

## Tender Notice/ टेंडर की सूचना



JABALPUR ZONE/ जबलपुर अंचल

GENERAL OPERATION DEPARTMENT/ CORPORATE SERVICE DEPARTMENT

सामान्य परिचालन विभाग / कॉर्पोरेट सेवायें विभाग

Bank of India, Zonal Office Jabalpur, Rajeshwar Bhawan, MIG – 15, Shivanagar, Damoh Road, Jabalpur (MP) – 482002 / बैंक ऑफ़ इंडिया, आंचलिक कार्यालय जबलपुर, राजेश्वर भवन, एम आई जी - 15, शिवनगर, दमोह रोड, जबलपुर, (म. प्र.) – 482005

बैंक ऑफ़ इंडिया की नयी शाखा, पाटन (जबलपुर), रीवा - प्रयागराज रोड (रीवा), सतना – रीवा रोड (सतना) एवं तिलवारा (जबलपुर) शाखा खोलने हेतु वैकल्पिक / नए परिसर की आवश्यकता

बैंक ऑफ़ इंडिया अपनी नई शाखा पाटन, रीवा - प्रयागराज रोड, सतना – रीवा रोड एवं तिलवारा में खोलने के लिए लीज़ रेंटल आधार पर क्रमसः लगभग 1250 वर्ग फीट, 1500 वर्ग फीट, 1500 वर्ग फीट एवं 1800 वर्ग फीट (+, - 10%) के कार्पेट एरिया वाले व्यवसायिक / कार्यालय उपयोग के लिए प्रस्ताव आमंत्रित करता है, जो कि पर्याप्त पार्किंग स्थान (मुफ्त) के साथ मुख्य सड़क पर भूतल पर स्थित होना चाहिए।

उपरोक्तानुसार प्रस्ताव बैंक के निर्धारित प्रारूप में ही प्रस्तुत किया जाना चाहिए, जो कि बैंक ऑफ़ इंडिया, आंचलिक कार्यालय जबलपुर, राजेश्वर भवन, एम आई जी – 15, शिवनगर, दमोह रोड, जबलपुर (म.प्र.) – 482002 से प्रातः 10.00 बजे से सायं 05.00 बजे के बीच दिनांक 09.06.2025 से 30.06.2025 तक (कार्य दिवसों पर) और (पहले, तीसरे और पांचवे शनिवार को) प्राप्त किया जा सकता है, या बैंक की वेबसाइट [www.bankofindia.co.in](http://www.bankofindia.co.in) से 09.06.2025 से 30.06.2025 तक डाउनलोड किया जा सकता है।

तकनीकी विवरण वाले लिफाफे पर लिफाफा नंबर - 1 अंकित होना चाहिए और उसके ऊपर “तकनीकी निविदा” लिखा होना चाहिए और वीत्तीय विवरण वाले लिफाफे पर लिफाफा नंबर – 2 अंकित होना चाहिए और उसके ऊपर “वीत्तीय निविदा ” लिखा होना चाहिए साथ ही इन दोनों लिफाफों को विधिवत सील करके एक तीसरे लिफाफे में रखा जाना चाहिए। प्रत्येक लिफाफे के ऊपर “बैंक ऑफ़ इंडिया पाटन/ रीवा – प्रयागराज रोड / सतना – रीवा रोड / तिलवारा शाखा के लिए परिसर का प्रस्ताव ” लिखा होना चाहिए और इस पर भी नाम, पता और फोन नंबर अंकित होना चाहिए। प्रस्ताव का विधिवत मुहरबंद तीसरा लिफाफा बैंक ऑफ़ इंडिया, आंचलिक कार्यालय जबलपुर, राजेश्वर भवन, एम आई जी – 15, शिवनगर, दमोह रोड, जबलपुर (म.प्र.) – 482002 को संबोधित किया जाना चाहिए। निविदाएँ उपरोक्त अंकित पते पर जमा करने की अंतिम तिथि दिनांक 30.06.2025 को सायं 03.00 बजे तक है।

निविदाएँ (तकनीकी बोलियाँ) 30.06.2025 (संभावित) को सायं 04.00 बजे बैंक ऑफ़ इंडिया, आंचलिक कार्यालय जबलपुर, राजेश्वर भवन, एम आई जी – 15, शिवनगर, दमोह रोड, जबलपुर (म.प्र.) – 482002 में खोली जाएगी।

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

उप-आंचलिक प्रबंधक  
जबलपुर अंचल



**सामान्य परिचालन विभाग, आंचलिक कार्यालय, जबलपुर अंचल,  
राजेश्वर भवन, प्रथम एवं द्वितीय तल, एम आई जी – 15, शिव नगर,  
दमोह रोड, जिला- जबलपुर, पिन - 482002 (मध्य प्रदेश)  
दूरभाष: 0761-4701030**

### **शाखा हेतु परिसर की आवश्यकता :**

**पाटन (जबलपुर), तिलवारा (जबलपुर), रीवा – प्रयागराज रोड (रीवा), सतना – रीवा रोड (सतना)**

बैंक ऑफ़ इंडिया द्वारा पाटन (जबलपुर), तिलवारा (जबलपुर), रीवा – प्रयागराज रोड (रीवा), सतना – रीवा रोड (सतना) क्षेत्र में चार नई शाखाएँ खोली जानी है। नई शाखा हेतु पट्टे/किराए पर परिसर के लिए प्रस्ताव आमंत्रित करने की विस्तृत अधिसूचना बैंक की वेब साइट [www.bankofindia.co.in](http://www.bankofindia.co.in) पर उपलब्ध है। प्रस्ताव जमा करने के लिए निर्धारित प्रारूप हमारे आंचलिक कार्यालय जबलपुर अंचल, राजेश्वर भवन, प्रथम एवं द्वितीय तल, एम आई जी – 15, शिव नगर, दमोह रोड, जिला- जबलपुर, पिन - 482002 (मध्य प्रदेश) से प्राप्त किया जा सकता है, या हमारी वेबसाइट [www.bankofindia.co.in](http://www.bankofindia.co.in) से डाउनलोड किया जा सकता है।

**प्रस्ताव जमा करने की अंतिम तिथि 30-06-2025 के सांय 03.00 बजे तक है।**

**दिनांक : 05-06-2025**

**उप आंचलिक प्रबंधक  
जबलपुर अंचल**

### **Press Advertisement**



**GENERAL OPERATION DEPARTMENT, ZONAL OFFICE, JABALPUR ZONE  
Bank of India, Zonal Office Jabalpur, Rajeshwar Bhawan, MIG-15,  
Shivnagar, Damoh Road, Jabalpur (MP)-482002**

### **REQUIREMENT OF PREMISES FOR OPENING OF NEW BRANCHES:**

**PATAN (JABALPUR), TILWARA (JABALPUR), REWA-PRAYAGRAJ ROAD (REWA), SATNA-REWA ROAD (SATNA)**

Detailed Notification inviting offers for premises on lease/rent basis for opening of our four new branches at **PATAN (JABALPUR), TILWARA (JABALPUR), REWA-PRAYAGRAJ ROAD (REWA), SATNA-REWA ROAD (SATNA)**, is available on our website [www.bankofindia.co.in](http://www.bankofindia.co.in) . Prescribed format for submission of offers may be obtained from our Office at Bank of India, Zonal Office, MIG – 15, Rajeshwar Bhawan, Shivnagar, Damoh Road, Jabalpur (MP) – 482002 or may be downloaded from our website [www.bankofindia.co.in](http://www.bankofindia.co.in) .

**Last date for submission of offer is 30.06.2025 up to 03.00 PM.**

**Date: 05-06-2025**

**Deputy Zonal Manager  
Jabalpur Zone**

## PART-1 TECHNICAL BID



### JABALPUR ZONE

**GENERAL OPERATION DEPARTMENT / CORPORATE SERVICE DEPARTMENT**  
**Bank of India, Zonal Office Jabalpur, Rajeshwar Bhawan, MIG-15, Shivnagar, Damoh**  
**Road, Jabalpur (MP) - 482002**

E-mail: [Jabalpur.GOD@bankofindia.co.in](mailto:Jabalpur.GOD@bankofindia.co.in)

[TEL:0761-4701030](tel:0761-4701030)

Date: 05.06.2025

**REQUIREMENT OF PREMISES ON LEASE / RENT BASIS FOR OPENING OF 04 NEW BRANCHES AT PATAN (JABALPUR), REWA – PRAYAGRAJ ROAD (REWA) , SATNA – REWA ROAD (SATNA), TILWARA (JABALPUR)**

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) located at a prominent location on the **ground floor only**, preferably on **main road** with adequate parking facility (For which no additional rent will be paid) on lease basis (minimum 10 years). The details of centre and carpet area of premises required are as under: -

S No	Name of centre	Taluka	District	Category	Approx. max carpet area required (+,- 10%)
1.	PATAN	PATAN	JABALPUR	SEMI-URBAN	1250 Sq. Ft.
2.	REWA-PRAYAGRAJ ROAD	HUZUR	REWA	URBAN	1500 Sq. Ft.
3.	SATNA-REWA ROAD	RAGHHURAJ NAGAR	SATNA	URBAN	1500 Sq. Ft.
4.	TILWARA	JABALPUR	JABALPUR	METRO	1800 Sq. Ft.

The bidder to ensure in the “Technical Bid” to provide the following documents: -

1. Attach photograph of offered premises.
2. Copy of Title Deeds and Approved Map and lay out of building with pillars.
3. Location map
4. **To construct strong room (To be constructed as per specification mentioned in Appendix – “A”), toilets (separately for male & female), pantry, ATM/E-Gallery, vitrified floor tiles/any other civil work as per requirement of Bank within stipulated period at their own cost.**
5. To provide sufficient space on the roof/terrace of the building for installation of V-sat/Radio Frequency Tower at their own cost. To provide suitable space for installation of Generator Set at their own cost.
6. To arrange 3 phase electric connection with required power load on their own cost.
7. **Demand Draft for Rs. 1000.00 non-refundable in favour of Bank of India, Zonal Office payable at Jabalpur as tender money.**

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 **3<sup>rd</sup> cover** super scribed with, “**OFFER FOR PREMISES REQUIRED FOR OPENING OF NEW BRANCH AT PATAN/REWA-PRAYAGRAJ ROAD/SATNA-REWA ROAD/TILWARA, under Jabalpur Zone** 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 Jabalpur Zone at the above address and submitted as detailed hereunder.

**The offer as above should be submitted in Bank's prescribed format only**, which may be obtained from Bank of India Jabalpur Zonal Office, Rajeshwar Bhawan, MIG – 15, Shivnagar, Damoh Road, Jabalpur (MP) – 482002 through General Operation Department / Corporate Services Department between 10.00 a.m. to 5:00 p.m. (on working days) and also can be downloaded from Bank's web site [www.bankofindia.co.in](http://www.bankofindia.co.in) from **09.06.2025 to 30-06-2025**.

The sealed offers necessarily should be **dropped in Tender Box** in Zonal Office at General Operation Department / Corporate Services Department. **The last date for submission of tenders is 30-06-2025 up to 03.00 p.m.** The Tenders (Technical Bids) will be opened on **30-06-2025 (Tentatively) at 04.00 p.m.** at Jabalpur Zonal Office General Operation Department / 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 bidders shall have to deposit Earnest Money (Refundable) of Rs 20,000/- by means of Demand Draft / Pay Order only favouring "BANK OF INDIA", along with the Technical Bid.** The Bank may forfeit the earnest money of the lowest bidder, if the bidder withdraws from the bid. 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  
Jabalpur Zone**

### **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 (for which no extra rent will be paid)
- iii) Clear Floor to ceiling height of the offered premises should be not less than **11 feet**.
- iv) Lease period should be minimum 10 years.
- v) Increase in rent after 5 years will be 10%
- 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 of the bid documents 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.
- xiv) Cost of execution and registration of lease deed will be 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 strong room / SDV for lockers**, toilet (separately for 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 as per specification attached in **Annexure (If required)**
- 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 1250/1500/1800 sq. ft. (+, - 10%) as per the category of the area (Rural/Semi-Urban/Urban/Metro).
- xxvi) The premises should preferably be on Ground Floor. If the premises is spread over ground and first floor / mezzanine / basement minimum 90% area 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) 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.
- xxx) 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 quality and cost 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, H3 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.	<u>Distance from the desired location ( as per NIT)</u> 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	20
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 <sup>st</sup> Floor/ mezzanine floor) 10Marks iii) First / Mezzanine floor 05 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
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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



**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: -
- 3) Location
  - a. Name of the bldg.: -
  - 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. Rentable Carpet area offered to Bank: -
    - i. At ground floor: -
    - ii. At first floor: -

**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

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.**

Address:

\*Strike out whichever is not applicable