

PART-1
तकनीकी बोली/TECHNICAL BID



SILIGURI ZONE

Address: Bank of India, Siliguri Zonal Office, General Operation Department
Goyal Mansion, Pranami Mandir Road, Siliguri-734001

Tel: [+91 353 264 2985](tel:+913532642985)

E-mail: Siliguri.GOD@bankofindia.co.in

दिनांक/Date: 10-06-2025

सेवोक रोड पर नई शाखा खोलने के लिए परिसर की आवश्यकता
REQUIREMENT OF PREMISES FOR OPENING OF NEW BRANCH AT
SEVOKE ROAD

कोई भी शुद्धिपत्र बैंक की वेबसाइट www.bankofindia.co.in पर अपलोड किया जाएगा।

Any corrigendum will be uploaded on Bank website-www.bankofindia.co.in

इच्छुक पार्टियों से क्रमशः तकनीकी विवरण और वित्तीय विवरण वाले दो अलग-अलग सीलबंद लिफाफों में - प्रस्ताव आमंत्रित किए जाते हैं, जो कॉस्मोस मॉल सेवोक रोड से 02 किमी के अंदर स्थित अपने परिसर तत्काल) को पट्टे पर देने के लिए (उपलब्ध है या वित्तीय बोली खुलने की तारीख से तीन महीने के भीतर उपलब्ध होगा न्यूनतम) तैयार हैं 15 वर्ष। परिसर का कारपेट एरिया (1500 वर्ग फीट से 1800 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 सील करके एक तीसरे लिफाफे में रखा जाना चाहिए, जिस पर 'बैंक ऑफ़ इंडिया, सेवोक रोड शाखा के लिए परिसर का प्रस्ताव' लिखा होना चाहिए और इस पर प्रस्तावक का नाम और पता/फोन नंबर भी होना चाहिए। तीसरा लिफाफा विधिवत् सीलबंद करके उपरोक्त पते पर बैंक ऑफ़ इंडिया सिलीगुड़ी अंचल के अंचल प्रबंधक को संबोधित किया जाना चाहिए तथा नीचे दिए 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 three months from the date of opening financial bid) located **within 02KM from COSMOS MALL SEVOKE ROAD** lease basis (minimum 15 years). The carpet area of premises should be 1500 sq. ft. to 1800 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, SEVOKE ROAD Branch** 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 Siliguri Zone at the above address and submitted as detailed hereunder.**

- यह ध्यान दिया जाना चाहिए कि सभी लिफाफे ठीक से चिह्नित होने चाहिए और उनमें निविदा का शीर्षक और पता, निविदाकर्ता का फोन नंबर और ईमेल आईडी होना चाहिए।
- It should be noted that all the envelopes are to be marked properly and should contain Tender Title and Address, Phone Number & Email Id of the tenderer

उपरोक्त प्रस्ताव केवल बैंक के निर्धारित प्रारूप में प्रस्तुत किया जाना चाहिए, जिसे बैंक ऑफ इंडिया सिलीगुड़ी आंचलिक कार्यालय, सामान्य परिचालन विभाग से उपरोक्त पते पर सुबह 10.00 बजे से शाम 4:00 बजे के बीच) कार्य दिवसों में (प्राप्त किया जा सकता है और इसे बैंक की वेबसाइट www.bankofindia.co.in से 30-06-2025 को दोपहर 3.00 बजे तक डाउनलोड भी किया जा सकता है। सीलबंद ऑफर अनिवार्य रूप से 30-06-2025 को दोपहर 3.00 बजे तक आंचलिक कार्यालय में निविदा बॉक्स में डाले जाने चाहिए। निविदाएं तकनीकी बोलियां (01-07-2025 को दोपहर 03.30 बजे सिलीगुड़ी आंचलिक कार्यालय, सामान्य परिचालन विभाग में उपस्थित होने के इच्छुक निविदाकर्ताओं की उपस्थिति में खोली जाएंगी। परिसर को तकनीकी-वाणिज्यिक मूल्यांकन के आधार पर अंतिम रूप दिया जाएगा। तकनीकी मापदंडों को 70% का महत्व दिया जाएगा और वित्तीय प्रस्तावों को 30% का महत्व 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। सबसे उपयुक्त प्रस्ताव यानी तकनीकी-वाणिज्यिक मूल्यांकन के आधार पर उच्चतम अंक) एच-1) प्राप्त करने वाले परिसर को अंतिम रूप देने के लिए चुना जाएगा।

The offer as above should be submitted in Bank's prescribed format only, which may be obtained from Bank of India Siliguri Zonal Office, 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 3.00 P.M. on 30-06-2025. The sealed offers necessarily should be **dropped in Tender Box** in Zonal Office up to 3.00 P.M. on 30-06-2025. The Tenders (Technical Bids) will be opened on 01-07-2025 at 03.30 p.m. at Siliguri Zonal Office, 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 अस्वीकार करने का अधिकार सुरक्षित रखता /सभी प्रस्तावों को स्वीकार/ है।

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

बैंक द्वारा कोई 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

नोटकिसी भी विसंगति की स्थिति में अंग्रेजी भाषा मान्य होगी। :

Note: In case of any discrepancy, English language will prevail.

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 15 years.
- v) Increase in rent after 5 years will be 20%
- 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 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/ cash safe to be constructed will **be approx. 150 sq.ft** as per specification.
- 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) All the information asked for should be, in the enclosed form itself
- xxi) **Do not quote rate anywhere in part I of the form**
- xxii) Should have regular water connection/supply and dedicated water storage facility
- xxiii) Carpet Area of the premises should be **1500 sq. ft. to 1800 sq.ft**
- xxiv) *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.
- xxv) The rate quoted for the ground floor, will be the basis of comparison for deciding successful bidder.
- xxvi) 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

xxvii) 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.

xxviii) 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.	<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 st Floor/ mezzanine floor) 10Marks	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) Parking not available 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

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.

*Strike out whichever is not applicable

Address:

PART-2
(FINANCIAL BID)



SILIGURI ZONE

Address: Bank of India, Siliguri Zonal Office, General Operation Department
Goyal Mansion, Pranami Mandir Road, Siliguri-734001

[Tel:+91 353 264 2985](tel:+913532642985)

E-mail: Siliguri.GOD@bankofindia.co.in

Date:10-06-2025

REQUIREMENT OF PREMISES FOR OPENING OF NEW BRANCH AT
SEVOKE ROAD

The Zonal Manager
Bank of India
Siliguri 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: