

Ref No: ZO:CSD:AS:2020-21:203

Dt:17.02.2021

NOTICE
**REQUIREMENT OF PREMISES FOR SAMBALPUR ZONAL OFFICE,
DIST- SAMBALPUR**

We are hereby inviting offer of premises (**having carpet area of about 7000 Sq.Ft. area in ready built building**) for our **proposed Sambalpur Zonal Office**. 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 their premises with adequate parking space, on long term lease basis for 15 years.

2. The cover containing technical details (Annexure-I) should be marked **Envelope No. 1** and superscribed with "**TECHNICAL BID**" and cover containing financial details (Annexure-II) should be marked **Envelope No. 2** & superscribed with "**FINANCIAL BID**". Both these covers duly signed, should be put in a **3rd Envelope** superscribed with "**(TENDER BOX) OFFER OF PREMISES FOR SAMBALPUR PREMISES**" and it should also bear the name and address/phone No. of the offeror. The **3rd** envelope duly sealed should be addressed to the "**Zonal Manager, Bank of India, Keonjhar Zonal Office, Labanya Square, Mining Road, Keonjhar – 758001**" and submitted as detailed in paragraph- 4.
3. In this connection, the following salient aspects are to be noted:-
 - i) The premises should **preferably be a fully / partially constructed** one and the landlord should be able to arrange requisite internal modification/additional civil works **as per Bank's requirements at his cost** 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 one month.
 - ii) In case the premises is on 1st floor or above, premises having lift facility will be preferred.
 - iii) Premises should preferably be **on the prime location (Main Road, Main Market, etc.)** with a frontage of **about 30 ft** . There should be adequate space for parking of two wheeler and four wheeler vehicles in front / nearby the premises.
 - iv) The carpet area of the space offered should approximately be **7000 Sq. Ft.** Applicants having a larger area than our requirement must give an undertaking to agree to offer space as per Bank's requirement. The carpet area **will not include any of the following:**
 1. The area occupied by external and internal masonry walls, columns or any other members which are integral parts of the original building of the premises.

2. Areas of loft / bunk / niches / under-window.
 3. Areas of staircase, passages, lobbies, etc. which are common with any other occupant of the building.
 4. Area of such **staircases / passages / lobbies / etc. which are not common with any other occupant and to be exclusively used by the bank, but outside the main usable carpet area.**
 5. **Area provided for VSAT, generators , etc**
- v) The structural condition of premises should be satisfactory and should provide for natural structural safety from hazards of fire, theft and collapse. There should be all civil facilities such as adequate sanitary arrangements, water, electricity, natural light and ventilation, etc.
- vi) The locality should be one which does have **potential from banking business view point**. The offered premises should preferably be in a prominent area under Sambalpur municipality.
- vii) 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 during lease period would take place after every 5 years. The landlord should be ready to abide by Bank's standard lease terms, **to execute deed as per Bank's format and to bear atleast 50% of the cost for execution and registration of Lease Deed.**
- viii) **Taxes, present and future, pertaining to premises/facilities will be borne by landlord. GST will be reimbursed/paid by the Bank on production & verification of actual bills/invoices.**
- ix) The premises must have **permission / licence of local municipal / corporation / panchayat authority for commercial usage** purpose.
- x) The landlord should co-operate in **arranging electric connection** for Office premises. If required, necessary liaison work should be done by Landlord with the electricity authority.
- xi) Proper **ownership certificates / documents / title deeds / map / layout of the building** are to be produced for our verification at the time of technical inspection. The property must be **free of any litigation / dispute**.
- xii) Landlords should submit offer directly and **not through Brokers**. Offers submitted through brokers would be rejected summarily. No conditional offer is acceptable.
4. The offers as above should be submitted in **Bank's prescribed format** only (enclosed herewith) which may also be collected from our *Bank of India, Keonjhar Zonal Office, Labanya Square, Mining Road, Keonjhar – 758001* , **on or before 04.03.2021 upto 3.00 PM**. Sealed offers will be received at above address only **up to 04.03.2021 (last date) up to 04.00 P.M.** Offers received beyond this period shall not be scrutinised. Technical bids will be opened on **04.03.2021 at 05:00 PM at our Keonjhar Zonal Office**.
5. Bank reserves the right to accept/reject any/all offers without showing any reason whatsoever.

**ZONAL MANAGER
KEONJHAR ZONE**

TECHNICAL BID

(Envelope No.1)

For Sambalpur Zonal Office Premises in Response to Advt. No. ZO/CSD/AS/20-21/203 dated 17.02.2021

(MUST BE MENTIONED ON ENVELOPE ALSO)

Offer of Premises for your Bank of India, Sambalpur Zonal Office(Dist- Sambalpur)

To,
The Zonal Manager,
Bank of India, Keonjhar Zone
Keonjhar – 758001.

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

1.	Name, address and Contact Phone/Mobile No. of Owner/s	
2.	Share of each owner, if any, Under joint ownership	
3.	Location and Address of Land / Premises; a. Name of the building b. Number and street c. Ward / Area d. PIN Code	
4.	Land/Building : a. Plot area b. Type of building : (Residential/Commercial/Industrial/Mixed) c. Type of construction : (Load bearing/RCC framed structure) d. Clear floor Height : (from floor to ceiling) e. Rentable Carpet Area (offered to Bank) i. At Ground Floor ii. At First Floor/Mezanine floor : (Pl. specify) Total Carpet Area :	

5.	<p>Specification of construction :</p> <p>a. Floor :</p> <p>b. Roof :</p> <p>c. Walls :</p> <p>d. Doors and windows :</p> <p>e. Are M.S. Grills provided to windows?</p>	
6.	<p>Availability of Basic Amenities</p> <p>a. Running water facility available :</p> <p>b. Sanitary facility available :</p> <p>c. Electrical supply with separate meter :</p> <p>d. Parking facility :</p> <p>e. Can Premises be made/alterd as per Bank's requirement</p> <p>f. Can Premises be constructed as per Bank's requirement (in case of land)</p> <p>g. Plan of Premises enclosed</p> <p>h. Space for Gen set in Ground floor available</p> <p>i. Three phase Electricity connection available</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>

- i. I/We agree to construct / alter the premises as per Bank's requirement.
- ii. I/We agree to execute Lease Deed in Bank's standard format.
- iii. I/We agree to bear all the taxes and cesses related to the premises.
- iv. I/We agree to bear all the charges for carrying out the searches/investigation of the title deeds & bear at least 50% of cost of execution/registration of Lease deed through Banks Solicitors/Advocates.
- v. I/We enclose plan/layout of the premises
- vi. My/our offer will be valid for next six months from the date of offer.
- vii. I/We agree to lease the premises in favour of Bank for 15 years with increase in rent @15% at every 5 years.

Signature of the Offeror/s

Place:

Date:

Name, Address & Contact No.

Encl: Copy of ROR, Permissions, NOCs etc. from the concerned authorities

FINANCIAL BID

(Envelope No.2)

For Sambalpur Zonal Office Premises in Response to Advt. No. ZO/CSD/AS/20-21/203 dated
17.02.2021

(MUST BE MENTIONED ON ENVELOPE ALSO)

To,
The Zonal Manager,
Bank of India, Keonjhar Zone
Keonjhar – 758001.

Dear Sir,

Offer of premises for your Bank of India, Sambalpur Zonal Office (Dist- Sambalpur)

I/We offer to lease out premises located at:

(Other details of which are given in Annexure I) at following rate.

Floor	Carpet Area (in sq. ft.)	Rate excluding GST (in Rupees)	Total rent per month excluding GST (in Rupees)
Ground Floor			
First Floor			
Second Floor			
TOTAL			

- **GST will be reimbursed/paid by the Bank on production & verification of actual bills.**

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

Place:

Date:

Name, Address & Contact No.