



**LUCKNOW ZONE / लखनऊ अंचल**  
**CORPORATE SERVICE DEPARTMENT / कॉर्पोरेट सेवायें विभाग**

**Bank of India, Zonal Office, Star House, 1-Vibhuti Khand, Lucknow-226010 /**  
**बैंक ऑफ़ इंडिया, आंचलिक कार्यालय, स्टार हाउस, 1- विभूति खंड, लखनऊ-226010**

**बैंक ऑफ़ इंडिया का नया कार्यालय, एस.एम.ई.यू.सी मोहनलालगंज (SMEUC**  
**MOHANLALGANJ) खोलने हेतु नए परिसर की आवश्यकता**

बैंक ऑफ़ इंडिया को अपना नया कार्यालय **एस.एम.ई.यू.सी. मोहनलालगंज (SMEUC MOHANLALGANJ)** खोलने के लिए लीज रेंटल आधार पर लगभग 900-1000 sq. ft. (+, - 10%) के कारपेट एरिया वाले व्यावसायिक/ कार्यालय उपयोग के लिए प्रस्ताव आमंत्रित करता है, जोकि 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, जोकि बैंक ऑफ़ इंडिया, आंचलिक कार्यालय, स्टार हाउस, 1- विभूति खंड, लखनऊ-226010 से प्रातः 10.00 बजे से सायं 05.00 बजे के बीच दिनांक 26.06.2025 से 10.07.2025 तक (कार्य दिवसों पर) और (पहले, तीसरे और पांचवें शनिवार को) प्राप्त किया जा सकता है, या बैंक की वेबसाइट से 26.06.2025 से 10.07.2025 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 वित्तीय विवरण वाले लिफाफे पर लिफाफा नंबर 2 अंकित होना चाहिए और उसके ऊपर 'वित्तीय निविदा' लिखा होना चाहिए साथ ही इन दोनों लिफाफों पर नाम, पता और फोन नंबर भी अंकित होना चाहिए। इन दोनों लिफाफों को विधिवत सील करके एक तीसरे लिफाफे में रखा जाना चाहिए प्रत्येक लिफाफे के ऊपर 'बैंक ऑफ़ इंडिया, एस.एम.ई.यू.सी. मोहनलालगंज के लिए परिसर का प्रस्ताव' लिखा होना चाहिए और इस पर भी नाम, पता और फोन नंबर अंकित होना चाहिए। प्रस्तावक का विधिवत मुहरबंद तीसरा लिफाफा आंचलिक प्रबंधक, बैंक ऑफ़ इंडिया लखनऊ अंचल को संबोधित किया जाना चाहिए। निविदायें उपरोक्त अंकित पते पर जमा करने की अंतिम तिथि दिनांक 10.07.2025 शाम 05.00 बजे तक है।

निविदायें (तकनीकी बोलियां) 11.07.2025 (संभावित) को शाम 3.00 बजे "आंचलिक कार्यालय, बैंक ऑफ़ इंडिया, 1- विभूति खंड, लखनऊ-226010" पर खोली जाएंगी। बैंक बिना कोई कारण बताए किसी भी/ सभी प्रस्तावों को स्वीकार/ अस्वीकार करने का अधिकार सुरक्षित रखता है।

S/d  
उप-आंचलिक प्रबंधक  
लखनऊ अंचल

**PART-1**  
**TECHNICAL BID**



LUCKNOW ZONE

**CORPORATE SERVICE DEPARTMENT**

**Bank of India, Zonal Office, Star House, 1-Vibhuti Khand, Lucknow-226010**

E-mail: Lucknow.Premises@bankofindia.co.in

TEL: 0522-2306039

Date: 26.06.2025

**REQUIREMENT OF PREMISES FOR OPENING OF NEW OFFICE**  
**SMEUC MOHANLALGANJ AT MOHANLALGANJ**

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 at **MOHANLALGANJ** (Town Area), **Dist-Lucknow** on the ground floor on lease basis (minimum 10 years). The carpet area of premises should be **900-1000 sq. ft. (+, - 10%)**. 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 Office SMEUC MOHANLALGANJ, at Mohanlalganj- Lucknow 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 Lucknow 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 Lucknow Zonal Office, Corporate Services Department at the above address 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** from **26.06.2025 to 10-07-2025** up to 5.00 P.M.

The sealed offers necessarily should be **dropped in Tender Box** in Zonal Office up to 5.00 P.M. on **10-07-2025**. The Tenders (Technical Bids) will be opened on **11-07-2025 (Tentatively) at 03.00 p.m.** at Lucknow **Zonal Office 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**

S/d  
Deputy Zonal Manager  
Lucknow 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.
- 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 will be 15%
- 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.
- 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 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 **900-1000** sq. ft. (+, - 10%).
- xxvi) The premises should preferably be on 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 1<sup>st</sup> /mezzanine), rate quoted for 1<sup>st</sup> 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 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>	05

	i) Available 05 Marks ii) Not available : 00 Marks	
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) 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
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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: