



Zonal Office, Rajasthan Zone, 'STAR HOUSE' B-4, Sector-2,  
Jawahar Nagar, Jaipur-302 004.

E-mail: [Zo.Rajasthan@bankofindia.co.in](mailto:Zo.Rajasthan@bankofindia.co.in)

ZO/PREM/JNK/195

Date: 02.02.2012

**Requirement of Premises for opening Bank's Branch at Bhankarota in Jaipur City  
Rajasthan Zone**

Offers in two separate sealed covers containing Technical details and Financial details respectively are invited from interested parties, who are ready to lease out their premises at **above mentioned locations** on long lease of **19 years**. Preference will be given to the premises, which are **ready to occupy on Ground floor** and area **in & around above-mentioned location (Subject to approval/authorization by RBI)**:

**Carpet area** of premises required is around **1200 –1800 sqft.**

The cover containing Technical details should be marked **Envelope No.1** and super scribed with **'TECHNICAL BID'** and the cover containing Financial details should be marked **Envelope No. '2'** and super scribed with **'FINANCIAL BID'**. Both these covers duly sealed should be put in a 3rd cover super scribed with, **'Offer of Premises for Bank of India – Bhankarota Branch (Rajasthan Zone)'** and it should also bear the name and address/Phone/Mobile No. of the Offeror. The 3rd cover duly sealed should be submitted to the Zonal Manager, Rajasthan Zonal Office address.

**The offers in which Technical and Financial bids are not found in separate sealed cover would be rejected and not considered.**

The Bank reserves the right to accept/reject any/all offers without assigning any reason whatsoever.

**No Brokerage will be paid by the Bank.**

Interested parties may collect the Application Form from our Office or they may download the form from Bank's website. A payment of Rs.500/- (non-refundable) by Pay Order/Demand Draft in favour of 'Bank of India' payable at Jaipur towards cost of Tender form is applicable in both the cases. The Demand Draft/ Pay Order should be sent along with the Application to the address given below.

The Bid application duly filled only **in the prescribed forms** should be addressed to **The Zonal Manager, Bank of India, Rajasthan Zonal Office, 'STAR HOUSE' B-4 Sector-2, Jawahar Nagar, Jaipur-302 004.**

Telephone Nos. 0141-2658047, 2658048,

Envelope super scribed with **"Offer of Premises for Bank of India, Bhankarota Branch-Rajasthan zone"**.

**Last Date of Submission on or before 17.02.2012**

**ZONAL MANAGER  
RAJASTHAN ZONE**

Guidelines and instructions for filling Bid Forms (Part I and Part II) for Offer of premises for Bank of India

Please refer to newspaper advertisement in Newspapers 'Rajasthan Patrika' & Hindustan times on 03.02.2012 & and notification on our website [www.bankofindia.com/tenders/tenders](http://www.bankofindia.com/tenders/tenders) open to all vendors/Requirement of Premises, Rajasthan Zone regarding requirement of premises for Bank's branch.

2. You are requested to submit your offer in enclosed quotation forms in sealed covers as stated in following paras. Please ensure to submit the same to **The Zonal Manager, Rajasthan Zonal Office, 'Star House'B-4, Sector-2, Jawahar Nagar, Jaipur-302 004.**

**Ph: 0141- 2658047, 2658048,Fax-0141- 2656023**

3. While filling the quotation forms, please ensure to follow below mentioned instructions:

- a) Fill up all the information asked for in the **enclosed forms only.**
- b) **Do not quote rent** anywhere **in Part I** (Technical Bid) of the form.
- c) In case you desire to stipulate any term and condition, the same should be mentioned in Part I (Technical Bid) separately.
- d) Each part should be kept in a separate cover and the cover containing Technical details should be marked 'Envelope No.1' and super scribed with 'TECHNICAL BID' and the cover containing financial details should be marked 'Envelope No.2' and super scribed with 'FINANCIAL BID'. Both these covers duly sealed should be put in a 3rd cover super scribed with "Offer of Premises for Bank of India at Bhankarota Branch " and it should also bear the name and address/phone/Mobile no. of the offeror. The 3rd cover duly sealed should be addressed to The Zonal Manager, Rajasthan Zone, Zonal Office and submitted before the last date mentioned above. The offers in which technical and financial bids are not found in separate sealed covers would be rejected and not considered.

Please note that Quotation submitted in other format/paper or application not accompanied by P.O./D.D. will not be entertained by the Bank and such offers will be liable for rejection. Bank reserves the right to accept any offer and reject any/all offers without assigning any reason therefor.

Encl: Bid forms in two parts

**Part I**  
**TECHNICAL BID**

Offer of premises for your Proposed **Bhankarota Branch (Jaipur City)**

**The Zonal Manager,**  
**Bank of India, Rajasthan Zone, Jaipur**

Dear Sir,

The details of premises which I/We offer to lease out to the Bank are as under:

<b>1)</b>	Name address and Contact Phone/ Mobile No. of OWNER/S	
<b>2)</b>	Share of each owner, if any, Under joint ownership.	
<b>3)</b>	Location and Address of Land/ Premises: a. Name of the building b. Number and street c. Ward/Area	
<b>4)</b>	Land/Building : a. Plot area : b. Type of building : (Residential/Commercial/Industrial/Mixed) c. Type of constructions : (Load bearing/RCC/framed structure) d. Clear floor Height : (from floor to ceiling) e. Rentable Carpet Area : (offered to Bank ) i) At <b>Ground</b> floor : ii) Any <b>Other</b> floor : (Pl. specify) <b>Total Carpet Area</b>	
<b>5)</b>	<b>Specification of construction:</b> 1) Floor : 2) Roof : 3) Walls : 4) Doors and windows : 5) Are M.S.Grills provided to windows ?	

