



Relationship beyond banking
Varanasi Zonal Office
Rathyatra Mahmoorganj Road
Mahmoorganj, Varanasi -221010
Tel- 0542-2518485, 271
Email- zo.varanasi@bankofindia.co.in

ZO/VNS/GOD/2021-22/214

Dated- 13.10.2021

REQUIREMENT OF PREMISES FOR BANK OF INDIA
GORAKHPUR ZONAL OFFICE

Bank of India requires premises on rent having carpet area of 3800 sq.ft to 4400 sq.ft. approx. for its Gorakhpur Zonal Office, on long term basis i.e. for 15/20 years.

**Gorakhpur Zonal Office, District- Gorakhpur (U.P.) – (Approx- 3800 sq. ft. to 4400 sf. ft.)
(Opening of new premises)**

The premises should be on the main road at prime commercial site **and should have sufficient parking area for vehicles and space for housing and generator (please note for keeping generator, no rent is paid by Bank)**. Separate arrangement for electricity supply and drinking water should also be available. The map of the premises should be/ have been approved as commercial premises by competent authority. Offers in two separate sealed covers containing **Technical details** and **Financial details** respectively are invited from interested parties, who are ready to rent out their readily available premises at a prominent location at Gorakhpur City only.

The cover containing technical details should be marked Envelope No. 1, super scribed with '**TECHNICAL BID**' and the cover containing financial details should be marked Envelope No. 2, 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, Gorakhpur Zonal Office**' and it should **also bear the name and address / phone number of the offerer**. The 3rd cover duly sealed should be **addressed to the Zonal Manager, Bank of India, Varanasi Zonal Office**, Corporate Services Department, and submitted as detailed hereunder:-

The offer as should be submitted in Bank's prescribed format only, which may be obtained from **Varanasi Zonal Office, Corporate Services Department, B-38/ 2 A, Rathyatra Mahmoorganj Road, Mahmoorganj, Varanasi- 221010, Phone No. 05342- 2518485, 471**) between 10:00 a.m. to 05:00 p.m. (on all working days till 28.10.2021) besides it can also be downloaded from our website. The same can also be obtained from Bank of India, Taramandal Branch, Siddharth enclave, In front of Taramandal, Gorakhpur, Pin- 273017(on all working days).

The sealed offers will be received at above address by our Corporate Services Department between 10.00 a.m. to 5.00 p.m. up to 28.10.2021. The last date for submission of tenders is 28.10.2021 till 05:00 p.m. **The bank reserves**



the right to accept / reject any or all offers without assigning any reason whatsoever. Further, acquisition of premises is subject to approval/authorization of license by RBI.

Please note that the area of premises will be calculated as per 'Carpet Area'. The applicant are advised to ascertain carpet area before offering the premises. While filling the quotation forms, please ensure to follow under mentioned instructions:

- a) Fill-up all the information asked for in the enclosed from itself.
- b) Do not quote rent anywhere in Part-I of the form otherwise your offer will be rejected.**
- c) In case you desire to situated any term & condition, the same should be mentioned in Part-I separately.

Zonal Manager
Varanasi Zone

Application No. _____

DRAFT OF QUOTION FORM PART I
(Technical Details/Bid)

The Zonal Manager,
Bank of India,
VARANASI ZONAL OFFICE
Rathyatra Mahmoorganj Road
Mahmoorganj, Varanasi-221010

Dear Sir,

Technical details of the premises offered to Bank on rent
basis for Bank of India Gorakhpur Zonal Office

The details of premises, which I/We offer for outright sale/lease out* to the Bank are as under:-

- 1) Name of owner/s:
- 2) Share of each owner if any
Under joint ownership:
- 3) Location:
 - a) Name of the building:
 - b) Number and Street
 - c) Ward/ Area
- 4) Land:
 - a) Length
 - b) Width
 - c) Area
 - d) Percentage of Built-up area/floor space index
 - e) Leasehold/freehold

If leasehold please furnish the following details:

- i) Name of lesser/lessee
- ii) Nature of lease
- iii) Duration of lease

- iv) Lease rent
- v) Balance period and term

- vi) Terms and Conditions, if any for converting leasehold to freehold
 - f) Nature of soil and substrata
 - g) Level of the plot
 - h) Users as per development plans
 - i) FSI permissible/FAR
 - j) Any Municipal regulations

5) Building:

- a) Type of building : Residential / Commercial/ Industrial/ Mixed
- b) Type of Construction: Loan bearing/ RCC/ Framed structure
- c) Clear floor height from floor to ceiling
- d) Rentable carpet area offered to Bank-
 - i) At Basement :
 - ii) At ground floor :
 - iii) At first floor :
 - iv) Any other floor (Please specify) :

Total Area

=====

- e) Specification of construction:
 - i) Foundations
 - ii) Superstructure
 - iii) Flooring
 - iv) Roof
 - v) Walls
 - vi) Doors & Windows
 - vii) Are MS Grills provided to windows
- f) Running water facility available
- g) Sanitary facilities available

Yes / No
 Yes / No

- h) Electrical supply with separate meter available Yes / No
i) Parking facility Yes / No
(If Yes, state type/no. of vehicles)

6) Other Information:

- I) Whether permission have been obtained from Government Yes/ No
Under Urban Land Ceiling Regulation Act, 1976.
ii) Whether land has been converted to non-agricultural use. Yes / No
iii) Name and address of the Architects
iv) Name an address of the Consultants
v) Name and address of the bankers
vi) Any other information

I/We agree to execute Lease Deed in Bank's standard format.
My/Our offer will be valid for next six months from the date of offer.
Any other terms and conditions (Please Specify).

Place:
Date:

Signature of the offerer

Name :
Address :
Mobile/Telephone :
Fax No. :

Encl: Plans of premises an document of ownership

*Strike out whichever is not applicable.

The Zonal Manager,
Bank of India,
Varanasi Zone.

Dear Sir,

I / We offer to lease my / our premises located at _____

_____ (other details of which are given in Part

–I) at following rate:-

Type of Floor(Ground / First etc)	Carpet Area InSq.ft.	Rate Per Sq.ft. (Rs.)	Total rent per month (excluding GST)

I / We agree to :

- i) Execute Lease Deed in Bank's Standard Format : YES / NO
- ii) Bear 50% cost of execution and registration of Lease Deed: YES / NO
- iii) Bear all the taxes and cesses related to the premises : YES / NO
- iv) To lease the premises in favour of bank for _____ years with _____ options of _____ years each with _____ % of increase in rent at each option.

Do you require loan for construction of premises/building : YES / NO

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 six months from the date of offer.

Place :

Signature of the owner/s

Date :

Name: _____

Address: _____

Telephone No. _____

Mobile No. _____