



Relationship beyond banking

**BANK OF INDIA, 3rd FLOOR, GOD
9/RC, SCHEME NO -134,
INDORE - 452010**

OFFER DOCUMENT

FOR

**Premises on Lease basis for Dhar Zonal Office
Dist. Dhar Madhya Pradesh.**

TECHNICAL BID (VOLUME-I)

TENDER ISSUED TO:-

LAST DATE OF SUBMISSION: 29.10.2021 (Up to 3.30 p.m.)

Contact Persons:

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NOTICE INVITING OFFER**FOR****Requirement of New Premises for Zonal office at Dhar**

Offers in two separate sealed covers, containing technical and financial details **as per Bank's prescribed format only**, are invited from bonafide owner(s), who are ready to lease out his / her /their premises with adequate parking space, on long term lease basis for 15-25 years or more (**Preferably on GROUND FLOOR** and only **READY BUILT PREMISES which will be read to take possession**) at the following place(s)

Sr. No.	Location	District	Required Carpet Area Approx. (In Sq. Ft.)	Remarks
1.	Within Dhar Municipal Area	Dhar	4500 to 5500	Preferably on Ground Floor

Required Carpet Area is indicative only, carpet area can be acquired less or more as per Bank's requirement. Applicants having a larger area than Bank's requirement must give an undertaking to agree to offer space as per bank's requirement in absence of which, such applications are liable to be rejected.

2) The envelope containing Technical Details (**Annexure I**) should be marked as **Envelope No. 1** and super scribed as '**TECHNICAL BID**' and the envelope containing financial details (**Annexure II**) should be marked as **Envelope No. 2** and super scribed as '**FINANCIAL BID**'

A **Non-Refundable** Demand Draft/Pay order of **Rs.1000/-** favoring Bank of India payable at Indore and submitted in **Envelope No. 1**.

All these envelopes duly sealed should be put in a duly sealed **3rd Envelope** super scribed with "**OFFER OF PREMISES FOR ZONAL OFFICE OF BANK OF INDIA AT DHAR**" and should be addressed to "The Zonal Manager, Bank of India, Indore Zonal Office, 3rd Floor, General Operation Department, 9/RC, Scheme No – 134, Indore - 452010" All these envelopes must be properly sealed and the applicant's complete address along with Contact Numbers (Please mention more than one, if available) must be elaborated on each.

Please Note that if Non - Refundable Demand Draft / Pav Order of **Rs.1000/-** is not submitted, application will not be considered

3 The terms & conditions, which an applicant should ensure while applying for the proposed premises:

- a) The applicant(s) must be owner(s) of the premises. The titles of the property must be clear & marketable, land use of property must be commercial and property must be free from any encumbrance/ litigation / dispute. **Applicant(s) will be required to show original proof of ownership at the time of technical inspection.**

- b) The premises should be **Fully Constructed / Ready Built** and preferably on the **Ground Floor** with adequate earmarked parking area for 10-20 Cars and others vehicles. A Person/Firms is also eligible whose Premises is completed within 3 months from today. Any sort of addition / alteration in the existing premises for any type of Bank's requirement (**RF Tower / V-SAT/GENERATOR / PANTRY etc.**) will have to carry out by the owner(s) for which the owner(s) has to bear all the cost.
- c) The structural condition of premises should be satisfactory and should provide for natural structural safety from hazards of fire, theft & collapse. There should be all civic facilities such as adequate sanitary arrangements, Water and Electricity, Natural light & Ventilation etc.
- d) Premises should be preferably on the **Prime Location (Main Road, Main Market etc.)** which does have potential from Banking Business point of view. There should be adequate area for parking in front of / adjacent to the premises.
- e) **Premises should be leased to bank preferably for a period of 15-25 years or more. The enhancement of rent during the lease period would take place after every 5 years.**
- f) Lease Deed is to be executed as per Bank's format only. The owner(s) should be ready to abide by **Bank's Standard lease terms** & execute the lease deed as per Bank's format and **bear the cost of execution, registration and Stamp duty of Lease Deed.**
- g) **The Carpet Area** of the premises offered should be in the range as mentioned above. Applicants having a larger area than our above requirement must give an undertaking to agree to offer space as per bank's requirement. It is further clarified that carpet area shall exclude the following:
 - I. External and Internal Masonry walls and columns
 - II. Temporarily covered and enclosed / unenclosed balconies.
 - III. Common Staircase, passages, lobbies etc.
 - IV. Loft / Bunk / Niches under window / Staircase etc.
 - V. Area of Toilets / Pantry
 - VI. Area provided for Antenna / RF Tower / V-SAT / Generator etc.

Please Note:

- i. **Premises will be taken only on the Carpet area basis. The rate should be quoted on the basis of Carpet Area. Bids quoting rates on the basis of Build-up /Super-Buildup area are liable to be rejected.**
- h) The owner(s) must have permission / license for commercial usage of the premises or the landlord should be in a position to arrange such permission / license from concerned authority at his own cost before handing over possession
- i) Applicant must submit copy of Title Deeds, copy of approved MAP from the competent government authority, age & layout of building with pillars & location map along with technical bid

j) With all the above the owner(s) has to:

- i. Bear all the cost of **all civil work** which will be done for necessary construction / alterations / renovations to the premises, as required by the bank. Apart from the above owner will provide **flooring with vitrified tiles, gate shutters (Main) with M.S. grill gates, stainless steel railings**. Size & Color will be decided by the bank / architect and or other such requirements like water proofing etc. as may be decided upon finalization of the premises.
- ii. Bear all the cost of constructing Store / Stationary Room, Toilets (Separate for male & female) with doors, Pantry & Pantry Platform (as per bank's requirement).
- iii. Bear all the charges for carrying out **the searches / investigation of the title deeds and execution / registration / cost of Stamp Duty of Lease Deed** by our Solicitors/Advocates.
- iv. Bear all the **taxes (present and future) including Property Tax & Municipal Tax**, Non-confirming / misuse / conversion / parking charges, cesses etc. related to the premises.
Provide transformer in **adequate (50-60 KW or as may be required) three phase electric power** to the scheduled premises along with an independent electric meter. All the cost to be borne by the owner(s) and the same will be provided within 15(fifteen) days from the date of the offer letter. If required, necessary liaison work should be done by owner(s) with the concerned authority.
- v. Provide **adequate water supply (water connection, water motor, water meter and water tank of adequate capacity)** in the premises. All the cost to be borne by the owner(s) and the same will be provided within 15(fifteen) days from the date of the offer letter. If required, necessary liaison work should be done by owner(s) with the concerned authority.
- vi. Bear all the **cost of painting on both external & internal walls** of the premises, doors, windows, grills and shutters as per the **color scheme and quality** approved by the Bank before giving possession.
- vii. Bear the cost of obtaining **certificate in respect of completion** of the required civil works by Bank's approved architect before giving the possession of the premises for deciding the date of releasing of rent.
- viii. Provide the space, permission of the municipality / concerned authority **as per Bank's requirement(at no extra cost)** for installing:
 - i. **Antenna /RF Tower / V-Sat at the roof of premises (if required) for connectivity purpose.**
 - ii. **Generator-Set at the roof of branch premises or in front / back side / other side of premises as per bank's requirement.**
 - iii. **Signage Board having maximum visibility & as per the Bank's requirement**
 - iv. **Outer Units of AC's with cage**
- ix.

4) The offer as above should be submitted dully filled in all respect and **only by the owner(s) of premises in Bank's prescribed formats only**, which may be downloaded from Bank's Website www.bankofindia.co.in

The sealed offers should be received at "The Zonal Manager, Bank of India, Indore Zonal Office, 3rd Floor, General Operation Department, 9/RC, Scheme No – 134, Indore - 452010" between 10.30 a.m. to 5.00 p.m. (on working days) from **14.10.2021 to 29.10.2021 (i.e. Last Date for offer submission is 29.10.2021, 3:30 p.m.)**. The technical Bids will be opened in our office at the above address on 29.10.2021 at 4:30 pm. All bidders are requested to remain present for opening of the technical bids with their KYC documents. Kindly note that no separate intimation will be sent to bidders for same purpose.

Note:- Offers received after 29.10.2021, 3:30 p.m. will not be accepted.

5) The Bank reserves its right to accept or reject any or all the proposal/s without assigning any reason thereof.

6) No brokerage will be paid by the Bank. Offers from Property Dealer/ Brokers / Intermediates will not be entertained.

**Zonal Manager
Indore Zone**

ANNEXURE - I

ENVELOPE NO. 1, (TECHNICAL BID)
FOR BANK'S NEW PREMISES OF ZONAL OFFICE AT DHAR
(MUST BE MENTIONED ON ENVELOPE ALSO)

To,
Zonal Manager, Bank of India,
3rd Floor, General Operation Department,
9/RC Scheme No – 134, Indore – 452010.

Dear Sir,

I/We hereby confirm that I/We have read the above mentioned advertisement properly and I / We offer to lease out my / our premises to the Bank as per details given hereunder:

1. **Name of Owner(s). (Photocopy of Title Deeds, copy of approved MAP from the competent government authority, age & layout of building with pillars & location map documents must be attached)**

(In case of Joint Ownership Name and Share of each owner:

1) _____ S/O, D/O, W/O _____ Share _____%

2) _____ S/O, D/O, W/O _____ Share _____%

2. **Location / Address of the Premises Offered** _____

(Please mention complete address including landmark. if any) _____

3. **About Premises Offered**

- a) Type of premises _____ (Residential / Commercial / Industrial)
(Landlord(s) have to arrange permission / license for commercial usage from concerned authority at his own cost before handing over possession)
- b) Premises construction status **Fully Constructed** _____ (Yes/No)
- c) Type of construction _____ (Load Bearing / RCC / Framed Structure)
- d) Specification of Construction
1. Floor _____
 2. Roof _____
 3. Walls _____
 4. Doors & Windows _____
 5. Are M. S. Grill provided to windows? = Yes/No
- e) Clear height from floor to ceiling _____ Feet (Should be more than 10.50 Feet)
- f) Total Plot Area of premises offered : Length: _____ (Feet) X Width: _____ (Feet) = _____ (Sq. Feet)
Main Front Width = _____ (Feet)
- g) **Rentable carpet area offered**
- At Ground Floor = _____ (Sq. Feet)**
At First Floor = _____ (Sq. Feet)
At Second Floor = _____ (Sq. Feet)
Any other Floor (Pl. specify) _____
- h) Loan on property _____ (Yes / No) If yes, bank statement must be attached:
- i. Name of Bank / Institution = _____ ii. Type of Loan = _____ iii. Outstanding Amount = _____
- i) Type of construction _____ (Load Bearing / RCC / Framed Structure)
- j) Whether property under litigation _____ (Yes / No) If yes, then give details:
(Please attach separate sheet, if required) : _____
- k) Do you require loan for construction of premises / building _____ (Yes / No)
If yes, then estimated cost) Rs. _____ and Loan required: Rs. _____
- l) No. of days required to hand over the premises to the bank after carrying out necessary construction/Alteration as per tender / advt. /Bank's requirement _____ days
- m) Running Water facility available _____ (Yes / No)
- n) Sanitary facility available _____ (Yes / No)

ENVELOPE NO. 1, (TECHNICAL BID)

FOR BANK'S NEW PREMISES OF ZONAL OFFICE AT DHAR
(MUST BE MENTIONED ON ENVELOPE ALSO)

- o) Electrical supply with separate meter _____(Yes / No)
 p) Sanctioned Load _____(KVA)
 q) Parking facility _____(Yes / No)
4. Detail of Non — Refundable DD / PO : DD / PO No.: _____ DD / PO Date: _____
 Pay Order of Rs. 1000/- : Issuing Bank Name: _____

5. I/We agree to:

- 1) Execute the Lease Deed in Bank's Standard Lease Deed Format.
 - 2) Bear all the cost of all civil work which will be done for necessary construction / alterations / renovations to the premises, as required by the bank. Apart from the above owner will provide flooring with vitrified tiles, gate shutters with M.S. grill gates, stainless steel railings. Size & Color will be decided by the bank / architect and or other such requirements like water proofing etc. as may be decided upon finalization of the premises
 - 3) Bear all the cost of constructing Store / Stationary Room, Toilets (separate for male & female) with doors, Pantry & Pantry Platform (as per bank's requirement).
 - 4) Bear all the charges for carrying out the searches / investigation of the title deeds and execution / registration of lease deed / cost of Stamp duty of Lease Deed fee charged by our Solicitors / Advocates.
 - 5) Bear all the taxes (present and future) including property tax / Municipal Tax, Non confirming / misuse / conversion / parking charges, cesses etc related to the premises
 - 6) Bear all the cost & charges such as common area maintenance (usage, electricity charges, cleaning charges etc.) charges for use of premises
 - 7) Provide transformer with adequate (50-60 KW or as may be required) three phase electric power to the scheduled premises along with an independent electric meter. All the cost to be borne by the owner(s) and the same will be provided within 15 (fifteen) days from the date of the offer letter. If required, necessary liaison work should be done by owner(s) with the concerned authority.
 - 8) Provide adequate water supply (water connection, water motor, water meter and water tank of adequate capacity) in the premises. All the cost to be borne by the owner(s) and the same will be provided within 15 (fifteen) days from the date of the offer letter. If required, necessary liaison work should be done by owner(s) with the concerned authority.
 - 9) Bear all the cost of painting on both external & internal walls of the premises, doors, windows, grills and shutters as per the color scheme and quality approved by the Bank before giving possession.
 - 10) Bear the cost of obtaining certificate in respect of completion of the required civil works by Bank's approved architect before giving the possession of the premises for deciding the date of releasing of rent.
 - 11) Provide the space, permission of the municipality / concerned authority (at no extra cost and as per Bank's requirement) for installing:
 - i) Antenna / RF Tower / V-Sat at the roof of premises (if required) for connectivity purpose.
 - ii) Generator-Set at the roof of premises or in front / back side / other side of premises as per bank's requirement.
 - iii) Signage Board having maximum visibility & as per the Bank's requirement
 - iv) Outer Units of AC's with cage
 - v) Earmarked Parking for 10-20 cars and other vehicles.
6. My / Our offer will be valid for next nine months' time from the date of this offer.
7. I / We have gone through all the terms and conditions of the above mentioned tender / advertisement and shall abide with the same in case my / our offer is accepted and approved by the Bank.

Name and Signature(s) of the owner(s):

(In case of Joint Ownership, signature(s) of all the owners are mandatory)

- 1) _____ S/O, D/O, W/O _____ Signature _
 2) _____ S/O, D/O, W/O _____ Signature _

Complete Address of the owner : 1) _____

2) _____

Please Note:

- a) To strike out whichever is not applicable.
- b) To strike out whichever is not accepted with reason thereof.
- c) To mention any other terms & conditions (If any)

Contact Nos. 1) _____ 2) _____

Email Id of Owner: 1) ----- 2)-----

ENVELOPE NO. 2, (FINANCIAL / PRICE BID)
(MUST BE MENTIONED ON ENVELOPE ALSO)

To,
Zonal Manager, Bank of India,
3rd Floor, General Operation Department,
9/RC Scheme No – 134, Indore – 452010.

Dear Sir,

I / We hereby confirm that I / We have read the above mentioned advertisement properly and I / We offer to lease out my / our premises to the Bank at following rate:
(Other details of which are given in ANNEXURE - I)

Sr. No.	Floor	Carpet Area	Rent (In Rupees) Per Sq. Feet / Per Month
1		_____ Sq. Feet	Rs. _____ (in words. _____ Per Sq. Feet / Per Month

2. I agree to lease the premises in favour of Bank for _____ Years with _____ options of 5 years each with ____% increase in rent on each option.

3. I/We agree to:

- 1) **Execute the Lease Deed in Bank's Standard Lease Deed Format.**
- 2) Bear all the charges for carrying out the searches / investigation of the title deeds and execution / **Registration / Stamp duty of Lease Deed / fee charged by our Solicitors/Advocates.**
- 3) Bear all the taxes (present and future) including Property Tax / Municipal Tax, Non-confirming / misuse / conversion / parking charges, cesses etc. related to the premises.
- 4) My / Our offer will be valid for next nine months' time from the date of this offer.
- 5) I / We agree for fixation of rent according to the carpet area concept as referred in tender notice and will not insist on increase of rent / carpet area in future on the plea that the term was misinterpreted by me/us.
- 6) I / We have gone through all the terms and conditions of the above mentioned tender / advertisement and shall abide with the same in case my / our offer is accepted and approved by the bank.
- 7) Bear all the incidental charges, if any, like common area maintenance (usage, electricity charges, Cleaning charges etc.) Charges for use of premises

Name and Signature(s) of the owner(s):

(In case of Joint Ownership, signature(s) of all the owners are mandatory)

1) _____ S/O, D/O, W/O _____ Signature

2) _____ S/O, D/O, W/O _____ Signature

Complete Address of at least one of the owner

Please Note:

- a) To strike out whichever is not applicable
- b) To strike out whichever is not accepted with reason thereof
- c) To mention any other terms & conditions (If any)

Contact Nos. 1) _____

2) _____

Date: _____

Place: ____