

WEBSITE ADVERTISEMENT

REQUIREMENT OF PREMISES FOR BRANCHES

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 at a prominent location and preferably on Ground Floor Only and preferably on main road with adequate parking facility. The details of center and carpet area required for premises are as under:-

Sr. No	Name of centre	Taluka	District	Category	Approx. carpet area* required (including ATM)
3	Alampur	Gandhinagar	Gandhinagar	Rural	1200 Sq ft (Premises required near Mota Chiloda)
4	Chhapi	Vadgam	Banaskantha	Rural	1200 Sq ft

*The carpet area would mean the usable carpet area and plan area of all internal removable partitions and walls, door jambs, balconies, bathrooms, lavatories, kitchen and pantry contained within the space/ spaces offered.

Guidelines for methods of measurement are as under:

- i) The area to be excluded while taking measurement of carpet area:-
 - a) Area occupied by external and internal masonry walls, columns or any other members which are integral parts of the original building of the premises.
 - b) Areas of ioft/bunk / niches under window.
 - c) Areas of staircases, passages; lobbies, etc., which are common with any other occupant of the building.

The bidder to ensure in the "Technical Bid" to provide following:-

1. Attach photograph of offered premises.
2. Copy of Title Deeds and Map and lay out of building with pillars.
2. Location map
4. To construct strong room/any other civil work as per requirement of Bank within Stipulated period at their own cost.
5. To arrange 3 phase electric connection on their own cost.
6. Offer of premises will be on long term lease basis for 20 years (5+5+5+5 years) or more. Preference will be given to the premises which are ready to occupy.

The cover containing technical details should be marked **Envelope No.1** and superscribed with '**TECHNICAL BID**' and the cover containing financial details should be marked **Envelope No.2** and superscribed with '**FINANCIAL BID**'. Both these covers duly sealed should be put in a **3rd cover** superscribed with, '**Offer of Premises on lease basis for Bank of India at Alampur & Chhapi (Location)**' 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, Gandhinagar Zone** at the above address and submitted as detailed hereunder.

A payment of **Rs. 500/- (non-refundable) including 18 % GST** by Pay Order/Demand Draft in favour of '**Bank of India**' payable at Gandhinagar towards cost of Tender form. The Demand Draft/ Pay Order should be sent along with the Application to the address given below. **Applications not accompanied by DD/PO shall be rejected. Please note Demand Draft/Pay order should be kept in Technical bid. Cheques are not acceptable.**

The offer as above should be submitted in Bank's prescribed format only, which can be downloaded from bank's website or may be obtained from Bank of India, Gandhinagar Zonal office, BOI Building, 2nd Floor, Corporate Services Department, Near Patnagar Yojana Bhawan, Sec-16, Gandhinagar, Gujarat, 382016 Tel. Nos. 079 - 23244819 between 10.30 a.m. to 5.00 p.m. (on working days) from **29/07/2020 to 17/08/2020**

The sealed offers will be received at above address by our Corporate Services Department between 10.30 a.m. to 5.00 p.m. (on working days). **The last date for submission of tenders is 17-08-2020.**

The technical bids will be opened in our office at the above address on 20-08-2020 at 3.30 p.m.(tentative date) All the bidders are requested to remain present for opening of the technical bids. The Bank reserves the right to accept /reject any / all offers without assigning any reason whatsoever. ***No Brokerage will be paid by the Bank.***

ZONAL MANAGER
GANDHIANAGAR ZONE



Gandhinagar Zone
Bank of India Building, 2nd Floor, Corporate Services
Department, Near Patnagar Yojana Bhawan, Sec-16,
Gandhinagar, Gujarat, 382016

Ref.No.GNZ/CSD/SS/

29/07/2020

To,

Dear Sir,

**Requirement of Premises for Shifting of our
/Kalol /Kandla Port Branch**

Please refer to our newspaper advertisement in Times Of India / Sandesh on 29-07-2020 regarding above referred matter.

2 You are requested to submit your offer in enclosed quotation forms in two separate sealed covers. Please ensure to submit the same to our Office on or before 18-08-2020 5.00 pm

3. While filling the quotation forms, please ensure to follow below mentioned instructions :

- a) Fill up all the information asked for, in the enclosed form itself.
- b) Do not quote rate anywhere in part I of the form.
- c) In case you desire to stipulate any term and condition, the same should be mentioned in part I separately
- d) Each part should be kept in a separate cover and the cover Containing technical details should be marked 'Envelope No.1' and superscribed 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 3rd cover super scribed with "Offer of Premises for Bank of India Branch at Alampur & Chhapi (Location)" and it should also bear the Name, Address and Telephone No. of the offerer. The 3rd cover duly sealed should be addressed to the Zonal Manager, Gandhinagar Zonal Office and submitted before the last date mentioned above and should indicate offer of premises on lease basis on the top of the cover.

4. Please note that Quotation submitted in any other format/paper will not be entertained, by the Bank and such offers will be liable for rejection. **Bank reserves the right to accept any/all offers without assigning any reason thereof. No brokerage will be paid by the Bank.**

Thanking You,

Yours faithfully,

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ZONAL MANAGER

PART – I (TECHNICAL BID)

The Zonal Manager,
Bank of India,
Gandhinagar Zone

Dear Sir,

The details of premises, which I/We offer to lease 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
- 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) Carpet Area offered to Bank (in sq.ft.)

Ground Floor	:	_____
First Floor	:	_____
Any other floor (Pl specify)	:	_____
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 | Yes/No |
| h) Electrical supply with separate meter available | Yes/No |
| i) Parking facility | Yes/No |

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

I/We, also agree as under:-

1. Construction of Strong Room/any other civil work such as ladies and gents toilet, pantry, vetrified floor tiles, e-lobby etc as per requirement of the bank at our cost and after obtaining necessary permissions from concerned authorities;
2. To arrange 3 phase electric connection with sanctioned load of 30 KW or as per requirement of bank to the premises.
3. I / we agree to execute lease Deed in Bank's standard format (no modification allowed in bank format)
4. My / Our offer will be valid for next six months from the date of offer
5. I / We have clear legal title in respect of the property offered to the Bank.

Place :

Signature of the owner / s

Date :

Name:
Address:

Telephone No.:
Mobile . No.
Email address:

Encl: Plan of premises, Copy of O.C., Permissions, NOCs etc., from the concerned authorities with details as given below.

PART –II (FINANCIAL BID)

The Zonal Manager,
Bank of India,
Gandhinagar Zone.

Dear Sir,

I / We offer to lease my / our premises located at _____

_____ (other details of which are given in Part –I) at following rate:-

Type of Floor (Ground / First etc)	Carpet Area In Sq.ft.	Rate Per Sq.ft. (Rs.)	Total Rent p.m. (Rs.)

I / We agree to:

- i) Execute Lease Deed in Bank’s Standard Format only : YES / NO
- ii) Bear the cost of execution and registration of Lease Deed : YES / NO
- iii) Bear all the taxes and cesses related to the premises : YES / NO
- iv) To lease the premises in favour of bank for 20 years with 3 options of 5 years each with _____ % of increase in rent at each option.

Do you require loan for construction of premises/building : YES / NO

- v) No extra expenses will be charged for Network tower/Antenna V sat/ or use of terrace/ceiling : YES/NO

If yes, then: Estimated cost of construction : Rs. _____

Loan amount required : Rs. _____

Any other terms and conditions (please specify):

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

Place :

Signature of the owner/s

Date :

Name: _____

Address: _____

Telephone No. _____

Mobile No. _____