



Goa Zonal Office, Star House, Plot No. 10,  
EDC Complex, Patto Plaza, Panjim, Goa-403001  
Phone No.0832-2404404/2404431  
E-MAIL - ZO.Goa@bankofindia.co.in.

**WEBSITE ADVERTISEMENT**

**REQUIREMENT OF PREMISES FOR  
SANCOALE BRANCH**

Offers in two separate sealed covers containing technical details and financial details respectively are invited from interested parties, who are ready to lease their readily available premises on main road or within Gram Panchayat limits of village Sancoale at a prominent location.

The approximate carpet area of premises should be about 1250 sq.ft on ground floor with sufficient parking space available for Bank's customer and staff. The cover containing technical details should be marked **Envelope No.1** and super scribed with '**TECHNICAL BID**' as per prescribed Format-A and the cover containing financial details should be marked **Envelope No.2** and super scribed with '**FINANCIAL BID**' as per Format-B. Both these covers duly sealed should be put in a **3<sup>rd</sup> cover** super scribed with, "**Offer of Premises for BANK OF INDIA SANCOALE BRANCH**" and it should 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, Goa Zone** at the above address and submitted as detailed hereunder. The premises should have the following facilities:

1. Premises should preferably be on Ground floor.
2. 3 phase power supply of minimum 10 KVA supply.
3. Water supply/connection with toilet facility.
4. The rent quoted should be in per square feet (**carpet area**) inclusive of all taxes. TDS will be deducted on monthly rent.
5. Period of initial Lease shall be for 10-15 years with subsequent renewal terms of 5 years each with increase not more than 15%.
6. Vehicle parking space should be available.

The offer as above should be submitted in Bank's prescribed format only, which may be obtained from Bank of India, Goa Zonal Office, Patto Plaza, Panaji between 10.00 a.m. to 5.00 p.m. (on working days) and (on 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Saturday) from 26/10/2020 on payment of non-refundable, amount of **Rs.1000/- only in the form of DD/Pay-Order favoring Bank of India**. The sealed offers can be delivered at above address in person or can be dropped in Tender Box in Zonal Office between 10.00 a.m. to 5.00 p.m. (on other working days and on 1<sup>st</sup> & 3<sup>rd</sup> Saturday) upto 13/11/2020 (**last date**) upto **01.00 p.m.**. The tenders will be opened on 13/11/2020 at **3.30 p.m.** at Bank of India, Goa Zonal Office, Star House, Patto Plaza, Panaji. The Bank reserves the right to accept /reject any / all offers without assigning any reason whatsoever.

***No Brokerage will be paid by the Bank.***

These tenders can be obtained / delivered to : Mr. John D'cunha, Manager -  
Tele. No. 0831-2404431

**ZONAL MANAGER  
GOA ZONE**

## Instructions for bidders

Offers are invited in two separate sealed covers containing technical details and financial details respectively from interested parties, who are ready to lease their readily available premises within Gram Panchayat limits of Sancaole.

- 1) The approximate carpet area of the premises should be 1250 sq. ft. preferably on the Ground Floor.
- 2) The application should be made only in the quotation form attached. The application in any other format will not be entertained.
- 3) Fill up all the information asked for in the enclosed form itself.
- 4) Do not quote rate anywhere in Part – I (Technical Bid) of the form.
- 5) In case you desire to stipulate any term/condition, the same should be mentioned in Part-I separately.
- 6) Encumbrances if any, on the property should be fully disclosed in Part-I (Technical Bid).
- 7) The cover containing technical details should be marked “Envelope No. 1” and superscribed with “TECHNICAL BID”.

The cover containing financial details should be marked “Envelope No. 2” and superscribed with “FINANCIAL BID”.

Both the covers duly sealed should be put in the third cover super scribed with “OFFER FOR PREMISES FOR BANK OF INDIA, SANCOALE BRANCH” and it should bear the Name, Address and Phone Nos. of the applicant. The third cover duly sealed should be addressed to:

The Zonal Manager  
Bank of India  
2<sup>nd</sup> Floor, A&S Dept.  
EDC complex, Patto Plaza, Panaji.

- 8) The Building should have-  
First Class RCC framed structure with vitrified flooring, alluminium framed sliding windows, toilets/bathrooms finished with good quality sanitary fittings and fully tiled.  
Concealed electrical copper wiring.  
Sufficient Parking facility for Staff and Customers.
- 9) Please attach the Title Deed of the property, Property Tax receipt, Form I & IV extract of the property and plan of the premises offered along with the technical bid.
- 10) Last date of availability of application form at our Zonal Office is 12/11/2020.  
Last date for submission of application form at Zonal Office on 13/11/2020 (01.00 p.m.)
- 11) The Technical Bids will be opened on 13/11/2020 (03.30 p.m.) The bidders may remain present at the time of opening of the technical bids at Zonal Office. The date of opening of the financial bids will be intimated to the bidders who qualify the technical bid.
- 12) The Bank reserves the right to accept or reject any offer or all the offers without assigning any reasons thereof.

Zonal Manager



**Format – A**

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**PART – I (TECHNICAL BID)**

The Zonal Manager,  
Bank of India,  
Goa Zone.

Dear Sir,

The details of premises, which I/We offer to lease to the bank, are as under:

- 1) Name of Owner/s :                      Name    Share  
    a) .....    .....  
    b) .....    .....  
    c) .....    .....  
    d) .....    .....  
    e) .....    .....
  
- 2) Location:
  - a) Name of the building -----
  - b) Number and Street -----
  - c) Ward/Area -----
  - d) Location Map enclosed.                      Yes/No
  
- 3) 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) Carpet Area offered to Bank
    - i) At ground floor -----  
Total Area -----

- e) Specification of Construction
- 1) Floor -----
  - 2) Roof -----
  - 3) Walls -----
  - 4) Doors & Windows -----
  - 5) Are M.S. Grills provided to Windows? Yes/No
- f) Running Water facility available Yes/No
- g) Sanitary facilities available separately for Male & Female. If not, then willingness to provide the same. Yes/No
- h) 3 phase electrical supply with separate meter available with sufficient electricity power. Yes/No
- i) Parking facility with capacity thereof inclusively available to Branch staff and customers .
- j) Occupancy Certificate obtained from PANCHAYAT/LOCAL BODY. If yes details thereof.
- k) Ramp availability/willingness to provide the same for physically challenged. Yes/No
- l) Fire exit available Yes/No

I/We, agree to execute Lease Deed in Bank's standard format or any other format acceptable to the Bank.

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

**Signature of the offeror / s**

**Place:**

**NAME:** \_\_\_\_\_

**Date:**

**ADDRESS:**

**Telephone No:** \_\_\_\_\_

**Mobile. No:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Please Enclose: 1] Photograph of premises  
 2] Occupation Certificate,  
 3] Plan of premises,  
 4] Permissions, NOCs etc., from the Concerned authorities with details.**



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**PART – II (FINANCIAL BID)**

The Zonal Manager,  
Bank of India,  
Goa Zone.

Dear Sir,

I/We offer on lease, our premises located at \_\_\_\_\_ (other details of which are given in Part – I) at following rate:

	Carpet Area In Sq.ft.	Lease Rate Per Sq.ft. (Rs.)	Total Leasing Price(Rs.)
Ground Floor			
Total			

I/We, agree to:

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear the cost of execution and registration of Lease Deed.
- ii) GST on Lease Rent to be borne by me i.e. Landlord.
- iii) Construct Strong Room, E-gallery as per RBI / Bank's Standardized requirement.

Any other terms and conditions (please specify):

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

Place:

Date:

Mobile:

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**Signature of the offeror / s**

Name