

भाग-1/PART-1

तकनीकी बोली/TECHNICAL BID



सूरत अंचल/SURAT ZONE

पता/Address: बैंक ऑफ़ इंडिया परिसर विभाग आंचलिक कार्यालय प्रथम तल, पांजरा पोल के सामने, घोड़दौड़ रोड सूरत, गुजरात / BANK OF INDIA PREMISES DEPT. ZONAL OFFICE 1st FLOOR, OPP. PANJARA POLE GHODDOD ROAD, SURAT, GUJARAT, 395007
टेली/Tel: 0261-2962878

ई-मेल: Surat.GOD@bankofindia.co.in

दिनांक: 31st May 2025

अडाजन हजीरा रोड, सूरत जिला, गुजरात में नई शाखा खोलने के लिए परिसर की आवश्यकता/REQUIREMENT OF PREMISES FOR OPENING OF NEW BRANCH AT ADAJAN HAZIRA ROAD, SURAT DISTRICT, GUJARAT,

इच्छुक पार्टियों से क्रमशः तकनीकी विवरण और वित्तीय विवरण वाले दो अलग-अलग सीलबंद लिफाफों में प्रस्ताव आमंत्रित किए जाते हैं, जो अडाजन हजीरा रोड पर स्थित अपने परिसर (तत्काल उपलब्ध हो या वित्तीय बोली खुलने की तारीख से एक महीने के भीतर उपलब्ध होगा) को पट्टे के आधार पर (न्यूनतम 10 वर्ष) देने के लिए तैयार हों। परिसर का कार्पेट एरिया लगभग 1500 वर्ग फीट से 2000 वर्ग फीट होना चाहिए। तकनीकी विवरण वाले लिफाफे पर **लिफाफा नं. 1** अंकित होना चाहिए और उसके ऊपर 'तकनीकी बोली' लिखा होना चाहिए और वित्तीय विवरण वाले लिफाफे पर **लिफाफा नं. 2** अंकित होना चाहिए और उसके ऊपर 'वित्तीय बोली' लिखा होना चाहिए। इन दोनों लिफाफों को विधिवत सील बंद करके एक तीसरे लिफाफे में रखा जाना चाहिए, जिस पर 'बैंक ऑफ़ इंडिया अडाजन हजीरा रोड शाखा के लिए परिसर का प्रस्ताव' लिखा होना चाहिए। साथ ही इसमें प्रस्तावक का नाम और पता/फोन नं. भी अंकित होना चाहिए। तीसरा लिफाफा विधिवत सीलबंद करके उपरोक्त पते पर बैंक ऑफ़ इंडिया के आंचलिक प्रबन्धक, सूरत अंचल को भेजा जाना चाहिए तथा नीचे दिये गए विवरण के अनुसार प्रस्तुत किया जाना चाहिए। /

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 one month from the date of opening financial bid) located within Adajan Hazira Road on lease basis (minimum 10 years). The carpet area of premises should be Apx 1500 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 Adajan Hazira ROAD 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 Surat Zone at the above address and submitted as detailed hereunder.**

उपरोक्त प्रस्ताव केवल बैंक के निर्धारित प्रारूप में प्रस्तुत किया जाना चाहिए, जिसे बैंक ऑफ़ इंडिया सूरत आंचलिक कार्यालय, ए एंड एस/सामान्य परिचालन विभाग से उपरोक्त पते पर सुबह 10 बजे से शाम 4 बजे के बीच (कार्य दिवसों में) प्राप्त किया जा सकता है और इसे बैंक की वेबसाइट www.bankofindia.co.in से 16 जून 2025 को शाम 4 बजे तक डाउनलोड भी किया जा सकता है। सीलबंद प्रस्तावों को 16 जून 2025 को शाम 4 बजे तक बीओआई आंचलिक कार्यालय सूरत में निविदा बॉक्स में डालना आवश्यक है। निविदाएँ

(तकनीकी बोलियाँ) 16 जून को शाम 4.30 बजे या निविदा समिति के अनुसार उपयुक्त समय पर बीओआई सूरत आंचलिक कार्यालय ए एंड एस/सामान्य परिचालन विभाग में इच्छुक निविदाकारों की उपस्थिति में खोली जाएंगी। तकनीकी मापदण्डों को 70% का महत्त्व दिया जाएगा और वित्तीय प्रस्तावों को 30% का महत्त्व दिया जाएगा। केवल उन बोलीदाताओं की मूल्य बोलियाँ जो अपने तकनीकी मूल्यांकन में न्यूनतम 50% योग्यता अंक प्राप्त करके तकनीकी रूप से अर्हता प्राप्त करते हैं, तकनीकी रूप से योग्य बोलीदाताओं को पूर्व सूचना के साथ तय की जाने वाली तिथि पर खोली जाएंगी। तकनीकी-वाणिज्यिक मूल्यांकन के आधार पर उच्चतम अंक (एच-1) प्राप्त करने वाले परिसर को अंतिम रूप देने के लिए सबसे उपयुक्त प्रस्ताव चुना जाएगा। /

The offer as above should be submitted in Bank's prescribed format only, which may be obtained from Bank of India Surat Zonal Office, A & S / General Operation Department at the above address between 10.00 a.m. to 4:00 p.m. (on working days) and also can be downloaded from Bank's web site www.bankofindia.co.in up to 4.00 P.M. on 16th June. 2025.

The sealed offers necessarily should be **dropped in Tender Box** in BOI Zonal Office Surat up to 4.00 P.M. on 16th June 2025. The Tenders (Technical Bids) will be opened on 16th June at 04.30 p.m. or suitable as per tender committee at BOI Surat Zonal Office A & S / General Operation 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.

बैंक बिना कोई कारण बताए किसी भी/सभी प्रस्तावों को स्वीकार/अस्वीकार करने का अधिकार रखता है।

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

बैंक द्वारा किसी प्रकार का ब्रोकरेज नहीं दिया जाएगा। किसी भी ब्रोकर को आवेदन नहीं करना चाहिए।

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

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

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

उप आंचलिक प्रबंधक/Deputy Zonal Manager
सूरत अंचल/Surat Zone

नियम और शर्तें/Terms & Conditions:

- i) Offered premises should be located on a main road and should have unrestricted visibility from main road and nearby shops /offices.
- ii) Parking facility should be available in the premises or near the premises.
- iii) Clear Floor to ceiling height of the offered premises should be not less than 9 feet.
- iv) Lease period should be minimum 10 years.
- v) Increase in rent after 5 years.
- vi) Only owner should apply in the tender, property shall be in his/her name.
- vii) Apply only in Bank's format. If bid submitted in another format, it will not be considered and rejected.

- viii) All pages should be signed by the bidder.
- ix) Conditional offer shall be rejected.
- x) Offer by Post shall not be considered.
- xi) The offered premises should have clear and marketable title free from encumbrance and permission to use for commercial purpose.
- xii) Definition of Carpet Area: The carpet area would mean the usable carpet area based on net finished wall to wall measurements.
- xiii) Lease deed shall be executed in Bank's standard format as per Annexure-1.
- xiv) Cost of execution and registration of lease deed will borne equally by the land lord and Bank (50:50)
- xv) Property tax, Society Charges, Maintenance charges, water charges etc. shall be paid by the landlord only. GST will be paid by the Bank.
- xvi) Electricity Bill will be paid by the Bank.
- xvii) Copy of title deeds and Map layout of premises to be enclosed
- xviii) Land lord to construct toilet (ladies/Gents seperate), pantry, vitrified floor tiles, internal / external paintings / any other civil work as per requirement of Bank **within stipulated period at their own cost**. ATM/E-Gallery, Strong Room if required and Carpet area of strong room to be constructed will **be approx. 120 sq.ft** as per specification attached in Annexure-2
- xix) 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.
- xx) Owner to provide suitable space for installation of Generator set at his / her their cost if so required
- xxi) Owner to arrange 3 phase electric connection with required power load at their cost.
- xxii) All the information asked for should be, in the enclosed form itself
- xxiii) **Do not quote rate anywhere in part I of the form**
- xxiv) Should have regular water connection/supply and dedicated water storage facility
- xxv) Carpet Area of the premises should be 1500 sq. ft. to 2000 sq.ft approx.
- xxvi) The premises should preferably be on Ground Floor. If the premises is spread over ground and first floor / mezzanine / basement minimum 1200 sq.ft should be on the ground floor.
- xxvii) The rate quoted for the ground floor, will be the basis of comparison for deciding successful bidder.
- xxviii) 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

- xxix) **While submitting tender, the bidder has to deposit Earnest Money Deposit (Refundable) of Rs.10,000/- 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.
- xxx) 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.
- xxxi) Ramp should be made available at the entrance to access the Branch / e-gallery

परिसर के चयन की पद्धति/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.

परिसर के चयन के लिए निम्नलिखित तकनीकी मापदण्डों पर विचार किया जाएगा:

Following Technical Parameters will be considered for selecting premises:

क्र.सं. Sl. No.	तकनीकी मापदंड/Technical Parameter	अधिकतम अंक/Max Score
1.	<u>Distance from the desired location (as per NIT)</u>	20
	i) Upto 0.50 KM	20 Marks
	ii) More than 0.50 KM and Up to 1.0 KM	10 Marks
	iii) More than 1.0 KM and Up to 2.0 KM	05 Marks

