

Bank of India, Pune Zone
Corporate Services Department
1162/6, Near Observatory, Ganeshkhind Road, Shivajinagar, Pune- 411005
Phone Number:- 020- 25535455, E-mail ID:- Pune.CSD@bankofindia.co.in

Ref No. PZO/CSD/AD/2021-22/227

Date: - 13.10.2021

NOTICE

Requirement of Premises for Fergusson College Road Branch

We are hereby inviting offer of premises for **Fergusson College Road Branch**. Offers in sealed covers, containing technical and financial details as per Bank's standard format, would be obtained from bonafide owners, who are ready to lease out space, at readily available building, at the centre concerned. The details of the center and carpet area required for premises are as under:-

Sr. No.	Name of Centre	Taluka	District	Category	Approx. carpet area required	Last Date of Submission
1	FERGUSSON COLLEGE ROAD	HAVELI	PUNE	METRO	2500 Sq. Ft.	28-10-2021

2. The cover containing technical details should be marked **Envelope No. 1** and super scribed with "**TECHNICAL BID**" and cover containing financial details should be marked **Envelope No. 2** & super scribed with "**FINANCIAL BID**". Both these covers duly signed, should be put in a **3rd Cover** super scribed with "**Premises for Fergusson College Road Branch**" and it should also bear the name and address/phone No. of the offeror. The 3rd cover duly sealed should be addressed to the Zonal Manager, Bank of India, Pune Zonal Office, 1162/6, Ganeshkhind Road, Near Observatory, Pune-411005 and submitted as detailed in paragraph- 4. Offers in format, **other than stipulated format**, will not be acceptable.

3. In this connection, the following salient aspects are to be noted:-

- i) The premises should **preferably be a fully constructed** one and the landlord should be able to arrange requisite internal modification/additional civil works as per Bank's specifications, within a reasonable period. The structural condition of premises should be satisfactory. In the event of any partially constructed premises, the landlord should be in a position to complete the construction and hand over the premises in proper condition **within a maximum period of three**

months. Selection of premises, considering the status of construction, will be the discretion of Bank only.

- ii) Offered space should be in **ground/first/combined ground and first floor. Basement or other floors will not be acceptable**, entire first floor offer will not be acceptable and there must be **mandatorily at least about 1500 sq. ft. ground floor space for accommodating Branch, ATM and Locker Room purpose (minor deviation in range will be under discretion of Bank)**. Total space requirement, as following:

a) **Fergusson College Road Branch: - About 2500 Sq. Ft.**

Based on layout and type of spread of space (single/double floor), minor deviation in range will be under discretion of Bank.

Premises will be taken only on the Carpet area basis. Bids quoting rates on the basis of Built up/Super-Built up area are liable to be rejected.

- iii) Premises should be **preferably on Fergusson College Road with sufficient width and scope of visibility.** There should be descent parking facility adjacent to premises. Also about 3'x3'space in ground by building Side, should be provided free of rent for Bank's arranging earthing work. Frontage of premises should preferably be around 25' with around 15-20' opening provision and clear ceiling height of about 9'-10'.**There should be provision of concrete Ramp(at least 1 meter wide) at the entrance of the premises to facilitate entry of persons with disability(or Senior Citizen) inside the Bank.**
- iv) The quantum of requisite carpet area has been detailed in sub para 3(ii). **Area of staircase or any common area will not be considered/ included in the carpet area.** The space should mostly be open type i.e. without much partition/load bearing walls. Provision of space for generator set at free of rental is mandatory. Also space for **VSAT Antenna/connectivity device on roof top is to be provided, without any extra rent/cost.**
- v) The locality should be one which does have **potential from banking business view point.** Regarding Fergusson College Road Branch, location to be **within about 500m from present premises preferably on main road.**
- vi) Premises should be leased to Bank for a **period of 15 years.** Lease deed is to be **executed as per Bank format only.** The enhancement of rent would take place after every **5 years** and the rate of enhancement would be **15%.**

- vii) The premises must have **permission/license for commercial usage** or the landlord should be in a position to arrange such permission/license from appropriate authority for establishing commercial status of the premises before handing over possession, within maximum 3 months, from Bank's accepting the offer.
- viii) Owner will do **construction of Strong Room/any other civil work** such as ladies and gents toilet, pantry, e-lobby etc as per requirement of the bank **at his own cost**; after obtaining necessary permissions from concerned authorities. For this work **from landlord** and Refurbishing work **from bank**; **a rent free period of 2 months must be given in lease deed.**
- ix) The landlord should be ready to abide by Bank's standard lease terms & **execute deed as per Bank's format only.**
- x) Bidder whose premises is selected after Financial Bid, has to produce **Title Search Report from banks panel advocate at his own cost.**
- xi) The landlord **will arrange three phase electric connection** for branch premises. Necessary liaison work should be done by Landlord with the electricity authority to get connection in time. **Bank will be bearing only electricity charges.** There should be adequate capacity of related transformer to accommodate **35 KW** power as needed by branch.
- xii) **All taxes** [present or future along with escalations], of branch premises i.e. for Bank occupied portion, **will be borne entirely by the landlord.** **Bank will only bear GST on rent**, if applicable.
- xiii) Proper **ownership certificates/documents/deeds** are to be produced for our verification. The property must be **free of any litigation/dispute/charge/claim/encumbrance.** **In case of it is later being found that there is dispute related to premises, the offeror will make financial compensation to bank for any cost incurred by bank in respect of premises.**
- xiv) While filling the technical bid and financial bid, please fill up all the information asked for, in the enclosed form itself. **Do not quote rate anywhere in technical bid.**
- xv) **Landlords / the power of attorney holder** should submit offer directly and **not through Brokers.** **Bank will communicate only with landlord or with his Power of Attorney holder.**

- xvi) It may importantly be noted that landlord's non agreement/non consent to conditions **detailed in Technical Bid part**, i.e. execute deed as per Bank's format (excluding the case of Govt/PSU bodies), construction of Strong Room/any other civil work, bearing all present/future taxes related to premises, bearing 50% of cost of registration of lease deed, or leasing out premises for a period of 15 years with 15% rental hike after every 5 years, will **make the offer invalid/unacceptable**.
- xvii) **Proper air conditioner outdoor machine space and Proper signage space having maximum visibility & as per the banks' requirement has to be provided by the owners at no extra cost in any manner.**
- xviii) After opening of "Technical Bid" and inspection of premises by Banks official/Technical Person, if required, Bank may ask for **Structural Stability Report** (to verify the load bearing capacity of the building for keeping Banks locker, Gold Safe ,Cash Safe, Construction of Strong Room on slab etc) of the Premises form the respective landlord, certified by Bank's empanelled architect. However the cost of structural stability report (i.e. architectural fees) is to be borne by the landlord.
- xix) The bidder to ensure in the "Technical Bid" to provide following:-

Sr. No.	Required Documents	Yes/No
1	Photographs of offered premises	
2	Copy of Title Deeds, Completion Certificate, Map and lay out of building with pillars	
3	Location Map	
4	Copy of Light Bill	
5	Signed KYC Documents of the owner	
6	Copy of Power of Attorney holder (if POA is applying for the tender)	
7	Any other documents (_____)	

Bank may reject application of the bidder if the above given documents are not attached with Technical Bid.

4. The offers as above should be submitted by the owner or his power of attorney holder in Bank's prescribed format only (enclosed herewith) which may also be collected from our Bank of India, Pune Zonal Office, 1162/6, Ganeshkhind Road, Near Observatory, Pune-411005 or from our Fergusson College Road Branch between **10.30 a.m. to 5.00 p.m.** (on working days) **from 13.10.2021 to 28.10.2021**. Sealed offers to be submitted at above address till **28.10.2021 (upto 5.00 p.m.)**. **Offers through courier/post will not be entertained**. Offers in any other format are liable for rejection. **Technical bids will be opened at Zonal Office on 30.10.2021 at 4 p.m.**

5. All the bidders are requested to remain present for opening of the technical bids. The shortlisted bidders on opening of technical bids and after inspection of premises, shall have to deposit **Earnest Money (Refundable) of Rs. 20,000/-** by means of Demand Draft/Pay Order only favouring "**BANK OF INDIA**", to qualify for opening of financial bid. The Bank may forfeit the earnest money of the lowest bidder, if the bidder withdraws from the bid. **The Bank reserves the right to accept/ reject any/ all offers without assigning any reason whatsoever.**

Zonal Manager
Pune Zone

PREMISES FOR PROPOSED BRANCH AT FERGUSON COLLEGE ROAD

QUOTATION FORM PART – I (Technical Bid)

To,
The Zonal Manager,
Bank of India Pune Zone
1162/6, Ganeshkhind Road,
Near Observatory, Pune-411005

Dear Sir,

The details of premises, which I / We offer to 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 Bldg. :
 - (b) Number and Street :
 - (c) Ward / Area :
 - (d) PIN CODE :
- (4) Building :
 - (a) Type of Building :
(Residential / Commercial / Industrial)
 - (b) Type of construction:
(Load bearing / RCC framed structure)
 - (c) Clear floor height from floor to ceiling :
 - (d) Carpet area offered to Bank :
(At Ground Floor) :
(At First Floor) :
 - (e) Specification of Construction :
 - i) Floor :
 - ii) Roof :
 - iii) Walls :
 - iv) Doors & Windows :
 - v) Are M.S.Grills provided to windows : Yes / No
 - (f) Running water facility available : Yes / No
 - (g) Sanitary facilities available : Yes / No
 - (h) Electric supply with separate : Yes / No meter available.
 - (i) Parking facility : Yes / No.
 - (j) Provision for construction for Safe: Yes / No.
Deposit Vault as per Bank's specifications

****I / We agree to ---**

- i) Execute Lease Deed in Bank's standard Lease Deed format(as attached) :**
- ii) Bear all taxes/ cess, present and future(including related escalation) related to premises (GST on rent to be borne by bank):**
- iii) Construction of Strong Room/any other civil work such as ladies and gents toilet, pantry, e-lobby etc as per requirement of the bank at our cost and after obtaining necessary permissions from concerned authorities;**
- iv) To arrange 3 phase electric connection with sanctioned load of 35 KW or as per requirement of bank to the premises.**
- v) If our premises is shortlisted on opening of technical bids and after inspection of premises, we agree to deposit Earnest Money (Refundable) of Rs. 20,000/- by means of Demand Draft/Pay Order favouring "Bank of India" to qualify for opening financial bid. We also agree that Bank may forfeit the said Earnest Money Deposit, if we withdraw from the bid on selection as lowest bidder.**
- vi) Bear 50% the cost of execution and registration of Lease Deed :**
- vii) Lease the premises in favour of Bank for _15 years with provision of _15 % increase in rent after every 5 years.**

****Non consent to any of the above conditions will make the offer invalid**

My / Our offer will be valid for at least **next six months from the date of offer.**

Encl : Ownership document & Other related document Copies.

Place :

Signature of the Offerer(s)

Date :

Name(s):

Address & Contact No.

PREMISES FOR PROPOSED BRANCH AT FERGUSSON COLLEGE ROAD
QUOTATION FORM PART – II (Financial Bid)

To,
 The Zonal Manager,
 Bank of India Pune Zone
 1162/6, Ganeshkhind Road,
 Near Observatory, Pune-411005

Dear Sir,
 I / We offer to lease our premises located at

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 (Other details of which are given in Part – I) at following rate:

Floor	Carpet Area (Sq. Ft.)	Rate (Rs. per sq. ft.)	Total Rent (Rs.)
Ground Floor			
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First Floor			

Place :

Signature(s) :

Name (s) .

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Date :

Address & Contact No.

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