**PART-1**

**TECHNICAL BID**

![BOi-bi-lingual Logo[1]]()

 **VIJAYAWADA ZONE**

**Address:** 31-23-1A, PVR Complex,1st Floor, Beside BSNL Bhavan, Chuttugunta, Vijayawada-520004.

 Tel: 0866-2467777/ 2467764

 **E-mail:Vijayawada.csd@bankofindia.co.in Date:** 02/06/2025

 **पोरांकी में नई शाखा खोलने के लिए परिसर की आवश्यकता**

तकनीकी विवरण और वित्तीय विवरण वाले दो अलग-अलग सीलबंद लिफाफों में प्रस्ताव इच्छुक पार्टियों से आमंत्रित किए जाते हैं, जो पोरांकी से 2 किलोमीटर की परिधि में स्थित अपने परिसर (जो आसानी से उपलब्ध है या वित्तीय बोली खोलने की तिथि से तीन महीने के भीतर उपलब्ध होगा) को पट्टे पर देने के लिए तैयार हैं (न्यूनतम 10 वर्ष)। परिसर का कारपेट एरिया 1800 वर्ग फीट से 2000 वर्ग फीट होना चाहिए। तकनीकी विवरण वाले लिफाफे पर लिफाफा नंबर 1 अंकित होना चाहिए और उसके ऊपर 'तकनीकी बोली' लिखा होना चाहिए और वित्तीय विवरण वाले लिफाफे पर लिफाफा नंबर 2 अंकित होना चाहिए और उसके ऊपर 'वित्तीय बोली' लिखा होना चाहिए। इन दोनों लिफाफों को विधिवत सीलबंद करके तीसरे लिफाफे में रखा जाना चाहिए, जिस पर 'बैंक ऑफ इंडिया पोरांकी शाखा के लिए परिसर का प्रस्ताव' लिखा होना चाहिए और उस पर प्रस्तावक का नाम और पता/फोन नंबर भी होना चाहिए। तीसरा लिफाफा विधिवत सीलबंद करके ऊपर दिए गए पते पर बैंक ऑफ इंडिया, विजयवाड़ा अंचल के आंचलिक प्रबंधक को संबोधित किया जाना चाहिए तथा नीचे दिए गए विवरण के अनुसार प्रस्तुत किया जाना चाहिए। तकनीकी बोली के साथ 500/- रुपए का गैर-वापसीयोग्य डिमांड ड्राफ्ट रखा जाना चाहिए।

ऊपर दिए गए प्रस्ताव को बैंक के निर्धारित प्रारूप में ही प्रस्तुत किया जाना चाहिए, जिसे बैंक ऑफ इंडिया, विजयवाड़ा आंचलिक कार्यालय, ए एंड एस/कॉर्पोरेट सेवा विभाग से ऊपर दिए गए पते पर सुबह 10.00 बजे से दोपहर 3:00 बजे के बीच (कार्य दिवसों में) प्राप्त किया जा सकता है तथा बैंक की वेबसाइट www.bankofindia.co.in से 16.06.2025 को दोपहर 3.00 बजे तक डाउनलोड भी किया जा सकता है।

सीलबंद प्रस्ताव को 16.06.2025 को दोपहर 3.00 बजे तक आंचलिक कार्यालय में निविदा बॉक्स में डाला जाना चाहिए। निविदाएं (तकनीकी बोलियां) 16.06.2025 को अपराह्न 03.30 बजे विजयवाड़ा अंचल कार्यालय ए एंड एस / कॉर्पोरेट सेवा विभाग में इच्छुक निविदाकर्ताओं की उपस्थिति में खोली जाएंगी। परिसर को तकनीकी-वाणिज्यिक मूल्यांकन के आधार पर अंतिम रूप दिया जाएगा। तकनीकी मापदंडों को 70% का वेटेज दिया जाएगा और वित्तीय प्रस्तावों को 30% का वेटेज दिया जाएगा। केवल उन बोलीदाताओं की मूल्य बोलियां जो तकनीकी रूप से अपने तकनीकी मूल्यांकन में न्यूनतम 50% योग्यता अंक प्राप्त करके अर्हता प्राप्त करते हैं, तकनीकी रूप से योग्य बोलीदाताओं को पूर्व सूचना के साथ तय की जाने वाली तारीख को खोली जाएंगी। सबसे उपयुक्त प्रस्ताव यानी तकनीकी-वाणिज्यिक मूल्यांकन के आधार पर उच्चतम स्कोर (एच -1) प्राप्त करने वाले परिसर को अंतिम रूप देने के लिए चुना जाएगा। बैंक बिना कोई कारण बताए किसी भी / सभी प्रस्तावों को स्वीकार / अस्वीकार करने का अधिकार सुरक्षित रखता है। बैंक द्वारा कोई ब्रोकरेज नहीं दिया जाएगा।

 किसी भी ब्रोकर को आवेदन नहीं करना चाहिए

जिन मालिकों के पास प्रस्तावित परिसर का अधिभोग प्रमाणपत्र नहीं है, उन्हें आवेदन करने की आवश्यकता नहीं है

 उप आञ्चलिक प्रबंधक

विजयवाड़ा अंचल

###### REQUIREMENT OF PREMISES FOR *OPENING OF NEW BRANCH AT PORANKI*

Offers in two separate sealed covers containing technical details and financial details respectively are invited from interested parties, who are ready to lease out their premises (readily available or will be available within three months from the date of opening financial bid) located *within the radius of 2 KM from PORANKI* on lease basis (minimum 10 years). The carpet area of premises should be 1800 sq. ft. to 2000 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 **3rd cover** super scribed with, **‘Offer of Premises for Bank of India PORANKI Branch** and it should also bear the name and address/Phone No. of the offeror. **The 3rd cover duly sealed should be addressed to the Zonal Manager Bank of India Vijayawada Zone at the above address and submitted as detailed hereunder. Non-refundable Demand Draft of Rs.500/- is to be kept along with Technical Bid.**

**The offer as above should be submitted in Bank’s prescribed format only**, which may be obtained from Bank of India, Vijayawada Zonal Office, A & S / Corporate Services Department at the above address between 10.00 a.m. to 3:00 p.m. (on working days) and also can be downloaded from Bank’s web site www.bankofindia.co.in up to 3.00 P.M. on 16.06.2025.

The sealed offers necessarily should be **dropped in Tender Box** in Zonal Office up to 3.00 P.M. on 16.06.2025. The Tenders (Technical Bids) will be opened on 16.06.2025 at 03.30 p.m. at Vijayawada Zonal Office A & S / Corporate Services Department in presence of the tenderers who desire to be present. Premises will be finalized based on Techno- Commercial evaluation. Technical Parameters will be given weightage of 70 % and Financial Offers will be given weightage of 30 %. The price bids of only those bidders who qualify technically by obtaining a minimum qualifying mark of 50% in their technical evaluation, will be opened on a date to be decided with prior intimation to the technically qualified bidders. Most suitable offer i,e. the premises getting highest score (H-1) based on Techno-Commercial evaluation will be selected for finalization.

The Bank reserves the right to accept /reject any / all offers without assigning any reason whatsoever.

**No Brokerage will be paid by the Bank. No broker should apply**

**THOSE OWNERS WHO DON’T HAVE OCCUPANCY CERTIFICATE OF THE OFFERED PREMISES NEED NOT APPLY**

 Deputy Zonal Manager

 Vijayawada Zone

 **Terms & Conditions**:

1. Offered premises should be located on a main road and should have unrestricted visibility from main road and nearby shops /offices.
2. Parking facility should be available in the premises or near the premises.
3. Clear Floor to ceiling height of the offered premises should be not less than 9 feet**.**
4. Lease period should be minimum 10 years.
5. Increase in rent after 5 years will be 15%
6. Only owner should apply in the tender, property shall be in his/her name.
7. Apply only in Bank’s format. If bid submitted in another format, it will not be considered and rejected.
8. All pages should be signed by the bidder.
9. Conditional offer shall be rejected.
10. Offer by Post shall not be considered.
11. The offered premises should have clear and marketable title free from encumbrance and permission to use for commercial purpose.
12. Definition of Carpet Area: The carpet area would mean the usable carpet area based on net finished wall to wall measurements.
13. Lease deed shall be executed in Bank’s standard format as per Annexure-1.
14. Cost of execution and registration of lease deed will borne equally by the land lord and Bank (50:50)
15. Property tax, Society Charges, Maintenance charges, water charges etc shall be paid by the landlord only. GST will be paid by the Bank.
16. Electricity Bill will be paid by the Bank.
17. Copy of title deeds and Map layout of premises to be enclosed
18. Land lord to construct strong room / SDV for lockers, toilet (ladies/Gents), pantry, ATM/E-Gallery, vitrified floor tiles, internal / external paintings / any other civil work as per requirement of Bank within stipulated period at their own cost. Carpet area of strong room to be constructed will ***be approx.300 sq.ft*** as per specification attached in Annexure-2
19. Owner to provide sufficient space on the roof/ terrace of the building for installation of V-Sat/ Radio frequency tower etc as per requirement of Bank at their cost.
20. Owner to provide suitable space for installation of Generator set at his / her their cost if so required
21. Owner to arrange 3 phase electric connection with required power load at their cost.
22. All the information asked for should be, in the enclosed form itself
23. **Do not quote rate anywhere in part I of the form**
24. Should have regular water connection/supply and dedicated water storage facility
25. Carpet Area of the premises should be 1800 sq. ft. to 2000 sq.ft
26. The premises should preferably be on Ground Floor. If the premises is spread over ground and first floor / mezzanine / basement minimum 1000 sq.ft should be on the ground floor.
27. The rate quoted for the ground floor, will be the basis of comparison for deciding successful bidder.
28. If the premises is spread on two floors (ground and 1st /mezzanine) , rate quoted for 1St floor /mezzanine will be considered maximum 75% of the rate quoted for the ground floor or the actual quote for the first floor/mezzanine whichever is less, for payment of rent

### While submitting tender, the bidder has to deposit Earnest Money Deposit (Refundable) of Rs.2,000/- by means of Demand Draft /Pay Order favoring “Bank of India” along with Technical Bid failing which tender will not be processed further. Bank may forfeit the said Earnest Money Deposit, if the bidder withdraws from the bid at any stage before or after selection as lowest / successful bidder. EMD of unsuccessful bidders will be refunded without any interest after the premises is finalized. EMD of the successful bidder will be refunded after execution of the Lease Deed / Leave & License Agreement.

1. Only the owner of the offered premises or person duly authorized by a valid letter of authority by the owner will be allowed to accompany the inspection team or for any discussion.
2. Ramp should be made available at the entrance to access the Branch / e-gallery

**Methodology for selection of Premises:**

Premises shall be finalized based on Techno-Commercial evaluation. Technical Parameters will be given weightage of 70 % and Financial Offers will be given weightage of 30 %. Most suitable offer i,e. the premises getting highest score (H-1) based on Techno-Commercial evaluation shall be selected for finalization.

The price bids of only those bidders who qualify technically by obtaining a minimum qualifying mark of 50% in their technical evaluation, will be opened.

Price bid of the bidder with the lowest rental rate will be given a financial score of 100 and other bids will be given financial score that are inversely proportional to their quoted rental rates. Similarly, technical bid of the bidder having obtained highest marks will be given technical score of 100 and other bids will be given technical score inversely proportional to the marks obtained by them.

The total score, both technical and financial, shall be obtained by weighing the technical and financial scores and adding them up. On the basis of the combined weightage score for technical parameters in the Technical bid and rental rate quoted in Price Bid shall be ranked in terms of the total score obtained. The bidder obtaining the highest total combined score in evaluation will be ranked as H-1 followed by the bidders securing lesser score as H-2, H-3 etc. The bidder securing the highest combined score and ranked as H-1 will be selected.

Following Technical Parameters will be considered for selecting premises:

|  |  |  |
| --- | --- | --- |
| Sl No.  |  Technical Parameter |  Maximum Score  |
| 1. | Distance from the desired location ( as per NIT) 1. Upto 0.50 KM 20 Marks
2. More than 0.50 KM and Up to 1.0 KM 10 Marks
3. More than 1.0 KM and Up to 2.0 KM 05 Marks
 | 20 |
| 2 |  Available Frontage / visibility of the premises 1. More than 10.0 Mtr. 15 Marks
2. Above 6.0 Mtr and up to 10.0 Mtr. 10 Marks
3. Above 3.0 Mtr and up to 6.0 Mtr 05 Marks
 | 15 |
| 3 | Availability of space for prominent display of Name Board 1. Available 05 Marks
2. Not available : 00 Marks
 | 05 |
| 4 | Nearby surroundings and Approach Road1. Commercial Market Place with wide approach road: 10 Marks
2. Mixed ( commercial / residential) with wide approach road: 07 Marks
3. Commercial Market Place with narrow approach road: 05 Marks
4. Mixed ( commercial / residential) with narrow approach road:03 Marks
 | 10  |
| 5 | Location of premises floor wise 1. Ground Floor : 15 marks
2. Mixed ( Ground and 1st Floor/ mezzanine floor) 10Marks
 | 15 |
| 6 |  Quality of Construction:, Ventilation, Ambience, suitability ( to be judged by Bank’s internal Committee) 1. Excellent 15 marks
2. Good 10 Marks
3. Satisfactory 05 Marks
 | 15 |
| 7 |  Parking: 1. Availability of parking as specified : 10 Marks
2. Parking available less than as specified 05 Marks
3. Parking not available 00 Marks
 | 10 |
| 8 |  Floor to Ceiling height of the premises1. Ceiling height more than 10.0 Feet 10 marks
2. Ceiling height more than 8.0 feet and less than 10 feet : 05 Marks

  | 10  |

An example to select Premises on Techno- Commercial evaluation is as under:

Total scores= T(w) x T (s) + F(w) x F(s)

 T(w) stands for weightage for Technical score i,e 0.7

 T(s) stands for Technical score evaluated as mentioned above

 F(w) stands for weightage for Financial score i,e 0.3

 F(s) stands for Financial score evaluated as mentioned above

 Suppose, there are three bidders (A, B & C) qualified based on the marks received / technical parameters and the marks received by them and rental rate quoted by them are as under:

|  |  |  |
| --- | --- | --- |
| Bidder | Marks obtained in Technical bid | Rental Rate quoted Rs. Per Sq.ft carpet area |
| A | 80% | 150 |
| B | 70% | 135 |
| C | 75% | 140 |

For the purpose of evaluation, the three bidders will be given scores as under:

|  |  |  |
| --- | --- | --- |
| Bidder | Technical score | Financial score |
| A | 100 | 90 |
| B | 87.5 | 100 |
| C | 93.75 | 96.42 |

Total Score of the bidder will be as under:

A = 0.7 X 100 + 0.3 X 90 = 97 (H1)

B= 0.7 X 87.5 + 0.3 X 100 = 91.25 (H3)

C= 0.7 X 93.75 + 0.3 X 96.42 = 94.55 (H2)

Bidder ‘A’ (H1) is the successful bidder and Bank will consider taking the premises from them

 **Basic information of the premises**:

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

1. Location
2. Name of the building.: -
3. Number and street: -
4. Ward/Area; -
5. Building:
6. Type of building: -

(Residential/Commercial/ Industrial/Mixed)

1. Type of construction: -

(Load bearing/RCC/framed structure)

1. Clear floor height from floor to ceiling. :-
2. Rentable Carpet area offered to Bank: :-
3. At ground floor: -
4. At first floor: -

 **Total area.**

1. Specification of construction:
2. Floor
3. Roof
4. Walls
5. Doors and windows
6. 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

 j. Separate toilet for ladies Yes/No

 k. Occupancy Certificate of the building / premises; Yes / No

I/We agree to the terms and conditions mentioned here-in- before and to execute Lease Deed in Bank’s standard format.

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

Place: Signature of the offeror

Date:

 Name: -------------------------------

**Encls: Title Deed and plan of premises.**

\*Strike out whichever is not applicable Address:

**PART-2**

 **(FINANCIAL BID)**

![BOi-bi-lingual Logo[1]]()

 **VIJAYAWADA ZONE**

**Address:** 31-23-1A, PVR Complex,1st Floor, Beside BSNL Bhavan, Chuttugunta, Vijayawada-520004.

 Tel: 0866-2467777/ 2467764

 **E-mail:Vijayawada.csd@bankofindia.co.in Date:** 02/06/2025

###### REQUIREMENT OF PREMISES FOR *OPENING OF NEW BRANCH AT PORANKI*

# The Zonal Manager

# Bank of India

**Vijayawada Zone**

Dear Sir,

 I/we offer to lease our premises located at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Other details of which are given in part I) at following rate:

 ---------------------------------------------------------------------------------

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Carpet Area in Sq. Ft.** | **Rate (Rs. Per Sq.ft)** | **Total rent p.m.in Rs.** |
| **Ground floor** |  |  |  |
| **First floor** |  |  |  |
| Any other floor |  |  |  |
| TOTAL |  |  |  |

##

**I/We agree to all the terms and conditions mentioned in the Part-1 (Technical Bid).**

**GST as applicable will be paid extra**

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

Place: Signature of the offeror

Date: Name:

 Address

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |   |   |   |   | Annexure-2 |
| SPECIFICATION OF SAFE DEPOSITE VAULT (STRONG ROOM) IN BRANCH PREMISES |
|   |   |   |   |   |   |   |
| Construction shall be done as per the design of the Structural Consultant subject to minimum requirements given here for achieving burglary resistance against attach by common hand-held / picking / impact /portable electric / hydraulic /concrete cutting / drilling tools, pressure applying devices,power saws, etc; fire resistance against gas cutting torch, fluxing rods etc; fire hose stream reheat endurance against exposure to major fire and fire – fighting water stream / jet etc. | Wall Thickness |  |  | 225 mm Minimum |
| Floor and roof |  |  | 150 mm Minimum |
| Concrete mix(See IS 456) | M50, Minimum |   |
|  |  |   |
| Steel grid inwalls floorand roof  | Bar dia |   | 12 mm |   |
|   |   |   |   |
| Mesh |   | Mesh made by placing and |
|   |   | tying rebars at 150mm  |
|   |   |   | x 150 mm c/c both ways, one |
|   |   |   | such mesh placed staggered  |
|   |   |   | on both the faces of each wall, |
|   |   |   | floor and roof, in such a  |
|   |   |   | manner soas to make less |
|   |   |   | than 75mm x 75mm c/c |
|   |   |   | through opening |   |
|   |   |   |   |  |   |
| Security Ventilators ( see IS 14387) Exhaust fan  |   |   | Height from Floor Level: 2100mm, MinimumOpening Size: 450mmx450mm, Maximum |
| (if required) |  |  |   |
|   |  |  |   |
|   |   |   |   |