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**TELANGANA ZONE**

**10-1-1199/2, PTI Building, 2nd Floor, AC Guards, Hyderabad-500004.**

**e-mail:** [**telangana.god@bankofindia.co.in**](mailto:telangana.god@bankofindia.co.in)

**PRE**M**ISES REQUIREMENT FOR OPENING OF TELLAPUR BRANCH IN HYDERABAD CITY (SANGAREDDY DISTRICT) ON LONG TERM LEASE/RENT:**

Bank of India proposes to open  **TELLAPUR BRANCH** in **SANGAREDDY DISTRICT**. The Bank requires suitable premises on long term lease/rent within **TELLAPUR**. **The last date for submission of offers is upto 16.30 hours on 27.06.2025 at the above address.**

Other details/instructions to applicants/bidders:

1. Area (**Carpet area**) required for the branch is around **1500 sqft** in **GROUND FLOOR in TELLAPUR(SANGAREDDY DISTRICT)** with suitable free parking area and power sanction of 3 Phase **25 KW C T METER (Current Transformer Meter).** Separate power meter and metered water be available.
2. The owner has to be ready to construct/make available the following facilities within stipulated period at their own cost:-

a) Strong room as per our Bank/RBI norms in 200-250 Sq.ft to be constructed by the offeror has to provide Euro Vitrified flooring in Customer area (Bank’s specifications attached for reference).

b) Toilets (Separate for ladies/Gents),

c) Pantry and Record room

d) ATM/E-Gallery (With Shutter) as per the requirement of the Bank.

e) Shutter and grills/collapsible gate at the Banks Main entrance

f) Ramp Facility at the entrance of the Bank premises.

g) Vitrified floor tiles/ any other civil work, as per requirement at Bank

1. In the calculation of carpet area all wall thickness, Stair Case area and toilets area will not be considered. The rent quote is to be on carpet area basis and floor wise like Rs.\_\_\_ /-per sft.

4. While filling the tender/quotation forms, Fill up all the information asked for, in the enclosed form itself and please ensure to follow below-mentioned instructions:

a) Standard format for lease deed is enclosed with the tender.

b) 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.

c) To provide suitable space for installation of Generator set at their cost.

d) Do not quote rate anywhere in part I (Technical bid) of the form

e) Should have regular water connection/supply and dedicated water storage facility.

f) Increase in rent after 5 years is 15%

g) No broker should apply. Only owner should apply in the tender, property shall be in his/her name.

h) Apply only in Bank’s format. If bid submitted in another format, it will not be considered and rejected. All pages should be signed by the bidder.

i) Conditional offer mentioned in the form shall be rejected.

j) The offered building should have clear and marketable title free from encumbrance and permission to use for commercial purpose.

k) Lease deed shall be executed in Bank’s standard format.

l) Property tax, Society Charges, Maintenance charges, water charges etc shall be paid by the landlord only.

m) GST will be paid by the Bank.

n) Electricity Bill will be paid by the Bank.

5. Copy of title deeds and Map layout of premises to be enclosed

6. The offer to be submitted in two cover system-completed `Technical bid` along with ownership papers /approval of plan by local authority/latest tax paid receipt and any relevant papers proving ownership be kept in one cover super scribing the cover with **‘Technical bid for premises for Tellapur Branch’** as the case be. Similarly, Financial bid be completed with relevant particulars and put in another cover duly superscribed- ‘**Financial bid for Premises for new Bank of India, Tellapur Branch’. Both covers be kept in another cover duly superscribed-Offer for premises for Tellapur Branch** as the case be and sent by post to our address or dropped in our tender box at **Bank of India, BOI Building, 10-1-1199/2, PTI Building, 2nd Floor, AC Guards, Hyderabad-500004. Demand Draft of Rs 1,000/- is to be kept along with Technical Bid.**

**7.** The sealed covers would be opened at **11:00 hrs** on **30.06.2025** and the bidders desirous to be present at the time of opening tenders may make it convenient to attend the same at 11:00 hrs at the Conference Room, Bank of India, Zonal Office, 10-1-1199/2, PTI Building, 2nd Floor, AC Guards, Hyderabad-500004.

**PLEASE DEPOSIT TENDER DOCUMENT IN TENDER BOX WHICH IS AVAILABLE AT ZONAL OFFICE, 2ND FLOOR OF PTI BUILDING, AC GUARDS, HYDERABAD.**

THE BANK RESERVES THE RIGHT TO ACCEPT/REJECT ANY/ALL OFFERS WITHOUT ASSIGNING ANY REASON WHATSOEVER. NO BROKERAGE WILL BE PAID BY THE BANK.

**8. For clarification, bidders may call our office numbers-040-23313211/ 23318034/8978247617.**

**Date: 17.06.2025**

**(Mukesh Kumar)**

**Zonal Manager**

**Annexure: Please see annexure for the detailed requirement of the Bank.**

1. **Strong Room Construction: As per Banks norms.**

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| **SPECIFICATION OF SAFE DEPOSIT 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 in walls, floor & roof | Bar dia | 12 mm |
| Mesh | Mesh made by placing and  tying rebars at 150mm x150mm c/ c both ways; one such mesh placed staggered on both the faces of each wall, floor and roof, in such a manner so as to make less than 75mm x 75mm c/c through openings. |
| Security Ventilator (see IS 14387) Exhaust fan (If required) | | | Height from Floor  Level:2100 mm, minimum  Opening Size:  450mmx450mm,Maximum |

**(B) Toilet Block:** Two toilet blocks are to be provided one for ladies & other for Gents (Area will be decided & layout will be provided).

a) Wall Painting on rest of the non-tiled areas.

b) Provision of Ventilators with MS iron Grills (min 10mm thick) in the toilets.

c) Entrance doors in both the toilets with tower bolts from inside & lock facility from outside.

**(C) Walls:**

* 1. All the main walls separating the branch premises from outside & adjacent neighbours must be of 9” thick except the partition walls within the branch premises which may be of 4- 1/2” thick or as directed by Banks Engineer/Architect.
  2. Walls of the premises should be in true line & shape (i. e. Well plastered) & painted with plastic emulsion with Birla White Putty with the shade & make as directed by the Bank.
  3. All the existing & constructed windows must be fitted with good quality M.S Grills fabricated in minimum 12mm Thickness & Angle Iron Frame duly coated with red oxide and then Black enamel paint. If required extra grills or re-fabrication of window grills has to be provided as directed by the Banks Security Department.

**(D)** A Shutter & a collapsible gate must be provided at the entrance as directed by the Bank shall have to be provided. Collapsible gate painted with black enamel paint and shutter with blue (Color of bank‟s signage) enamel paint.

**(E)** Permanent Stairs with Stainless Steel Hand Rail & granite/marble/ tile top or as directed by the bank should be provided to access the bank areas (i.e. Main premises, Basement or any other such area which may require access).

**(F) Structural Modifications:** Any kind of structural changes (viz.; modifications/additions/alterations) to the premises as per the Banks requirement is to be done by the premises owner. Any permission from the concerned authority in this respect if required shall be taken by the premises owner. It has to be ensured by the premises owner that such works should be executed by the qualified Civil Engineers/Architects/Structural Engineers etc. as per the requirement of the Bank. Bank will not be responsible for any sort of issues (if arises) out of the said structural changes.

**(G) Space for placing Diesel Generator Sets:** Proper levelled, finished & firm base with adequate safe space as per the banks requirement along with permission (if required) from the local authorities has to be provided for placing Diesel Generator for bank for power back up purpose without any rent.

**(H)** Proper & adequate space has to be provided for installing the outdoor units of the Air conditioners installed in the Bank Premises without any rent.

**(I)** Proper space free from any disputes shall be provided for installation of the Banks Signage’s /Glow Sigh Board as per the Banks requirement without any rent.

**(J) Power Connection :**Adequate power connection i.e. installation of 3 Phase separate meter of 25 KVA in a proper enclosure with lock & key facility has to be provided as per the banks requirement. Cost of the Transformer if required to be installed to meet the required power load of the bank will be borne by the premises owner. This has to be provided before the execution of the Lease deed.

**(K) Water Connection :** Separate water connection with adequate head/pressure & quantity (as per banks requirement) shall be provided along with water meter or else proper supply through boring should be provided.

**(L)** A certificate in respect of completion of the required civil works will be provided by the Bank’s appointed architect/Engineers before taking possession of the premises for deciding the date of release of the rent in full or in parts as the case may be.

**(M)** All sort of no objection certificate (If required) must be provided by the owner to the bank at the earliest from the concerned authority at his own cost & expenditure.

**(N)** ATM 9” thick walls with roof slab(if required) ;for the ATM will have to be constructed by the premises owners on their cost as directed by the Bank. No Extra/Additional rent for the ATM will be given if the ATM is situated within the acquired premises.

**(O)** The owner will have to coordinate with the vendors, agencies, architects & contractors during the course of furnishing works. Permissions from the concerned authorities, i.e. Police, Local Administration etc., for executing the furnishing works which may be carried out Day & night & on holidays has to be arranged by the owner himself.

**(P) Lease:** The lease period shall be 15 years/ 20 years with no of each 5 years options over initial period of 5 years (5+5)/ (5+5+5). During the currency of the lease period, the landlords have to carry out major repair works if any at their cost. The entire civil works including the tiles on the floor are to be undertaken by the landlords. They also shall carry out periodical painting of the premises (once in three years) at their cost. Premature termination Clause in Bank’s favour: Bank reserves the right to terminate the lease prematurely by giving 3 months’ notice. Lease registration charges to be borne by the landlords and the Bank in equal shares. All existing and future taxes imposed on the premises will be borne by the landlord(s).

**(Q) Carpet Area:** As per extant Premises policy/guidelines, the rent for premises to be acquired on lease is to be considered on carpet area basis only. **The carpet area 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 offered. It excludes External and internal masonry walls, columns,** t**emporarily covered andenclosed/unenclosed balconies, common staircases, Passages, lobbies, Loft, bunk, niches under windows etc.**

**Note: The internal measurement of any area, say a room shall be taken from the plastered surface of one masonry wall to the plastered surface of the opposite masonry wall, so on and so forth. The finalization of carpet area will be done as per measurement by Bank’s approved Architect & the charge of Architect will be borne by Landlord only.**

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I/We state that :

* + 1. I/We have fully understood the above terms and conditions and fully agree to it and have quoted the rent accordingly.
    2. I/We agree for fixation of rent according to the carpet area concept referred above and will not insist on increase of rent/carpet area in future on the plea that the term was misinterpreted by me/us.

Date: Signature of Offeror(s)

Place: