

Corporation Bank



Application Form

For submitting offers for Premises on Lease to Bank

Last Date for Submission of Completed Applications in the respective Zonal Offices is by 3.00 p.m. on 24.12.2007

Please submit the completed application form to concerned Zonal Office of the Bank.
Please refer to Bank's website – www.corpbank.in for address of the Zonal Office.

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INSTRUCTIONS TO SUBMIT THE APPLICATION FORMS.

- 1.0 The application form consists of the following documents, i.e.,
 - i) Instructions to submit the application form
 - ii) Important Information
 - iii) "T (technical)" part of the application, Carpet Area Definition and Strong Room Specifications
 - iv) "F (Financial bid)" part of the application
- 2.0 The offers are to be submitted under two parts, i.e., 'T' (Technical) part and 'F' (Financial) part as per the enclosed formats.
 - 2.1 T part constitutes - Items i), ii), iii)
 - 2.2 F part constitutes – Item iv)

Please submit the completed application form to concerned Zonal Office of the Bank. Please refer to Bank's website – www.corpbank.in for address of the Zonal Office.

- 3.0 **"T (Technical) part:**
 - 3.1. All the required information as per the details called for in "T" part is to be furnished duly keeping in view the Features / Requirements desired by the Bank. The features / requirements sheets, important information sheets are also to be attached to the T part. Offerers also may enclose any additional details regarding technical features, amenities provided etc. along with **site plan**, etc.
 - 3.2. **Please do not give any indication of the price, cost and financial aspects of the offer in "T" part.**
 - 3.3. Please put the **duly filled T part** of the application along with additional information, copy of the licensed plan, conversion certificates, etc. **in a separate cover** and seal the same. Please superscribe the cover as follows:

"T part pertaining to offers for premises on lease basis at ----- (name of location) called by Corporation Bank, Zonal Office, vide Advertisement appeared in ----- Dated ----- and in Bank's website."

Please also mention the offerer's name, full address and telephone numbers and mobiles numbers on the cover.

4.0 **"F (Financial)" part:**

- 4.1. The F part of the application shall contain nothing but price aspects of premises without any conditions. **(If the price is subject to any conditions, the same will be disqualified)**

Important:

- 4.2. Please put the **duly filled F part** of the application **in a separate cover** and seal the same. Please superscribe the cover as follows:
- 4.3. "F part pertaining to offer for premises on lease basis at ----- (name of location) called by Corporation Bank Zonal Office, vide Advertisement appeared in ----- Dated ----- and in Bank's website."
- 5.0 **Both the sealed covers (T and F)** are to be **kept in another separate closed bigger cover** duly sealing the same and clearly indicating the name of the offerer and his full address, phone nos. on the cover. The same should be superscribed as follows:

"Offer for premises at ----- (name of location] vide Corporation Bank, Zonal Office, advertisement appeared in ----- dated ----- and in Bank's website"

Please ensure that the final sealed cover contains two closed and sealed covers pertaining to T and F of the offer.

- 6.0 All the pages of the offer (both T part and F part) are to be signed by the offerer.
- 7.0 In case of more than one offerer, all the offerers or their GPA holder have to sign all the pages of the offer (both T and F parts).
- 8.0 Incomplete applications / applications lacking in details and without signatures are liable to be rejected.
- 9.0 Applications / offers received after the last date / time mentioned in the advertisement will not be accepted.
- 10.0 Offerers are requested to deliver the closed cover **in person to the address of the concerned Zonal Office only**. In case they intend to send by post, the same may please be sent by courier/speed post addressing to the said office to ensure proper receipt of their offer. Bank is not responsible if any offers sent by post are lost in transit.
- 11.0 Offerers should keep their offer/s valid **for a period of 6 months** from the date of advertisement.

- 12.0 Separate application forms are to be submitted in case more than one property is offered.**
- 13.0 Please note that the F (Financial) part of the offer will not be opened along with the T part. After scrutiny of the technical part, visits to the sites, assessment of the offers, the F part of only those offerers, whose offers are found suitable to the Bank, will be opened at a later date. The date of opening of F part will be intimated to those offerers, whose offers are found suitable as per T part of the application.
- 14.0 Offerers are requested to submit their lowest possible quotes in the F part as negotiations / discussions will be held only with L1 (lowest quoted offerer), subject to suitability of the offer as per T part.
- 15.0 Bank reserve its right to reject any or all the offers without assigning any reason whatsoever.

IMPORTANT INFORMATION

Offerers of premises are requested to note the following while filling up / submitting the application form.

Premises situated in Basements will not be considered.

Preference will be given for Ground Floor premises – wherein it is possible to rest the strong room on the ground.

Bank may, some times, at its discretion consider First Floor premises. In that event offerors have to ensure that the premises offered by them is capable of bearing the load of the strong room walls, strong room door, FBR safe, Safe Deposit Lockers. (Strong room specifications are available in the application form. Please check up on other aspects with Local Godrej / Gunnebo (formerly Steelage) dealers)

Bank may install its on-site ATM within the offered premises. No different rent will be paid for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable.

The offered premises should have an exclusive and independent entrance / approach to the Bank. The entire offered area shall preferably available in one single floor. In case the offered premises is on two floors, both the floors should be interconnected by an internal staircase and the said staircase shall be available for exclusive use of Bank and shall be in the possession of the Bank.

No brokerage whatsoever will be paid by the Bank for securing the premises.

The Offerers at their own cost have to construct the strong room as per Bank's specifications. (Please refer "**Strong Room Specifications for B Class Strong Room**" for details). The offerers at their cost shall arrange for **Fitness Certificate** for the Strong Room through a competent / Bank's appointed Architect / Engineer.

The Offerers at their own cost secure and provide independent and authorized Power.

The **tentative requirements of Strong room area and Power in KW** are as under:

S.NO.	Classification	Carpet Area Range of the Premises in sft.	Area of strong room required (Appx. Carpet Area) in sft.	Requirement of Power in KW (appx) *
1.	Metropolitan	1750 – 2000	350 - 400	35 – 40
2.	Urban / Port Town	1500 – 1750	300 - 350	30 - 35
3.	Semi - Urban	1200 – 1500	240 – 300	15 – 20
4.	Rural	1000 - 1200	200 - 250	10 – 15

* Depending on the requirement, the above power load may be needed immediately or progressively over a period of time.

The above requirements are approximate and may vary from Branch to Branch depending on the specific requirement.

Strong Room Door, Air Ventilator, Exhaust Fans, will be supplied by the Bank.

Payment of rent will be on **Carpet Area** basis only subject to joint measurement at landlord's cost. (Please refer to Bank's **Carpet Area Definition** in this regard.).

Offerors have to provide adequate parking either in the front or on the sides, or on the rear side or in the basement of the premises.

Adequate and uninterrupted water supply – preferably municipal water supply -to the premises shall be arranged with necessary capacity underground tank / over head tank and pump as per the requirement. In case, Municipal water supply is not adequate, alternate potable water source shall be made available.

Offerors also permit / provide adequate space for keeping Bank's DG Set, Solar Panel, Name Board – free of cost.

Offerors, at their cost - have to construct two toilets – one each for ladies and gents.

Offerors, at their cost, have to provide

1. Collapsible gates of full size for external entrances
2. Rolling shutters for external entrances with necessary locking arrangements
3. Strong iron grills of 12mm MS rods forming a square mesh of not more than 3” for all windows and ventilators and other such openings
4. Electricity meter (under commercial category) and water meter (under commercial category if applicable)
5. Good quality ceramic tile flooring in Rural and Semi-Urban areas and vitrified flooring in Urban / Port Town and Metropolitan Areas.
6. Non-skid ceramic tile flooring in toilets with about 5’ ht. Ceramic tile dado.
7. All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc.
8. Electrical distribution system including light points, power points, distribution boards and good quality earthing (conforming to Indian Electricity Act and local Electricity Board rules and regulations)

Water and Electricity charges will be paid by the Bank.

The offerors have to bear the property tax and all other taxes – both present and future.

The lease period for the premises will be 5+5 years with a pre-mature termination clause in favour of Bank by giving 3 months notice.

The landlords – during the currency of the lease - shall carry out repairs and maintenance works for the premises and to make the building tenantable and leak proof / water proof as per the requirement. Painting of the premises is to be done once in 3 years.

The building construction shall conform to relevant IS codes and shall be earthquake resistant.

In case the lease deed is to be registered, the cost of registration is to be borne by the landlords.

Signature of the offerer/s

Technical Part – T PART

From:
Name:

**To:-
The Asst. General Manager
Zonal Office,.....**

.....
.....
.....
.....

Telephone No; (O).....

(R).....

Mobile No.....

Dear Sir,

Reg: Offer of premises on lease for your ----- Branch
in ----- District and in ----- State

In response to your paper advertisement in ‘-----’ local daily **on** ----- as well as in your Bank’s website, I/We am/are submitting the details of our premises:-

1 Name & Address of the Offerer:	
2. Location & Exact postal address with PIN code of the offered premises	Location:
	Door No.
	Road:
	City/Town:
	Pin code:
3 Area offered (Carpet area in sft.) and location of the premises (ground floor/first floor etc., facing main road.)	

4. Adequate parking space is available in front of the premises.	Yes	NO
5. Premises is situated on the main roads	Yes	NO
6. Building is strong enough to bear the load of Strong Room walls, door/s, Safe Deposit Lockers etc.,	Yes	NO
7. Located in a clean and hygienic surrounding	Yes	NO
8. The offerer is having the permission of the local authorities to let the premises for commercial purposes.(Produce relevant documents)	Yes	NO
9. The offered premises is ready for occupation (Produce Occupancy Certificate)	Yes	NO
10.If yes, name the earlier occupant/s and reasons for vacating the same by them	1. 2. 3.	
11. The premises offered to the Bank is free from encumbrance? If yes, provide the necessary documents for bank's verification? If not, produce NOC from the mortgagee.	Yes	NO
12. The offerer has understood the concept of " carpet area " on which the premises is to be offered to the Bank. (The concept of carpet area is furnished in the application for ready reference)	Yes	NO
13. The offerer is prepared to provide Strong Room as per Bank's specification for the premises at his cost (Please see the table in "Important information" for tentative size of strong room. The specifications of strong room are furnished in the application form for ready reference)	Yes	NO
14. Required Power load will be provided to the premises at offerer's cost. (Please see the table in "important information" for tentative	Yes	NO

power requirement)		
15. Adequate space will be provided to keep Bank's Generator set, Solar Panels, name board free of cost	Yes	NO
16. The offerer is willing to provide collapsible gate and Rolling Shutter at the main entrance and grills to the windows (Please see "important information" for details)	Yes	NO
17 the offerer is willing to make alternations to the premises to suit Bank's purpose at his cost.	Yes	NO
18. The Offerers are willing to bear the Municipal Taxes and all other taxes a) Present taxes. b) Future taxes.	Yes	NO
19. Separate electricity meter/water meter is/will be provided to the premises offered	Yes	NO
20. A. adequate Municipal water is available at the premises through out the year? B) if no what permanent arrangement/s is/are made in this regard (please specify)	Yes	NO
21. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants.	1. 2. 3.	
22. Whether adequate basic electricity facilities, such as light points, power points, earthing etc are provided / available at the premises?	Yes	NO
23. The offerer is willing to provide two separate toilets (one for ladies and other for gents) exclusively for the portion of the premises offered to the Bank	Yes	NO
24. The offerer should ensure joint measurement of the premises at their cost	Yes	NO

25. Any other information such as additional facilities offered etc., which the offerer would like to highlight.

- 1.
- 2.
- 3.

Further:-

1. I/We produce the copy of site plan and building plan for your perusal.
2. I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed..
3. I/We am/have read and understood **Bank's concept of carpet area** and I/We agree for fixation of rent accordingly excluding the areas specified in your **carpet area concept furnished** in the annexure.
4. I/We have read and understood the various aspects furnished in "**important information**" and the constructional aspects furnished in "**strong room specifications**" and our above offer is conforming to the said aspects.
5. The premises is suitable for commercial purposes and we enclose copy of the permission issued by Municipal Authorities in this regard.
6. The premises is ready for occupation and we are enclosing copy of the Occupancy Certificate issued by Municipal Authorities.

I/We hope you will consider my/our offer favourably.

Thanking you,

Yours faithfully,

Offerer/s
(signature/s)

FOR OFFICE USE ONLY

RECOMMENDATIONS/COMMENTS OF THE LPC:- On the basis of information provided by the offerer the captioned offer may/may not be visited by the Local Premises Committee/and submit their report in order to open "F" part of the offer/s

(Strike out whichever is not applicable)

(Signature) (Signature) (Signature) (Signature)
(to be signed by the members of LPC who were present at the time of opening the "T" part)

**(DECISION OF THE ZONAL HEAD)
THE CHAIRMAN OF THE LPC**

Date:

Time:

Place:

Financial Part (F PART)

LETTER OF OFFER
(please put it in separate cover)

From:-

Place:
Date:

.....
.....
.....

Phone (O)
Phone (R)
Mobile

To:-

The Asst. General Manager,
CORPORATION BANK,

Dear Sir,

Offer of our premises to your Bank to open your branch

~~~~~

In response to your advertisement, I/We have submitted the details of my/our premises in a separate cover marked "T"part i.e. technical part of the proposal.

Now I/We am/are submitting the financial part of the proposal i.e., "F" part .

I/We am/are willing to offer our premises at Rs. ....  
(Rs.....) per sft.of carpet area).

The lease period shall be 5 + 5 years certain on joint measurement with .....% (10%,15%,20%) increase in rent for the II block of 5 years.

I/We am/are also willing to provide adequate free space to keep your DG Set, Solar Panels, name board etc.

Advance rent equivalent to six months rentals is acceptable to us.

**OR**

I/We need premises loan equal to --- months rentals (net of TDS and other applicable taxes) or --  
----% of the cost of construction of that part of the premises offered to the Bank **whichever is  
lower** on the terms and conditions to be stipulated by the Bank.

I/We also agree that the Bank may deduct tax at sources on the monthly rentals payable to us as  
per prevailing tax laws.

The above offer shall be valid for a period of **SIX months** from the date of this letter.

**(Signature of the offerer/s)**

**CARPET AREA DEFINITION**

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

1. Sanitary accommodation
2. Verandahs
3. Corridors and Passages
4. Kitchen and Pantries
5. Stores in domestic buildings
6. Entrance hall and porches and area under walls
7. Staircase and munties
8. Shafts for lifts
9. Barasaties\*
10. Garages
11. Canteens
12. Air-conditioning ducts and air-conditioning rooms

\*Barasati is a covered space open at least on one side constructed on a terraced roof used for shelter during rains.

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.

Date:

Place:

**Signature of the offerer(s)**

## STRONG ROOM SPECIFICATIONS

### RBI APPROVED BIS SPECIFICATIONS For CLASS `B' VAULT (Strong Room)

#### Walls

Walls of the Class `B' vault shall be of reinforced concrete of grade **minimum M 20** as per 6 and 9.2 of IS 456 and shall be of **minimum thickness 300 mm**. The reinforcement shall be of mild steel rods of minimum 12 mm diameter (7 and 8 of IS 9550 and 4 of IS 1732) placed both ways vertically and horizontally at 150 mm centre to centre distance to form mesh and the two meshes shall be staggered apart in such a way so that the reinforcement bars shall be at every 75 mm centre to centre in cross section.

#### Floor and Roof

Floor and roof shall be reinforced concrete of grade **minimum M 20** as per 6 and 9.2 of IS 456 and of **minimum 300 mm thickness**. The reinforcement shall be of minimum 12 mm diameter mild steel rods (7 and 8 of IS 9550 and 4 of IS 1732) placed both ways at 150 mm centre to centre to form mesh. The number and diameter of rods shall vary if the span and thickness of floor is increased. This is in addition to the normal structural reinforcement required for the roof and floor as the design and the users of these specifications are encouraged to consult a qualified structural consultant for designing the structure viz., roof, walls, floors etc.

| Vault Class                                                            |                                             | B                       |
|------------------------------------------------------------------------|---------------------------------------------|-------------------------|
| Recommended application                                                | Wealth level                                | Medium                  |
|                                                                        | Risk level                                  | Low                     |
| Recommended main door, emergency door [see IS 11188 (Part I)]          | -                                           | Class `B'               |
| Recommended internal clear usable size without obstruction (H x W x D) | Tolerance on dimensions<br>+ or - 2 percent | As required by the user |
| Construction                                                           | Wall thickness                              | 300, Min (12")          |
|                                                                        | Floor and roof                              | 300, Min (12")          |
|                                                                        | Concrete mix<br>(see IS 456)                | M20, Min                |
|                                                                        | Steel grid                                  | Bar dia                 |
|                                                                        |                                             | Mesh                    |
| Ventilator                                                             | Height from ground level                    | 2100, Min               |

**Note :** All dimensions in millimetres