

**SPSR Nellore District Cooperative Central Bank,
Head Office, Trunk Road, Nellore-524001**

1	Name and address of the owner(s)	
		:
2	Name of the Power of Attorney Holder, in case of multiple owners.	
		:
3	Share of each owner, if any under joint ownership	
		:
4	Contact Person(s):	
a	Name	
		:
b	Phone Number(s)	
		:
c	Mobile Number(s)	
		:
d	Fax	
		:
e	email	
		:
5	Details of Premises offered to Bank:	
a	Location and Address	
		:

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b	Distance from main road / cross road	:	
c	Whether there is direct access to the premises from the main road.	:	
6	Building:		
a	Year of Construction	:	
b	Specify type of building (Residential / Commercial / Industrial)	:	
b.1	In case of residential then NOC from competent authorities obtained or not?		
b.2	Whether occupancy certificate available? (Yes/No)		
b.3	Date of occupancy certificate (Copy of occupancy certificate to be enclosed)		
c	Specify type of construction (Load bearing / RCC Framed structure)	:	
d	Clear floor height (from top of floor to bottom of ceiling)	_____	ft
e	Clear floor height (from top of floor to bottom of intermediate beams)	_____	ft
7	Area Details (in sq. ft.):		
a	Built Up Area	:	
	Less:	:	
b	Toilet / Sanitary area	(-):	

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c	Wall & Column area	(-):
d	Staircase area, if any	(-):
e	Portico area, if any	(-):
f	Any other area not considered in carpet area	(-):
g	Carpet Area,(7a-7b-7c-7d-7e- 7f)	:
8	Break Up of Carpet Area Offered, floor wise:	
a	Basement	:
b	Ground Floor	:
c	First Floor	:
d	Others, if any	:
e	Total Area (8a+8b+8c+8d)	:
9	Specification of construction:	
a	Floor [mosaic / ceramic tiles / vitrified tiles, others (specify)]	:
b	Roof [RCC / Others (specify)]	:
c	Walls [brick work, hollow blocks / others (specify)]	:
d	Whether MS Grills provided to the windows? (YES / NO)	:
e	Whether rolling shutters & collapsible Gate for the main entrance available (yes/no)	:
F	If reply to point no.9 (e) is NO then rolling Shutters and collapsible gate for the main entrance is to be provided at Landlord's cost.	:
g	Whether separate partition for ATM	:

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	Available? (Yes/No)	
h	If reply to point no.9(g) is NO then separate partition Wall for ATM Room is to be constructed at Landlord's cost.	
i	Whether society/builder's permission available for installation of a separate RF Tower (1 ft x10" Ht. Foundation plus 6 meter Iron Pole above it) approx weight 100 Kgs. on the terrace of the building.	
10	Whether running water facility available? (YES / NO)	:
11	Whether adequate sanitary facilities available for each sex, separately? (YES / NO)	:
12	Whether adequate KW power load by way of 3-phase, electricity supply available with separate EB meter? (YES / NO)	:
a	If reply to point (12) above is YES, then please specify the value of EB sanctioned 3 phase load available at the premises.	:
13	Whether Strong Room (as per RBI specifications) is available? (YES / NO)	:
a	If reply to point 13 is NO , then Strong Room is to be constructed at Landlord's cost. Please offer your concurrence.	:
14	Whether exclusive/free parking facility available with the premises? (YES / NO) (minimum of 2 four wheeler and 10 Two wheeler parking preferred on exclusive/free basis)	:
a	Number of Two Wheeler parking	:
b	Number of Four Wheeler parking	:
15	Please confirm the following (Specify YES or NO)	
a	The tender (both Part A and Part B) has been signed on all pages only by the authorized signatory.	:
b	The offer submitted by you is valid for six months from the date of opening of	:

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	Price Bid	
c	<p>Rent quoted shall be on carpet area only and signed only by premises Owner / Power of Attorney Holder only.</p> <p>NOTE: Please note that you have to indicate your confirmation YES or NO only. Rates should not be mentioned here or any where in Part A.</p>	:
d	Agree to bear 50% of the cost of execution and registration of Lease Deed.	:
e	Agree to execute the Lease Deed agreement in Bank's standard format	:
f	Have submitted a copy of the approved plan (conforming to which the building has been constructed) along with this application.	:
g	Have submitted the Price Bid in a separate sealed cover.	:
h	Agree to rectify any defects in the building, if Bank agrees to take the premises on lease.	:
i	Have quoted the rent, considering all Bank's terms and conditions, per sq. ft of carpet area only.	:
j	The premises is free of any litigation or dispute.	:
k	Whether the owner, Power of Attorney holder has the powers to lease / sub- lease the premises?	
l	Whether Rent Control Act is applicable for the premises / Building?	

16	Expected rent per month	
	Enhancement in rent expected after the end of the original lease period of -years. Quote in percentage only for a maximum of 15%.	For----- years @---- % hike. (Only percentage and amount should not be filled up)
	Any other terms and conditions (Please specify). (a) Additional financial bearing:	
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	(b) Non- Financial bearing:	
	Other infrastructure provided (viz., air-conditioning, back up DG etc. - please specify).	
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Place :

Date:

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