6)	<b>Availability of Basic Amenities</b> a. Running water facility available : b. Sanitary facilities available : c. Separate electricity meter/water meter is/will be provided to the premises offered: d. Parking facility :	
	<b>Others:</b> a) Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants.  b) . Whether basic electricity facilities are adequate at the premises? (such as electrical points)	
	c) Distance from: 1. Nearest Branch of Bank of India 2. Nearest Fire Station 3. Nearest Police Station	

I/We agree to construct/alter the premises as per Bank's requirement  
I/We agree to execute Lease Deed in Bank's standard format.  
I/We enclose plan of the premises.  
My/our offer will be valid for next six months from the date of offer.  
I/We have clear legal title in respect of the property offered to the Bank.

Place :

Signature of the Offeror/s

Date :

NAME & ADDRESS

ENCL: PLAN OF PREMISES & PHOTO COPY OF PERMISSION FROM APPROPRIATE AUTHORITY FOR COMMERCIAL USES

**Part II**  
**FINANCIAL BID**

**The Zonal Manager**  
**Bank of India, Zonal Office**  
**JAIPUR - 302001**

Dear Sir,

Offer of premises on lease for your **Proposed Bhankarota (Jaipur City) -Rajasthan Zone** I/We offer to lease out premises located at-----  
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(other details of which are given in part I) at following rate.

<b>Carpet Area (in sqft.)</b>	<b>Rate (Rs.)</b>	<b>Total Rent per month (Rs.)</b>
Ground Floor : (Approx.)	-	
Any Other Floor : (Pl. specify)		
TOTAL :		

I/We agree to :

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the premises.
- iii) Share the cost of execution and registration of Lease Deed.
- iv) To lease the premises in favour of Bank for 19 Years with Three. Options of 5(five) years each With ... % increase in rent at each option.

Do you require loan for construction of premises/building?

If yes, then

Estimated cost of construction : Rs.

Loan amount required : Rs.

Any other terms and conditions  
(Please specify)

My/our offer will be valid for next 6 (six) months from the date of offer.

Place:

Signature of offeror's

Date:

Name & Address

Construction of Strong Room for Safe Deposit Vault to be done by the  
Landlord

SPECIFICATIONS

The walls, floor and ceiling shall be of Reinforced Cement concrete.

Basement(Underground Vaults

Basement Floor and Walls: 12" thick reinforced concrete of mix 1:2:4

Basement Roof : 9" thick reinforced concrete of mix 1:2:4

Reinforcement : 12 mm. diameter bars at 4" centres and laid in two rows in both directions and staggered so that there is one reinforcement bar for every 2" centre

Ground Floor Vaults

Floor, Walls and Roof: 12" thick reinforced concrete of mix 1:2:4 -M-20

Reinforcement: 16 mm. diameter bars at 4" centres and laid in two rows in both directions and staggered so that there is one reinforcement bar for every 2" centre.

This is in addition to the normal structural reinforcement required for the roof and floor as the users of these specifications are encouraged to consult a qualified structural consultant for designing the structure namely roof, walls, floors,etc.

Main Door(to be supplied by the Bank). Installation of the door is to be carried out by the landlords.

The landlords may please note the following aspects while filling up the application forms:

Lease: The lease period shall be 19 years (5+5+5+4). During the currency of the lease period, the landlords have to carry out major repair works if any at their cost. The entire civil works including the tiles on the floor are to be undertaken by the landlords. They also shall carryout periodical painting of the premises(once in three years) at their cost.

Premature termination Clause in Bank's favour: Bank reserves the right to terminate the lease prematurely by giving 3 months' notice.

Lease registration charges to be borne by the landlords and the Bank in equal shares.

All existing and future taxes imposed on the premises will be borne by the landlord(s).

Other works:

Rolling shutters and Collapsible / Sliding gate are to be provided by the landlords for the Branch and Currency chest.

Windows, ventilators are to be provided for admitting light and for ventilation purposes. Wherever required, the same will have to be strengthened by means of security grills for security purpose.

Landlords have to carry out flooring works(vitrified tiles), painting of premises at their own cost while handing over and also carry out periodical painting of the premises once in three years. Colour schemes for vitrified tiles and painting works to be done as per Bank's policy from time to time.

Carpet Area:

As per extant Premises policy/guidelines, the rent for premises to be acquired on lease is to be considered on carpet area basis only.

The carpet area means the usable carpet area and plan area of all internal removable partitions and walls, door jambs, balconies, bathrooms, lavatories, kitchen and pantry contained within the space offered. It excludes masonry walls, columns, staircases, passages, lobbies, etc. which are in common with any other occupant of the building.

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I/We state that

1. I/We have fully understood the above terms and conditions and fully agree to it, and have quoted the rent accordingly.
2. I/We agree for fixation of rent according to the carpet area concept referred above and will not insist on increase of rent/carper area in future on the plea that the term was misinterpreted by me/us.

Date:  
Place:

Sign of offeror(s)