



ZONAL OFFICE, KERALA ZONE,  
KALOOR TOWERS, KALOOR-KADAVANTHRA ROAD, COCHIN -17  
0484-2725720/2725725/2725727  
[E-mail-ZO.Kerala@bankofindia.co.in](mailto:E-mail-ZO.Kerala@bankofindia.co.in), [Kerala.CSD@bankofindia.co.in](mailto:Kerala.CSD@bankofindia.co.in)

**REQUIREMENT OF PRIMESE FOR BANK OF INDIA THIRUVANANTHAPURAM ZONAL OFFICE**

Offers in two sealed covers containing technical details and financial details respectively are invited from interested parties, who are ready to lease out their readily available premises located at Thiruvananthapuram Corporation Limit, Thiruvananthapuram District on long term lease basis, preferably for 15/20 years or more. **The approximate carpet area of premises should be 4000-4400 sq ft.** The Cover containing technical details should be marked Envelope No.1 and super scribed with "TECHNICAL BID" and the cover containing financial details should be marked Envelope No.2 and super scribed with "FINANCIAL BID". Both these covers duly sealed should be put in a cover super scribed with "**Offer of Zonal Premises for Bank of India at Thiruvananthapuram District**" also bear the name and address /phone no of the offeror. The 3<sup>rd</sup> cover duly sealed should be addressed to The Zonal Manager, Bank of India, Kerala Zonal office, Kaloor towers, Kaloor- Kadavanthara Road, Kaloor, Cochin-17 and submitted as detailed hereunder.

The approximate carpet area of the premises should be around 4000-4400 sq ft with – Flooring vitrified tiles, toilets etc. The premises should be on the main road at prime commercial site and should have sufficient parking area for vehicles and space for housing and generator (please note for keeping generator, no rent is paid by Bank). Separate arrangement for electricity supply and drinking water should also be available. The map of the premises should be/ have been approved as commercial premises by competent authority. Rate quoted for rent should be inclusive of adequate parking area, 24 hours water supply is a must. 25 KW three phase C T Meter (Current Transformer Meter) is to be provided at the time of giving vacant possession of premises. In this connection, all expenses are to be borne by the Offeror/s only.

Upon selection of the premises, Offeror should be prepared to comply with the following requirements.

1. To obtain the title verification report from our Bank's panel advocate, paying the required amount towards professional fees/other expenses if any
2. To bear 50% of cost of execution and registration of lease deed

The offer as above should be submitted in Bank's prescribed format only which may be obtained from the Zonal Office between 10.00 am to 5.00 pm from 15.10.2021 up to 28.10.2021 (Last date). The format can be downloaded from Bank's website [www.bankofindia.co.in](http://www.bankofindia.co.in) also. The last date of submission of the completed offer in sealed cover is 5.00 pm on up to 28.10.2021. The bank reserves the right to accept /reject any/all offers, without assigning any reason whatsoever. **Brokers are not permitted to bid.**

14.10.2021

Zonal Manager, Kerala Zone

DRAFT OF QUOTATION FORM (PART-I)  
(TECHNICAL BID)

The Zonal Manager  
Bank of India  
Kerala Zone  
Kaloor Towers  
Kaloor-kadavanthra Road  
Kaloor-Cochin-682 017

Dear Sir

Reg: Requirement of premises for Bank of India Thiruvananthapuram Zonal Office

The technical details of ready built premises, which I/We offer on lease to the Bank as under:

Sl No.	Parameter	Details
01	Name of the Owner	
02	Share of each Owner If any, under joint ownership	
03	Location	
03.01	House or Door Number	
03.02	Shop Number(if any)	
03.03	Floor	
03.04	Name or No. of the road	
03.05	Locality/ Area ( landmark if any)	
03.06	City/Town	
03.07	Pin Code	
03.08	District	
03.09	Municipality	
03.10	Ward No.	
03.11	Town Survey no.	
04	Building	
04.01	Year of Construction	
04.02	Type of Building Residential/Commercial/ Industrial	
04.03	Type of construction Load bearing/RCC/Framed Structure	
04.04	Clear floor Height from floor to ceiling	
05	Rentable carpet Area in Sq Ft	
05.01	At Ground Floor	
05.02	At First Floor	
05.03	Any other floor , please specify	
06	Specification of Construction	
06.01	Floor	
06.02	Roof	
06.03	Walls	
06.04	Doors and Windows	
07	Running water facility available	

08	Electric Power Supply	
08.01	A separate meter available	Yes or No
08.02	Availability of 3 Phase Connection	Yes or No
08.03	Availability of 25 KW Current Transformer Meter (C T meter) at present	
08.04	Are you agreeable for providing 20KW C T Meter bearing all types of expenditure before giving vacant possession of the premises	
09	Availability of Standby Generator	
10	Parking facility Yes / No	
11	Details of Approved Plan	
11.01	Approval of usage	Commercial or Residential
	Issuing Authority	
	Reference No	
	Date	
12	Regularization of Deviations	
	Issuing authority	
	Reference No	
	Date	

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 the offer.

Place:

Date:

Signature of the Offeror/s

Name:

Address:

Encl: Sanctions/Plan of the premises

Telephone No. 1) Landline:

2) Mobile:

DRAFT OF QUOTATION FORM (PART-II)  
(FINANCIAL BID)

The Zonal Manager  
Bank of India  
Kerala Zone  
Kaloor Towers  
Kaloor-kadavanthra Road  
Kaloor-Cochin-682 017

Dear Sir

Reg: Requirement of premises for Bank of India Thiruvananthapuram Zonal Office

I /We offer to lease my/our premises located at Thiruvananthapuram  
( address )

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

	Carpet Area in sq. ft.	Rate Rs per sq. ft.	Total Rent Rs Per month
1) Basement			
2) Ground Floor			
3) First Floor			
4) TOTAL			

Details of Free parking:

- i) Free covered parking in sq.ft
  - a) Ground Floor
  - b) Basement /Cellar
- ii) Free uncovered parking in sq.ft

I/We agree to submit all required relevant documents pertaining to title of the property valuation, NOC from various authorities required, whenever applicable and also submit title verification report from you Bank's approved panel lawyer at my cost in case my/ our premises is finalized for acquiring on leasehold basis.

I/We agree to

- 1) Execute lease deed in Bank's standard format
- 2) Bear all the Taxes and Cesses related to the premises
- 3) Bear the cost of execution and registration of lease deed
- 4) To lease the premises in favour of Bank for ----- years with -----options of ----- years each with -----% increase in rent at each option

**LOAN REQUIREMENT**

Do you require loan for the construction of Premises/ Building

If Yes then

1. Estimated cost of construction
2. Loan amount required
3. Any other terms and conditions( Please specify)

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

Place:

Date:

Signature of the Offeror/s

Name:

Address: