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***तेलंगाना अंचल* /TELANGANA ZONE**

तेलंगाना अंचल :10-1-1199/2,दूसरी मंजिल,पी टी आई बिल्डिंग ,ए सी गार्ड्स,हैदराबाद -500004

**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)

**हैदराबाद शहर (रंगारेड्डी जिला) में दीर्घकालिक पट्टे/किराए पर कोकापेट शाखा खोलने के लिए परिसर की आवश्यकता:**

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

**बैंक ऑफ इंडिया रंगारेड्डी जिले में कोकापेट शाखा खोलने का प्रस्ताव रखता है। बैंक को कोकापेट में दीर्घकालिक पट्टे/किराए पर उपयुक्त परिसर की आवश्यकता है। प्रस्ताव प्रस्तुत करने की अंतिम तिथि 02.08.2025 को 16.30 बजे तक उपरोक्त पते पर है।**

Bank of India proposes to open **KOKAPET BRANCH** in **RANGAREDDY DISTRICT**. The Bank requires suitable premises on long term lease/rent within **KOKAPET**. **The last date for submission of offers is upto 16.30 hours on 02.08.2025 at the above address.**

आवेदकों/बोली लगाने वाले के लिए अन्य विवरण/निर्देश:

Other details/instructions to applicants/bidders:

1. शाखा के लिए आवश्यक क्षेत्र (कारपेट क्षेत्र) कोकापेट (रंगारेड्डी जिला) में ग्राउंड फ्लोर में लगभग 2000-2200 वर्ग फीट है, जिसमें उपयुक्त निःशुल्क पार्किंग क्षेत्र और 3 फेज 25 किलोवाट सी टी मीटर (करंट ट्रांसफॉर्मर मीटर) की बिजली स्वीकृति है। अलग से बिजली मीटर और मीटरयुक्त पानी उपलब्ध होना चाहिए।

Area (**Carpet area**) required for the branch is around **2000-2200 Sq. Ft** in **GROUND FLOOR in KOKAPET (RANGAREDDY 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.

1. मालिक को निर्धारित अवधि के भीतर अपने स्वयं के खर्च पर निम्नलिखित सुविधाओं का निर्माण/उपलब्ध कराने के लिए तैयार रहना होगा:-

The owner has to be ready to construct/make available the following facilities within stipulated period at their own cost: -

1. हमारे बैंक/आरबीआई मानदंडों के अनुसार 200-250 वर्ग फीट में स्ट्रांग रूम का निर्माण प्रस्तावक द्वारा किया जाना है, तथा ग्राहक क्षेत्र में यूरो विट्रिफाइड फर्श उपलब्ध कराना होगा (संदर्भ के लिए बैंक के विनिर्देश संलग्न हैं)।

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) शौचालय (महिलाओं/पुरुषों के लिए अलग)/Toilets (Separate for ladies/Gents),

c) पेंट्री और रिकॉर्ड रूम/Pantry and Record room

d) बैंक की आवश्यकता के अनुसार एटीएम/ई-गैलरी (शटर के साथ) ।/ATM/E-Gallery (With Shutter) as per the requirement of the Bank.

e) बैंक के मुख्य प्रवेश द्वार पर शटर और ग्रिल/संकुचित गेट/Shutter and grills/collapsible gate at the Banks Main entrance

f) बैंक परिसर के प्रवेश द्वार पर रैम्प की सुविधा।/Ramp Facility at the entrance of the Bank premises.

g) बैंक की आवश्यकता के अनुसार विट्रिफाइड फ्लोर टाइल्स/कोई अन्य सिविल कार्य Vitrified floor tiles/ any other civil work, as per requirement at Bank

1. कार्पेट एरिया की गणना में सभी दीवारों की मोटाई, सीढ़ियों का क्षेत्रफल और शौचालय का क्षेत्रफल शामिल नहीं किया जाएगा। किराया कार्पेट एरिया और फ्लोर के हिसाब से होना चाहिए जैसे कि रु.\_\_\_/- प्रति वर्ग फुट।

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 sq. ft.

1. निविदा/कोटेशन फॉर्म भरते समय, संलग्न फॉर्म में मांगी गई सभी जानकारी भरें और कृपया नीचे दिए गए निर्देशों का पालन करना सुनिश्चित करें:

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:

1. पट्टा विलेख का मानक प्रारूप निविदा के साथ संलग्न है।

Standard format for lease deed is enclosed with the tender.

1. बैंक की आवश्यकता के अनुसार उनकी लागत पर वी-सैट/रेडियो फ्रीक्वेंसी टावर आदि की स्थापना के लिए भवन की छत/टेरेस पर पर्याप्त स्थान उपलब्ध कराना।

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.

1. अपनी लागत पर जेनरेटर सेट की स्थापना के लिए उपयुक्त स्थान उपलब्ध कराना।

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

1. फॉर्म के भाग I (तकनीकी बोली) में कहीं भी दर उद्धृत न करें|

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

1. नियमित पानी का कनेक्शन/आपूर्ति और समर्पित जल भंडारण सुविधा होनी चाहिए

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

1. 5 वर्ष बाद किराये में 15% की वृद्धि

Increase in rent after 5 years is 15%

1. कोई भी दलाल आवेदन न करे। केवल मालिक ही टेंडर में आवेदन करे, संपत्ति उसके नाम पर ही होगी।

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

1. केवल बैंक के प्रारूप में ही आवेदन करें। यदि बोली किसी अन्य प्रारूप में प्रस्तुत की जाती है, तो उस पर विचार नहीं किया जाएगा और उसे अस्वीकार कर दिया जाएगा। सभी पृष्ठों पर बोलीदाता के हस्ताक्षर होने चाहिए।

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.

1. फॉर्म में उल्लिखित सशर्त प्रस्ताव को अस्वीकार कर दिया जाएगा।

Conditional offer mentioned in the form shall be rejected.

1. प्रस्तावित भवन का स्पष्ट और विपणन योग्य स्वामित्व होना चाहिए, जो किसी भी प्रकार के भार से मुक्त हो तथा वाणिज्यिक उद्देश्य के लिए उपयोग की अनुमति हो।

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

1. पट्टा विलेख बैंक के मानक प्रारूप में निष्पादित किया जाएगा।

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

1. संपत्ति कर, सोसायटी शुल्क, रखरखाव शुल्क, जल शुल्क आदि का भुगतान केवल मकान मालिक द्वारा किया जाएगा

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

1. जीएसटी का भुगतान बैंक द्वारा किया जाएगा।

GST will be paid by the Bank.

1. बिजली बिल का भुगतान बैंक द्वारा किया जाएगा।

Electricity Bill will be paid by the Bank.

1. परिसर के स्वामित्व विलेख और मानचित्र लेआउट की प्रतिलिपि संलग्न की जानी चाहिए

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

1. प्रस्ताव को दो लिफाफों में प्रस्तुत किया जाना चाहिए - स्वामित्व के कागजात/स्थानीय प्राधिकरण द्वारा योजना की स्वीकृति/नवीनतम कर भुगतान रसीद और स्वामित्व साबित करने वाले किसी भी प्रासंगिक कागजात के साथ पूरी की गई 'तकनीकी बोली' को एक लिफाफे में रखा जाना चाहिए और लिफाफे पर 'कोकापेट शाखा के लिए परिसर के लिए तकनीकी बोली' जैसा भी मामला हो, लिखना चाहिए। इसी तरह, वित्तीय बोली को प्रासंगिक विवरणों के साथ पूरा किया जाना चाहिए और दूसरे लिफाफे में रखा जाना चाहिए, जिस पर 'नए बैंक ऑफ इंडिया, कोकापेट शाखा के लिए परिसर के लिए वित्तीय बोली' लिखा होना चाहिए। दोनों लिफाफों को दूसरे लिफाफे में रखा जाना चाहिए, जिस पर 'कोकापेट शाखा के लिए परिसर के लिए प्रस्ताव जैसा भी मामला हो' लिखा होना चाहिए और डाक से हमारे पते पर भेजा जाना चाहिए या बैंक ऑफ इंडिया, बीओआई बिल्डिंग, 10-1-1199/2, पीटीआई बिल्डिंग, दूसरी मंजिल, एसी गार्ड्स, हैदराबाद-500004 में हमारे टेंडर बॉक्स में डाला जाना चाहिए। तकनीकी बोली के साथ 1,000/- रुपये का डिमांड ड्राफ्ट रखा जाना चाहिए।
2. 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 Kokapet Branch’** as the case be. Similarly, Financial bid be completed with relevant particulars and put in another cover duly super scribed- ‘**Financial bid for Premises for new Bank of India, Kokapet Branch’. Both covers be kept in another cover duly super scribed - Offer for premises for Kokapet 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.**

मुहरबंद लिफाफे **04.08.2025** को **11:00 बजे** खोले जाएंगे और निविदाएं खोलने के समय उपस्थित होने के इच्छुक बोली लगाने वाले कृपया कॉन्फ्रेंस रूम, बैंक ऑफ इंडिया, आंचलिक कार्यालय, 10-1-1199/2, पीटीआई बिल्डिंग, द्वितीय तल, एसी गार्ड्स, हैदराबाद-500004 में 11:00 बजे उपस्थित रहने की व्यवस्था करें।

The sealed covers would be opened at **11:00 AM on 04.08.2025** and the bidders desirous to be present at the time of opening tenders may make it convenient to attend the same at 11:00 AM at the Conference Room, Bank of India, Zonal Office, 10-1-1199/2, PTI Building, 2nd Floor, AC Guards, Hyderabad-500004.

**कृपया निविदा दस्तावेज टेंडर बॉक्स में जमा करें जो कि आंचलिक कार्यालय, पीटीआई बिल्डिंग की दूसरी मंजिल, एसी गार्ड्स, हैदराबाद में उपलब्ध है।**

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

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

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

1. **स्पष्टीकरण के लिए बोली** लगाने वाले **हमारे कार्यालय नंबर 040-23313211/23318034/8978247617 पर कॉल कर सकते हैं।**

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

**दिनांक /Date: 23.07.2025**

**(मुकेश कुमार/ Mukesh Kumar)**

**(आंचलिक प्रबन्धक/ Zonal Manager)**

**अनुलग्नक: कृपया बैंक की विस्तृत आवश्यकता के लिए अनुलग्नक देखें।**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 rebar 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 (Colour 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 Connect:** 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 and enclosed/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.**

**----------------------------------------------------------------------------------------------------------------**

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: