



BANK OF INDIA
BARDHAMAN ZONE
ESTATE & SERVICES DEPARTMENT
446/N, ARMSTRONG Avenue, Sector 2A, BIDHAN NAGAR – 713212
E-Mail : ZO.BARDHAMAN@BANKOFINDIA.CO.IN
Contact NO: 8250209577/7479007353

Ref. No. : ZO:BAR:EST:AG:2021-22/079

Dated: 04-10-2021

NOTICE

Requirement of Premises For Processing Centres – RBC & SMECC at Bidhan Nagar or City Centre Area in Durgapur

We are hereby inviting offer of premises for our **Processing Centres- RBC & SMECC**. 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 or partially constructed (if remaining construction can be completed within 1 month time) building, at the centres concerned.

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 "**Requirement of Premises for Processing Centres - RBC & SMECC**" and it should also bear the name and address/phone No. of the offerer. The **3rd** cover duly sealed should be addressed to the Zonal Manager, Bank of India, Bardhaman Zonal Office, Estate & Services Department, 446/N, Armstrong Avenue, 2A, Bidhan Nagar-713212 and submitted as detailed in paragraph- 4. Offers in attached 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 time 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**. 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**. Total space requirement is as following:

a) Processing Centres - RBC & SMECC: About 2000 sq. ft.

Please note that if offered space is provided in combined ground and first floor, then both the floors should have same space i.e., 1000 sq. ft. each.

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

- iii) Premises should be **on the main road at Bidhan Nagar or City Centre area in Durgapur, it should be on the main road/arterial 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 10'.
- 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/RF Tower/connectivity device on roof top is to be provided, free of rent.**
- v) 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 **10%.**
- vi) The premises must have **permission/licence for commercial usage** or the landlord should be in a position to arrange such permission/licence from appropriate authority for establishing commercial status of the premises before handing over possession, within maximum 1 month, from Bank's accepting the offer.
- vii) The landlord should be ready to abide by Bank's standard lease terms **& execute deed as per Bank's format only.**
- viii) The landlord should co-operate in **arranging 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 pertinent connection charges of electricity. There should be adequate capacity of related transformer to accommodate 25 KW power as needed by the processing centres.

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- ix) **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.
 - x) 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 offerer will make financial compensation to bank for any cost incurred by bank in respect of premises.**
 - xi) Landlords / the power of attorney holder should submit offer directly and **not through Brokers.**
 - xii) 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), bearing all present/future taxes related to premises, bearing the cost of registration of lease deed, or leasing out premises for a period of 15 years with 10% rental hike after every 5 years, will **make the offer invalid/unacceptable.**
 - xiii) Financial bid will be opened only after evolution of technical bid.
4. The offers as above should be submitted by the owner or his authorised person in **Bank's prescribed format** only (enclosed herewith) which may also be collected from our **Bank of India, Bardhaman Zonal Office, Estate & Services Department, 446/N, Armstrong Avenue, Sector 2A, Bidhan Nagar Durgapur - 713212** . Sealed offers to be dropped at Tender Box at above address **till 05.11.2021** (up to 04.00 p.m.). Offers through courier/post will not be entertained. Offers in any other format is liable for rejection.
5. **Bank reserves the right to accept/reject any/all offers or cancel the tender, without showing any reason whatsoever.**

**ZONAL MANAGER
BARDHAMAN ZONE**

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PREMISES FOR PROPOSED RBC & SMECC AT _____.

QUOTATION FORM PART – I (Technical Bid)

The Zonal Manager,
Bank of India
Bardhaman Zone
Estate & Services Department
446/N, Armstrong Avenue, Sector 2A,
Bidhan Nagar, Durgapur - 713212

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 Building :
- (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) :

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(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 meter available. : Yes / No
- (i) Parking facility : Yes / No.
- (j) Provision for construction for Safe Deposit Vault as per Bank's specifications : Yes / No.

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

- i) **Execute Lease Deed in Bank's standard Lease Deed format.**
- ii) **Bear all taxes/cess, present and future (including related escalation) related to premises (GST on rent to be borne by bank).**
- iii) **Bear 100% the cost of execution and registration of Lease Deed.**
- iv) **Lease the premises in favour of Bank for 15 years with provision of 10 % 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 next six months from the date of offer.

Enclosures: Ownership document & other related document Copies.



Place:

Signature of the Offerer(s)

Date:

Name(s):

Address & Contact No:

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PREMISES FOR PROPOSED RBC & SMECC AT _____

QUOTATION FORM PART – II (Financial Bid)

The Zonal Manager,
Bank of India
Bardhaman Zone
Estate & Services Department
446/N, Armstrong Avenue, Sector 2A,
Bidhan Nagar, Durgapur - 713212.

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)

Date:

Classification: **Internal**

Address & Contact No.

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