



Relationship beyond banking

**BANK OF INDIA, 3rd FLOOR, GOD
9/RC, SCHEME NO -134,
INDORE - 452010**

OFFER DOCUMENT

FOR

**Premises on Lease basis for Kukshi Branch
Dist. Dhar**

TECHNICAL BID (VOLUME-I)

TENDER ISSUED TO:-

LAST DATE OF SUBMISSION: 16.03.2021 (Up to 3.00 p.m.)

Contact Persons:

A. K. SINGH (Ph-0731 - 2445185)



NOTICE INVITING OFFER

FOR

PROPOSED PREMISES REQUIRED AT KUKSHI BRANCH

Sealed tender are invited in two bid system from PROPERTY OWNERS who are ready to lease out their available commercial premises for our proposed branch at Kukshi on long term lease basis for carpet area (1250) sqft.±10% excluding strong room, ATM room & toilet area with adequate permanent water supply. Parking to accommodate minimum 10 two wheeler and 2-3 cars is required. 24 hrs water supplies is a must with 15 KW three phase Current Transfer meter is to be provided without fail at the time of giving vacant possession of premises. The financial bid should be valid for 3 months from the date of opening. Unconditional offers are required. One ATM / e-gallery Room, One Store Room, One Pantry Room, Two toilets, One UPS Room, one Strong room as per RBI / Banks norm 250-450 sq. ft. to be constructed by the offerers and the offerer has also to be provided Euro Vitrified flooring at their cost. In the calculation of carpet area all wall thickness, Stair Case area & toilets area will not consider. Other conditions are as under:-

- 1) Sealed Tenders (Two Bid System, Technical Bid & Price Bid) on sq.ft. rate basis, are to be addressed and submitted to The Deputy Zonal Manager, Bank of India, 3rd Floor, General Operation Department, 9/RC Scheme No – 134, Indore – 452010
- 2) To facilitate the processing of applications, two separate sealed covers, cover – I, Technical Bid (Volume-I) containing General Conditions of the Tender, Cost of tender / offer letter, and the cover – II, Price Bid (Volume-II) containing the Price/amount duly filled in the stipulated form, shall be submitted. Both the covers have to be super-scribed separately with "Technical Bid" & "Price Bid" Both the cover. If technical bid and price bid are submitted in one sealed cover than application will be rejected and will not be processed further.
- 3) Tender Forms can be purchased from the office The Deputy Zonal Manager, Bank of India, 3rd Floor, General Operation Department, 9/RC, Scheme No – 134, Indore - 452010, on payment of Rs. 500/- (non refundable) in the form of Pay Order in favour of Bank Of India, Indore from 01.03.2021 to 15.03.2021 (except Sundays, 2nd & 4th Saturday & Holidays) during office working hours between 11.00 a.m. to 5.00 p.m). Tender forms can also be downloaded from Bank's web-site. If the tender forms are downloaded from web site, the tenderer should submit a demand draft/ Pay Order of Rs. 500/- favoring Bank of India, Indore in a separate sealed cover superscribed "Cost of Tender Forms" inside the first tender cover, failing which their tender is liable for rejection.



- 4) The last date of submission of tenders, duly filled (in two sealed covers), is up to 3.00 p.m. on 16.03.2021 to The Deputy Zonal Manager, Bank of India, 3rd Floor, General Operation Department, 9/RC, Scheme No – 134, Indore - 452010. The rates shall be filled both in words and figures.
- 6) The Tender document, Technical Bid (Volume-I) will be opened at 3.30 p.m. on 17.03.2021 in the office of The Deputy Zonal Manager, Bank of India, 3rd Floor, General Operation Department, 9/RC, Scheme No – 134, Indore - 452010, in the presence of authorized competent representative of the tenderer along with authorization letter, who can take decision on the spot in the matter. Opening date of PRICE bid will intimate separately. Price bid will open only those applicants who will full fill our criteria.
- 7) On opening the technical bid if it is found that the applicant has not submitted the cost of tender and if technical bid and price bid is submitted in one envelope their application will be rejected and will not be processed further.
- 8) The Tenderer must check all the pages of the Tender Form at the time of collecting the Tender from this office, If any pages is found missing, it shall be immediately brought to the notice of the owner, It may be noted that the Tender will be disqualified if any page is found missing after opening the Tender.
- 9) Bank of India reserves the right to accept or reject any or all the tenders or split the work to any other Contractor at the time of issuing work order or during the contract period, without assigning any reasons for doing so.

Yours faithfully,


For Bank of India
Asst. General Manager



OFFER LETTER FORMAT PART - I
(TECHNICAL BID)

The Zonal Manager,
Bank of India,
Indore Zone.

Dear Sir,

The details of premises, which I/We offer on lease basis to the Bank for your proposed Branch in Kukshi Dist. Dhar, are as under:

- 1) Name of owner/s
- 2) Share of each owner if any under joint ownership
(Legal Opinion on ownership, from our Bank's approved panel lawyer to be enclosed)
- 3) Location:
 - a) Name of the building
 - b) Number and street
 - c) Ward/Area
- 4) Building:
 - a) Type of building
(Residential/Commercial/Industrial/Mixed)
 - b) Type of construction
(Load bearing/RCC/framed structure)
 - c) Clear floor height from floor to ceiling
 - d) Rentable Carpet area offered to Bank (sq.ft/sq.mts):
 - i. At Basement
 - ii. At Ground Floor
 - iii. Any other floor (please specify)
 - iv. Total area (sq.ft/sq.mts):
 - e) Specification of construction:
 - i) Floor
 - ii) Roof
 - iii) Walls
 - iv) Doors and windows
 - v) Are M.S. grills provided to windows?
If yes the broad details thereof. Yes/No
 - a) Running water facility available -
(24 hours a day) Yes/No

- b) Sanitary facilities available. - Yes/No
- c) Electrical supply with separate meter available - Yes/No
- d) Availability of Standby Generator - Yes/No
- e) Parking facility: - Yes/No
(If yes, broad details thereof) Exclusive parking area in sq.ft/sq.mts - Yes/No
- f) Availability of 3 Phase LT Load Power (CT meter)
- g) Availability of protected accommodation for A.C. Units, Generators, UPS equipment, - Yes/No
Corridor space for Electrical & UPS, & Panel Boards (sq.ft/sq.mts)
- h) Proposed lease period 20 years
- i) Whether the property is financed – Give details-Name of Financer/Period of finance etc.

I/We agree to execute lease deed in Bank's standard format for a lease terms of minimum 20 (5+5+5+5) years with revision in rent after every 5 years.

I/We also agree to construct a strong room vault as per Bank's requirements the cost which will be borne by me. If the bank requires, I am ready to construct the strong room at my cost.

*I/WE ENCLOSE HERewith A COPY OF PLAN APPROVED BY _____ MUNICIPAL CORPORATION / MUNICIPALITY (Ref No. & Date Authority :)

*I/WE CONFIRM THAT DEVIATIONS IF ANY HAVE BEEN REGULARISED BY _____ MUNICIPAL CORPORATION/MUNICIPALITY.

(Ref. No. Date Authority)

* Wherever applicable.

My/our offer will be valid for next six months from the date of offer.

Place:

Date :

Name:

Signature of offeror

Address:

Telephone No.

Enclosures:

- i) Proof of ownership of property (title deeds copies, tax receipts, legal opinion etc.).
- ii) Municipal approval plan.

QUOTATION FORM PART – II
(FINANCIAL BID)

The Zonal Manager
Bank of India
Indore Zone

Dear Sir,

I/we offer for lease our premises for Kukshi Branch Dist. Dhar as per details mentioned above at the following rate:

| | Carpet Area In sq. ft/sq.mts | Rate (Rs. Per sq. ft.) per month | Total Price (Rs.) |
|--------------|---------------------------------|-------------------------------------|----------------------|
| Basement | | | |
| Ground floor | | | |
| other floor | | | |
| Total : | | | |

I/We agree to:-

- a) Executive lease deed in Bank's standard format for a period of minimum 20 (5+5+5+5) Years with revision in rent after every 5 years.
- b) Bear all the taxes and cusses relates to the premises
- c) Bear the cost of execution and registration of lease deed
- d) To lease the premises in favor of Bank for 20 years with 4 options of 5 years each with maximum 15% increase in rent in each option.

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

Signature of the Offeror

Place:

Date:

Name:

Address:

Enclosures: Plan of premises. Photocopy of ownership documents

- Strike out whichever is not applicable