6m.
2. The size of the entrance door shall be 120 cm x 210 cm (clear width)
3. The size of the windows shall be minimum 150 x 150 cm, 16mm horizontal iron rods should be used for windows. Windows shall be strengthened by providing horizontal and vertical iron bars/burglar proof grills. The position of the windows shall be so as to provide sufficient cross ventilation.
4. Toilet of size 150cm x 150cm shall be provided inside the premises. European water closet with wall tiles fixed up to height of 210cm and flooring with rough tiles.
5. Wash basin shall be provided inside the premises, but outside the toilet.
6. Strong room shall be constructed as per the specifications given below.
7. Sunshade shall be provided wherever necessary so that no direct rain water will fall on outer walls.
8. Water supply and 10KW connected load with 3 phase connection should be provided at landlord's cost. Separate meter for recording consumption of water/electricity should be available. There should be overhead tank with adequate capacity. If it is independent well-water supply, motor with adequate capacity should be provided.
9. Hooks should be provided in two rows for ceiling fans.
10. Collapsible grill should be provided in front of entrance door with facility to chain and lock from inside and outside. Rolling shutter and Wooden door shall also be provided.
11. All ventilators/Openings for fixing exhaust fans should be properly grilled securely.
12. The roof of staircase room shall be casted with RCC. Any opening into the open terrace under which the Bank premises situate should be properly closed with doors.
13. The staircase should be wide enough, ie. 120cm width, for easy and convenient movement of staff, customers, TRTL safe, Strong room door and furniture items.
14. The flooring should be with 60 x 60 cm ivory vitrified tiles.
15. The construction of the premises, including strong room should strictly be as per approved plan and also duly approved by local authorities wherever applicable.
16. Proof to the title deeds of the property along with approved plan issued by competent authority Municipality/Corporation /Panchayat as the case may be shall be submitted.
17. Parking Area shall be provided for minimum 3 vehicles.
18. Painting to walls shall be with INTERIOR EMULSION paint of ivory/cream/off white colour. Ceiling shall be painted with white emulsion.

SPECIFICATIONS FOR CONSTRUCTION OF STRONG ROOM

1. A minimum area of 12M² (130Sqft) to be provided as per RBI specifications which are stated below. A minimum size of 330 cm x 360cm shall be constructed under the supervision of a Registered Architect / Engineer. Necessary loft of 45cm width to be provided as storage space at lintel level.
2. **WALL:** RCC of Grade M20(1: 1.5: 3) , **30cm thick**, reinforced with 12mm diameter tor steel at 15cm centre to centre both ways and on both faces of the wall (a formation of reinforcement mat of about 15cm x 15cm on either face of the wall to be obtained). An opening of 180cm x 240cm should be provided for erecting strong room door. An RCC platform of 15cm height should be provided in the opening for placing the strong room door. The reinforcement from the walls should project to the opening at a length of 15cm. 3nosof airholes with shoe bend/offset bend of 3.5cm diameter to be provided 1 ft above the lintel level of strong room door.
3. **ROOF & FLOOR:**RCC specifications same as that of Wall. If strong room ceiling is already constructed and thickness of the roof slab is less than 30cm, then fortification grills fabricated in M.S. Angle framework using 20 mm bars placed at 7.50cm centre to centre 15 cm below the bottom of the existing ceiling. In case of floor, where it is already constructed, and if the thickness of the RCC floor is less than 30cm, then additional RCC to be done to make it 30cm of thickness, with reinforcement as specified above.

Further where reinforcement is proposed on two faces of an RCC member, it shall be staggered in such a manner that any view taken at right angles to the matt formation would show reinforcement at every 7.5cm c/c in elevation(in respect of walls) and in plan (in respect of ceiling /floor slab).

On completion of the construction of the strong room, a certificate from the Architect/Engineer under whose supervision the strong room has been constructed, shall be obtained and submitted to the branch. **Strong Room door will be provided by the Bank and placed in position by the supplier's technician.**

I/We am/are agreeable to undertake the civil works in the offered premises as per the specifications stated above.

Place:

Date:

Signature of offerer/s

(5)

CARPET AREA CONCEPT

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

- 1.Toilets
- 2.Common Verandahs, Passages, Corridors.
- 3.Open Balconies.
- 4.Common Entrance hall.
- 5.Car porch whether common or exclusive
- 6.Common staircase.
- 7.Lift well and shafts
- 8.Common garages/parking which is common to all
- 9.Common canteen areas.
- 10.Air conditioning ducts and common AC plant rooms.
- 11.Space occupied by all walls including strong room walls constructed.
- 12.Pump house area.
- 13.Any other area which is common to all tenants.

I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Place:

Date:

Signature of offerer/s