



### Guwahati Zone

Bank of India, Guwahati Zonal Office,  
Saikia Commercial complex  
Sreenagar, G.S. Road, Guwahati -781005  
Tel. No.0361-2347998, 2347994, Fax-0361-2347994  
Email:- Guwahati.god@bankofindia.co.in

Ref.No.ZO:GUW:CSD:TA:21-22:456

Date: 07.10.2021

### Requirement of Premises for Opening of New Branches

Offers from owners of RCC buildings constructed as per Bank's specification are invited from interested parties on lease basis, preferably on Ground Floor with Frontage, Parking facilities and facilities for easy access to Dibyanga for opening bank branches, details of the two(02) proposed branches are as under:

Sl. No.	Proposed Branch Name	Location	Carpet Area (approx.)
1	Azara Branch (Guwahati Airport)	Barjhar, Azara, Kamrup(M) Assam 781335	1000 - 1100 sq.ft.
2	Kokrajhar Branch	Kokrajhar Town, Dist- Kokrajhar Assam 783370	1200 - 1350 sq.ft.

Other details/instructions to applicants/bidders:

1. There should be 24x7 regular and free of cost water supply, 3-Phase Power connection & with complete painting at the premises.
2. The Prescribed form containing technical details should be marked **ENVELOPE No.1** and superscribed as **TECHNICAL BID** and the cover containing financial details should be marked **ENVELOPE No.2** and superscribed as **FINANCIAL BID**. Both these covers duly sealed should be put in a 3rd cover superscribed with, "**Offer of premises for Bank of India, Azara Branch(Guwahati Airport) OR Kokrajhar Branch**" and it should be addressed to the Zonal Manager, Bank of India, Guwahati Zonal Office, Saikia Commercial Complex, Sreenagar ,G.S. Road , Guwahati -781005. THE SEALED OFFERS will be received at our Bank of India, Guwahati Zonal Office between **10 a.m. to 5 p.m.** on all working days **upto 28.10.2021**.
3. Brokers are not allowed to participate in tender process.
4. For clarification, bidders may call our office numbers- 0361-2347998/2347994.

**Zonal Manager  
Guwahati Zone**

## **Guidelines and instructions for filling Bid Forms (Part I and Part II)**

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- b) Do not quote rent anywhere in Part I (Technical Bid) of the form.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.

**Premises will be taken only on the carpet area basis & after completion of the following works by the premises owner on their own cost prior to handing over the possession and execution of lease deed. The Details are as under: -**

### **(A) Strong Room Construction: As per Banks norms**

<b>SPECIFICATION OF SAFE DEPOSIT VAULT (STRONG ROOM) IN BRANCH PREMISES</b>			
Construction shall be done as per the design of the Structural Consultant subject to minimum requirements given here for, achieving burglary resistance against attack by common hand held /picking / Impact / portable electric / hydraulic / concrete cutting / drilling tools, pressure applying devices, power saws, etc; fire resistance against gas cutting torch, fluxing rods etc; fire hose stream reheat endurance against exposure to major fire and fire-fighting water stream / jet etc.	Wall thickness		225 mm Minimum
	Floor and roof		150 mm Minimum
	Concrete mix (See IS 456)		M50, Minimum
	Steel grid in walls, floor & roof	Bar dia	12 mm
		Mesh	Mesh made by placing and tying rebars at 150mm x150mm c/ c both ways; one such mesh placed staggered on both the faces of each wall, floor and roof, in such a manner so as to make less than 75mm x 75mm c/c through openings.
Security Ventilator (see IS 14387) Exhaust fan (If required)			Height from Floor Level:2100 mm, minimum Opening Size: 450mmx450mm,Maximum

### **(B) Toilet Block**

- Two toilet blocks are to be provided one for ladies & other for Gents (Area will be decided & layout will be provided).

**Commodities at Gents Toilet:**

Urinal -01

Western WC – 01

Wash Basin -01

**Commodities at Ladies Toilet:**

Western WC – 01

Wash Basin -01

• **Common Items**

- a) Complete plumbing & water supply works (continue source of water should be ensured).
  - b) Ceramic Wall Tiles up to 7 Feet height or as decided by the bank
  - c) Floor Tiles (Non- Skid) Vitrified.
  - d) Wall Painting on rest of the non-tiled areas.
  - e) Provision of Ventilators with MS iron Grills (min 10mm thick) in the toilets
  - f) Entrance doors in both the toilets with tower bolts from inside & lock facility from outside.
- Provision of Pantry with Stainless Steel Sink & water connection for washing.

**(C) Walls:**

- a) All the main walls separating the branch premises from outside & adjacent neighbours must be of 9" thick except the partition walls within the branch premises which may be of 4- 1/2" thick or as directed by Banks Engineer/Architect.
- b) Walls of the premises should be in true line & shape (i. e. Well plastered) & painted with plastic emulsion with Birla White Putty with the shade & make as directed by the Bank.
- c) All the existing & constructed windows must be fitted with good quality M.S Grills fabricated in minimum 12mm Thickness & Angle Iron Frame duly coated with red oxide and then Black enamel paint. If required extra grills or refabrication of window grills has to be provided as directed by the Banks Security Department.

**(D) Floor Area**

Floor (Ground /Basement) shall be provided with the 2"x2" size Vitrified Tiles of required Shade & make as directed by the Bank along with skirting.

**(E) Shutter & a collapsible gate**

A Shutter & a collapsible gate must be provided at the entrance (if Single) or else Shutter along with grills/collapsible gate as directed by the Bank shall have to be provided whenever required. Collapsible gate painted with black enamel paint and shutter with blue (Colour of bank's signage) enamel paint.

#### **(F) Structural Modifications**

Any kind of structural changes (viz.; modifications/additions/alterations) to the premises as per the Banks requirement is to be done by the premises owner. Any permission from the concerned authority in this respect if required shall be taken by the premises owner. It has to be ensured by the premises owner that such works should be executed by the qualified Civil Engineers/Architects/Structural Engineers etc. as per the requirement of the Bank. Bank will not be responsible for any sort of issues (if arises) out of the said structural changes.

#### **(G) Space for placing Diesel Generator Sets**

Proper levelled, finished & firm base with adequate safe space as per the banks requirement along with permission (if required) from the local authorities has to be provided for placing Diesel Generator for bank for power back up purpose without any rent.

**(H)** Proper & adequate space has to be provided for installing the outdoor units of the Air conditioners installed in the Bank Premises without any rent.

**(I)** Proper space free from any disputes shall be provided for installation of the Banks Signage's /Glow Sigh Board as per the Banks requirement without any rent.

#### **(J) Power Connection**

Adequate power connection i.e. installation of separate meter of required rating in a proper enclosure with lock & key facility has to be provided as per the banks requirement. Cost of the Transformer if required to be installed to meet the required power load of the bank will be borne by the premises owner.

#### **(K) Water Connection**

Separate water connection with adequate head/pressure & quantity (as per banks requirement) shall be provided along with water meter or else proper supply through boring should be provided.

**(L)** A certificate in respect of completion of the required civil works will be provided by the Bank's appointed architect/Engineers before taking possession of the premises for deciding the date of release of the rent in full or in parts as the case may be.

**(M)** All sort of no objection certificate (If required) must be provided by the owner to the bank at the earliest from the concerned authority at his own cost & expenditure.

**(N)** Temporary space for storage of the materials, lockers, safes, furniture etc. is to be provided (if required) by the owner within the same premises at no extra cost.

#### **(O) ATM /E-Gallery**

5" thick walls with roof slab (if required) for the ATM /E-Gallery will have to be constructed by the premises owners on their cost as directed by the Bank. No Extra/Additional rent for the ATM will be given if the ATM is situated within the acquired premises.

**(P)** The owner will have to coordinate with the vendors, agencies, architects & contractors during the course of furnishing works. Permissions from the concerned authorities, i.e. Police, Local

Administration etc., for executing the furnishing works which may be carried out Day & night & on holidays has to be arranged by the owner himself.

**Encl.: Bid forms in two parts Part I: TECHNICAL BID**

**Part II: FINANCIAL BID**

**Lease:** The lease period shall be 15 years/ 20 years with no of each 5 years options over initial period of 5 years (5+5)/ (5+5+5). During 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 carry out 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).

**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 External and internal masonry walls, columns, temporarily covered and enclosed/unenclosed balconies, common staircases, Passages, lobbies, Loft, bunk, niches under windows etc.

**Note: The internal measurement of any area, say a room shall be taken from the plastered surface of one masonry wall to the plastered surface of the opposite masonry wall, so on and so forth. The finalization of carpet area will be done as per measurement by Bank's approved Architect & the charge of Architect will be borne by Landlord only.**

-----  
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/carpet area in future on the plea that the term was misinterpreted by me/us.

Date:

Signature of Offeror(s)

Place:

Classification: **Public**

**PART I- TECHNICAL DETAILS****The Zonal Manager**

Bank of India, Guwahati Zonal Office,  
Sreenagar, Christianbasti, G S Road  
Guwahati781005

Dear Sir,

**Technical details of the premises offered to Bank on lease basis**

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

1	Name of the owner/s	:	
2	Share of each owner, if any, Under joint partnership		
3	Location		
	i	Name of the building	
	ii	Number and street	
	iii	Ward /Area	
4	Building		
	i	Type of the building	Residential / Commercial / Industrial/Mixed
	ii	Type of construction	Load bearing / RCC/ Framed structure
	iii	Clear height from floor to ceiling	
	iv	Rentable carpet area offered to the Bank at	
	a)	Basement floor	sq ft
	b)	Ground floor	sq ft
	c)	First floor	sq ft
		TOTAL AREA	sq ft
	v	Specification of construction	
	a)	Floor (vitrified tiles/marble for the floors)	
	b)	Roof	
	c)	Walls	
	d)	Doors & Windows	
	e)	Are MS Grills provided to windows	Yes/No
	f)	Running water facility available	Yes/No
	g)	Sanitary facilities available	Yes/No
	h)	Electrical supply with separate meter available	Yes/No
	i)	Parking facility	Yes/No

5	Whether there is feasibility of having Safe Deposit Vault in R.C.C. as per Bank's requirement.(in terms of load bearing capacity of the building structure	
---	--	--

6. I/We are enclosing the site map, copy of the ownership of the property, khatha certificate and latest encumbrance certificate.
7. 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.
8. We agree that the Bank reserves the right to accept/reject any/all offers without assigning any reason whatsoever.
9. Any other terms and conditions (please specify)

Date:

Place: Signature of the offeror  
Name:  
Address:

Telephone:  
Mob No:

- Encl: 1. Plan of the premises  
2. Proof of ownership of the property

Bank's seal/Rubber Stamp  
and initial of the officer issuing  
the forms

**PART II- FINANCIAL DETAILS****The Zonal Manager**

Bank of India, Guwahati Zonal Office,  
Sreenagar, Christianbasti, G S Road  
Guwahati781005.

Dear Sir,

**Financial details of the premises offered to Bank on lease basis**

I/We offer to lease our premises located at \_\_\_\_\_ (other details of which are given in Part I) at the following rates:

Sr No		Carpet area in sq ft	Rate per sq ft of carpet area	Total Price/Rent P.m.* Rs.
1	Basement			
2	Ground floor			
3	First floor			
4	Second floor			
TOTAL				

**(Pillars, walls, passage, toilets etc. will not form part of carpet area offered for bank's premises)**

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. Bear the cost of execution and registration of Lease Deed;
- iv. To Lease the premises in favour of Bank for \_\_\_\_\_ years with \_\_\_\_ options of \_\_\_\_ Years each with \_\_\_\_\_% 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.

Encl: Plan of premises.

Strike out whichever is not applicable.

Place:

Date:

Signature of the offeror

Name:

Address:

Telephone