2	<u>Available Frontage / visibility of the premises</u> i) More than 10.0 Mtr. 15 Marks ii) Above 6.0 Mtr and up to 10.0 Mtr. 10 Marks iii) Above 3.0 Mtr and up to 6.0 Mtr 05 Marks	15
3	<u>Availability of space for prominent display of Name Board</u> i) Available 05 Marks ii) Not available : 00 Marks	05
4	<u>Nearby surroundings and Approach Road</u> i) Commercial Market Place with wide approach road: 10 Marks ii) Mixed (commercial / residential) with wide approach road: 07 Marks iii) Commercial Market Place with narrow approach road: 05 Marks iv) Mixed (commercial / residential) with narrow approach road: 03 Marks	10
5	<u>Location of premises floor wise</u> i) Ground Floor : 15 marks ii) Mixed (Ground and 1 st Floor/ mezzanine floor) 10 Marks	15
6	<u>Quality of Construction:, Ventilation, Ambience, suitability (to be judged by Bank's internal Committee)</u> i) Excellent 15 marks ii) Good 10 Marks iii) Satisfactory 05 Marks	15
7	<u>Parking:</u> i) Availability of parking as specified : 10 Marks ii) Parking available less than as specified 05 Marks iii) <u>Parking not available</u> 00 Marks	10
8	<u>Floor to Ceiling height of the premises</u> i) Ceiling height more than 10.0 Feet 10 marks ii) 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:

$$\text{Total scores} = T(w) \times T(s) + F(w) \times F(s)$$

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:

$$A = 0.7 \times 100 + 0.3 \times 90 = 97 \text{ (H1)}$$

$$B = 0.7 \times 87.5 + 0.3 \times 100 = 91.25 \text{ (H3)}$$

$$C = 0.7 \times 93.75 + 0.3 \times 96.42 = 94.55 \text{ (H2)}$$

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

परिसर की मूलभूत सूचना/Basic information of the premises:

The details of premises, which I/we offer to lease out to the Bank are as under:

- 1) मालिक/मालिकों का नाम/Name of owner/s:-
- 2) संयुक्त स्वामित्व की स्थिति में प्रत्येक का शेयर/Share of each owner if any under joint ownership

3) पता/Location

- a. Name of the bldg.:-
- b. Number and street:-
- c. Ward/Area:-

4) बिल्डिंग/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: :-
 - i. At ground floor:-
 - ii. At first floor:-

कुल क्षेत्र/Total area.

e. Specification of construction:

- 1) Floor
- 2) Roof
- 3) Walls
- 4) Doors and 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

j. Separate toilet for ladies

Yes/No

k. Occupancy Certificate of the building / premises:

Yes / No

मैं/हम यहाँ पहले उल्लिखित नियमों और शर्तों से सहमत हैं और बैंक के मानक प्रारूप में लीज़ डीड निष्पादित करने के लिए सहमत हैं।

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

मेरा/हमारा प्रस्ताव, प्रस्ताव की तारीख से अगले छः महीने के लिए वैध होगा।

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

स्थान/Place:

प्रस्तावक के हस्ताक्षर/Signature of the offeror

दिनांक/Date:

नाम/Name:-----

संलग्नक/Encls: Title Deed and plan of premises.

*Strike out whichever is not applicable

पता/Address:

भाग-2/PART-2

(वित्तीय बोली/FINANCIAL BID)



सूरत अंचल/SURAT ZONE

पता/Address: बैंक ऑफ इंडिया परिसर विभाग आंचलिक कार्यालय प्रथम तल पांजरा पोल के सामने घोड़दौड़ रोड, सूरत, गुजरात, 395007/BANK OF INDIA PREMISES DEPARTMENT ZONAL OFFICE 1st FLOOR, OPP. PANJARA POLE GHODDOD ROAD, SURAT, GUJARAT, 395007 टेली/Tel: 0261-2962878

ई-मेल/E-mail: Surat.GOD@bankofindia.co.in

दिनांक: 31st May 2025

अडाजन हजीरा रोड, जिला-सूरत गुजरात में नई शाखा खोलने के लिए परिसर की आवश्यकता/REQUIREMENT OF PREMISES FOR OPENING OF NEW BRANCH AT ADAJAN HAZIRA ROAD DIST. SURAT GUJARAT

आंचलिक प्रबन्धक/The Zonal Manager

बैंक ऑफ इंडिया/Bank of India

सूरत अंचल/Surat Zone

महोदय/Dear Sir,

मैं/हम निम्नलिखित स्थान पर स्थित अपने परिसर को पट्टे पर देने की पेशकश करता हूँ/करते हैं / I/we offer to lease our premises located at-----
(जिसका अन्य विवरण भाग I में दिया है/Other details of which are given in part I) निम्नलिखित दर पर/at following rate: -----

	कार्पेट एरिया वर्ग फीट में/Carpet Area in Sq. Ft.	दर/Rate (रु. प्रति वर्ग फीट/Rs. Per Sq.ft)	कुल किराया प्रति माह रु. में/Total rent p.m.in Rs.
भूतल/Ground floor			
प्रथम तल/First floor			
कोई अन्य मंजिल/Any other floor			
कुल/TOTAL			

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

लागू जीएसटी का अतिरिक्त भुगतान किया जाएगा/GST as applicable will be paid extra

मेरा/हमारा प्रस्ताव, प्रस्ताव की तारीख से अगले छह महीने तक वैध रहेगा/My/our offer will be valid for next six months from the date of offer.

स्थान/Place:

प्रस्तावक के हस्ताक्षर/Signature of the offeror

दिनांक/Date:

नाम/Name:

पता/Address: