

PART-1
तकनीकी बोली/TECHNICAL BID



संबलपुर अंचल/SAMBALPUR ZONE

पता/Address : सारलाकानी चौक, सेंट जॉन्स स्कूल के सामने, संबलपुरपोधनकौंदा-, जिल संबलपुर -, ओडिशा, पिन -768006

Sarlakani Chowk, In front of St. Johns School, SambalpurPo-Dhankauda, Dist. - Sambalpur, Odisha, PIN - 768006

दूरभास/Tel : 06632549103

मेल/E-mail: zo.sambalpur@bankofindia.co.in

दिनांक/Date : 08.08.2025

हमारे फूलबानी शाखा के स्थानांतरण हेतु परिसर की आवश्यकता

REQUIREMENT OF PREMISES FOR SHIFTING OF OUR PHULBANI BRANCH

रुचि रखने वाले पक्षों से तकनीकी विवरण और वित्तीय विवरण वाले दो अलग अलग सील किए गए आवरणों को आमंत्रण को आमंत्रित किया जाता है। जो अपनी संपाति (जो तुरंत उपलब्ध है या वित्तीय बोली के उद्घाटन की तारीख से एक महीने के भीतर उपलब्ध हो जाएगी) को कंधमाल जिले के फूलबानी नगरपालिका के भीतर न्यूनतम 15 वर्षों के लिए लीज पर देने के लिए तैयार है। प्रांगण का कार्पेट क्षेत्र 1200 स्क्वायर फुट से 1500 स्क्वायर फुट (+/- 10% ग्रहणीय) होना चाहिए। तकनीकी विवरणों से संबंधित कवर को **लिफाफा संख्या 1** के रूप में चिह्नित किया जाना चाहिए और उस पर 'तकनीकी बोली' लिखा होना चाहिए, जबकि वित्तीय विवरणों से संबंधित कवर को **लिफाफा संख्या 2** के रूप में चिह्नित किया जाना चाहिए और उस पर 'वित्तीय बोली' लिखा होना चाहिए। इन दोनों लिफाफों को सही तरीके से बंद करके एक तीसरे लिफाफे में डाला जाना चाहिए, जिसे 'बैंक ऑफ इंडिया फूलबानी शाखा के लिए परिसर की पेशकश' लिखकर ऊपर रखा जाए और इसमें प्रस्तावक का नाम और पता फोन नंबर भी होना चाहिए। तीसरा कवर उचित रूप से सील किया हुआ आंचलिक प्रबंधक, बैंक ऑफ इंडिया, संबलपुर अंचल के प्रति उपरोक्त पते पर संबोधित होना चाहिए और 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 one month from the date of opening of financial bid) located within **PHULBANI MUNICIPALITY** of Kandhamal district on lease basis (minimum 15 years). The carpet area of premises should be 1200 sq.ft. to 1500 sq.ft.(+/- 10% is acceptable). 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 PHULBANI Branch' and it should also bear the name and address/Phone No. of the offeror. **The 3rd cover duly sealed should be addressed to the Zonal Manager, Bank of India, Sambalpur Zone at the above address and submitted as detailed hereunder.**

उपरोक्त प्रस्ताव का विवरण केवल बैंक के निर्धारित प्रारूप में प्रस्तुत किया जाना चाहिए, जिसे बैंक ऑफ इंडिया, संबलपुर अंचल कार्यालय, सामान्य संचालन विभाग से उपरोक्त पते पर 10:00 बजे सुबह से 4:00 बजे अपराह्न तक (कार्य दिवसों में) प्राप्त किया जा सकता है और इसे बैंक के वेबसाइट www.bankofindia.co.in से 29.08.2025 को अपराह्न 4:00 बजे तक डाउनलोड किया जा सकता है। सीलबंद प्रस्तावों को ज़ोनल कार्यालय में 29.08.2025 को अपराह्न 5:00 बजे तक टेंडर बॉक्स में डालना अनिवार्य है। टेंडर तकनीकी)

(बोली 30.08.2025 को सुबह 11:00 बजे संबलपुर अंचल कार्यालय, सामान्य संचालन विभाग में उन निविदाकर्ताओं की उपस्थिति में खोले जाएंगे जो उपस्थित होना चाहते हैं। परिसरों का चयन तकनीकी-व्यापारिक मूल्यांकन -व्यावसायिक मूल्यांकन के आधार पर किया जाएगा। स्थानों का अंतिम निर्णय तकनीकी के आधार पर किया जाएगा। तकनीकी मानकों को 70% का वजन दिया जाएगा और वित्तीय प्रस्तावों को 30% का वजन दिया जाएगा। केवल उन निविदाकर्ताओं की मूल्य प्रस्तावित की जाएगी जो अपनी तकनीकी मूल्यांकन में न्यूनतम 50% योग्य अंक प्राप्त करके तकनीकी रूप से योग्य हैं, जिनकी मूल्यांकन की तारीख पहले से सूचित की जाएगी। सबसे उपयुक्त प्रस्ताव अर्थात् तकनीकी मूल्यांकन के आधार पर सबसे उच्च स्कोर एच-1 प्राप्त करने वाले स्थान को अंतिम चयन के लिए चुना जाएगा। बैंक को किसी भी प्रस्तावों को स्वीकार या अस्वीकार करने का अधिकार है।

बैंक द्वारा कोई मध्यस्थता नहीं दी जाएगी। कोई मध्यस्थ आवेदन नहीं करना चाहिए।

जिन मालिकों के पास प्रस्तावित परिसर का अधिभवन प्रमाणपत्र नहीं है, उन्हें आवेदन करने की आवश्यकता नहीं है।

The offer as above should be submitted in Bank's prescribed format only, which may be obtained from Bank of India, Sambalpur 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 4.00 P.M. on 29.08.2025. The sealed offers necessarily should be **dropped in Tender Box** in Zonal Office up to 5.00 P.M. on 29.08.2025. The Tenders (Technical Bids) will be opened on 30.08.2025 at 11.00 A.M. at Sambalpur 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. 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.

आंचलिक प्रबन्धक /Zonal Manager
संबलपुर अंचल/ Sambalpur Zone

नियम और शर्तें:/Terms & Conditions:

- i) प्रस्तावित परिसर मुख्य सड़क पर स्थित होना चाहिए एवं मुख्य सड़क और नजदीकी दुकानों/ कार्यालयों से बिना किसी बाधता के दृश्यता होनी चाहिए/ Offered premises should be located on a main road and should have unrestricted visibility from main road and nearby shops /offices.
- ii) परिसर में या परिसर के पास पार्किंग की सुविधा उपलब्ध होनी चाहिए/ Parking facility should be available in the premises or near the premises.
- iii) दिए गए परिसर की फर्श से छत की ऊँचाई 9 फीट से कम नहीं होनी चाहिए/ Clear Floor to ceiling height of the offered premises should be not less than 9 feet.
- iv) पट्टे की अवधि न्यूनतम 15 वर्ष होनी चाहिए / Lease period should be minimum 15 years.
- v) 5 वर्षों के बाद किराए में वृद्धि अधिकतम 15% होगी Increase in rent after 5 years will be 15%
- vi) केवल मालिक को निविदा में आवेदन करना चाहिए, संपत्ति उसके नाम पर होनी चाहिए / Only owner should apply in the tender, property shall be in his/her name.
- vii) केवल बैंक के प्रारूप में आवेदन करें। यदि अन्य प्रारूप में निविदा प्रस्तुत की जाती है, तो इसे माना नहीं जाएगा और अस्वीकार कर दिया जाएगा / Apply only in Bank's format. If bid submitted in another format, it will not be considered and rejected.
- viii) सभी पृष्ठों पर बोलीदाता के द्वारा हस्ताक्षर किए जाने चाहिए / All pages should be signed by the bidder.
- ix) शर्तीय प्रस्ताव को अस्वीकार कर दिया जाएगा / Conditional offer shall be rejected.
- x) डाक द्वारा प्रस्ताव पर विचार नहीं किया जाएगा/ Offer by Post shall not be considered.
- xi) प्रदान की गई संपत्तियों का स्पष्ट और विपणन योग्य शीर्षक होना चाहिए जो कोई बाधा मुक्त हो और व्यावसायिक उपयोग की अनुमति हो / The offered premises should have clear and marketable title free from encumbrance and permission to use for commercial purpose.
- xii) कार्पेट क्षेत्र की परिभाषा :कार्पेट क्षेत्र का अर्थ है दीवार से दीवार तक के शुद्ध तैयार माप के आधार पर उपयोगी कार्पेट क्षेत्र / Definition of Carpet Area: The carpet area would mean the usable carpet area based on net finished wall to wall measurements.
- xiii) पट्टे का दस्तावेज़ बैंक के मानक प्रारूप में अनुबंध-1 के अनुसार बनाया जाएगा / Lease deed shall be executed in Bank's standard format as per Annexure-1.
- xiv) लीज डीड को निष्पादित करने और पंजीकृत करने की लागत को भूमि मालिक और बैंक के बीच समान रूप से बांटा जाएगा (50:50) / Cost of execution and registration of lease deed will borne equally by the land lord and Bank (50:50)
- xv) संपत्ति कर, सोसाइटी शुल्क, रखरखाव शुल्क, जल शुल्क आदि केवल मकानदार द्वारा भुगतान किए जाएंगे। जीएसटी बैंक द्वारा भुगतान किया जाएगा / Property tax, Society Charges, Maintenance charges, water charges etc shall be paid by the landlord only. GST will be paid by the Bank.
- xvi) बिजली का बिल बैंक द्वारा भुगतान किया जाएगा / Electricity Bill will be paid by the Bank.
- xvii) संपत्ति के शीर्षक दस्तावेजों और योजना मानचित्र की प्रति संलग्न की जानी चाहिए / Copy of title deeds and Map layout of premises to be enclosed
- xviii) जमीन का मालिक तिजोरी एसडीवी के लिए मजबूत कमरे /, शौचालय (पुरुषों/महिलाओं), पेंट्री, एटीएमगैलरी-ई/, विट्रिफाइड फर्श टाइल्स, आंतरिक बैंक की आवश्यकता के अनुसार / बाहरी पेंटिंग्स/ किसी अन्य सिविल कार्य का निर्माण निर्धारित समय सीमा में अपने खर्च पर करेगा। बनाए जाने वाले मजबूत कमरे का कालीन क्षेत्र लगभग 100 वर्ग फुट होगा जैसा कि परिशिष्ट-2 में संलग्न विवरण में है/ 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 will **be approx. 100 sq.ft** as per specification attached in Annexure-2

- xix) मालिक को बैंक की आवश्यकताओं के अनुसार V-Sat/ रेडियो आवृत्ति टॉवर आदि की स्थापना के लिए भवन की छत/टेरेस पर पर्याप्त स्थान प्रदान करना होगा, जो उनकी लागत पर होगा / 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) मालिक को आवश्यक होने पर अपने खर्च पर जनरेटर सेट की स्थापना के लिए उपयुक्त स्थान प्रदान करना होगा / Owner to provide suitable space for installation of Generator set at his / her their cost if so required.
- xxi) मालिक को अपने खर्च पर आवश्यक पावर लोड के साथ 3 फेज़ विद्युत कनेक्शन की व्यवस्था करनी होगी / Owner to arrange 3 phase electric connection with required power load at their cost.
- xxii) मांगी गई सभी जानकारी संलग्न रूप में होनी चाहिए / All the information asked for should be, in the enclosed form itself
- xxiii) फॉर्म के भाग I में कहीं भी दर का उल्लेख न करें / **Do not quote rate anywhere in part I of the form**
- xxiv) नियमित जल कनेक्शन सप्लाई और/समर्पित जलभंडारण सुविधा उपलब्ध होनी चाहिए / Should have regular water connection/supply and dedicated water storage facility
- xxv) परिसर का कार्पेट क्षेत्र 1200 वर्ग फुट से 1500 वर्ग फुट (+/- 10% ग्रहणीय) होना चाहिए / Carpet Area of the premises should be 1200 sq. ft. to 1500 sq.ft (+/- 10% is acceptable).
- xxvi) इमारत का मुख्य तल सामान्यतः भूतल पर होना चाहिए। यदि इमारत भूतल एवं पहले तल/मेजेनिन/ बेसमेंट में फैली हुई है, तो भूतल पर न्यूनतम 1000 वर्ग फीट का क्षेत्र होना चाहिए। 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.
- xxvii) जो दर भूमि तल के लिए उद्धृत की गई है, वह सफल बोलीदाता के निर्णय के लिए तुलना का आधार / The rate quoted for the ground floor, will be the basis of comparison for deciding successful bidder.
- xxviii) यदि परिसर दो मंजिलों (भूतल और पहली/मेजीनिन) पर फैला हुआ है, तो भूतल के लिए उद्धृत दर का अधिकतम 75% या पहली मंजिल/ मेजीनिन के लिए वास्तविक उद्धरण, जो भी कम हो, किराए के भुगतान के लिए पहली मंजिल/मेजीनिन के लिए उद्धृत दर मानी जाएगी / 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) केवल आवास के मालिक या मालिक द्वारा वैध प्राधिकरण पत्र द्वारा उचित रूप से अधिकृत व्यक्ति की अनुमति होगी कि वह निरीक्षण टीम के साथ हो या किसी चर्चा में भाग ले / 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) शाखा एटीएम में पहुँचने के लिए प्रवेश द्वार पर रैम्प उपलब्ध कराया जाना चाहिए / Ramp should be made available at the entrance to access the Branch / ATM

स्थान का चयन करने की पद्धति:/Methodology for selection of Premises

स्थानों को तकनीकी वाणिज्यिक मूल्यांकन के आधार पर अंतिम रूप दिया जाएगा। तकनीकी मानकों को 70% का वेटेज दिया जाएगा और वित्तीय प्रस्तावों को 30% का वेटेज दिया जाएगा। सबसे उपयुक्त प्रस्ताव, यानि तकनीकी वाणिज्यिक मूल्यांकन के आधार पर उच्चतम स्कोर (एच-1) प्राप्त करने वाले स्थान को अंतिम रूप देने के लिए चयनित किया जाएगा। तकनीकी व्यावसायिक मूल्यांकन के लिए गणना जीबनबीमा कार्यालय, फूलबानी से की जाएगी।

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 calculation for techno-commercial evaluation will be considered from L.I.C. Office, Phulbani.

केवल उन निवेदकों की मूल्य बोली खोली जाएगी जिन्होंने अपने तकनीकी मूल्यांकन में 50% न्यूनतम योग्यता अंक प्राप्त करके तकनीकी रूप से योग्य ठहराया है।

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.

न्यूनतम किराए की दर वाले बोलीदाता की मूल्य बोली को 100 का वित्तीय स्कोर दिया जाएगा और अन्य बोलियों को उनके द्वारा उद्धृत किराए की दर के विपरीत आनुपातिक वित्तीय स्कोर दिया जाएगा। इसी तरह, सबसे अधिक अंक प्राप्त करने वाले बोलीदाता की तकनीकी बोली को 100 का तकनीकी स्कोर दिया जाएगा और अन्य बोलियों को उनके द्वारा प्राप्त अंकों के विपरीत आनुपातिक तकनीकी स्कोर दिया जाएगा।

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.

कुल स्कोर, तकनीकी और वित्तीय दोनों, तकनीकी और वित्तीय स्कोर को तौलकर और उन्हें जोड़कर प्राप्त किया जाएगा। तकनीकी बोली में तकनीकी मापदंडों के लिए संयुक्त वजन स्कोर और मूल्य बोली में बताई गई रेंटल दर के आधार पर कुल स्कोर के मामले में रैंक किया जाएगा। जो बोलीदाता मूल्यांकन में सबसे ऊंचा कुल संयुक्त स्कोर प्राप्त करेगा, उसे H-1 के रूप में रैंक दिया जाएगा, उसके बाद कम स्कोर प्राप्त करने वाले बोलीदाताओं को H-2, H-3 आदि के रूप में रैंक किया जाएगा। जो बोलीदाता सबसे उच्च संयुक्त स्कोर प्राप्त करेगा और H-1 के रूप में रैंक किया जाएगा, उसे चुना जाएगा।

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.

जारी/Cont...

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) 10 Marks 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) 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

भाग / PART – I (तकनीकी बोली / TECHNICAL BID)

आंचलिक प्रबंधक/The Zonal Manager,
बैंक ऑफ इंडिया / Bank of India,
संबलपुर अंचल / Sambalpur Zone.

महोदय / Dear Sir,

शाखा खोलने के लिए फूलबानी में परिसर की आवश्यकता
Requirement of Premises for opening of branch at Phulbani

परिसर का विवरण, जिसे मैं/हम बैंक को लीज पर देने की पेशकश कर रहे हैं, निम्नलिखित है:
The details of premises, which I/we offer to lease to the bank, are as under :

- 1) मालिक का नाम Name of Owner/s : _____
- 2) सह-स्वामित्व की स्थिति में प्रत्येक मालिक का हिस्सा, यदि कोई हो, Share of each owner, if any,
Under joint ownership : _____
- 3) स्थान/Location:
 - a) इमारत का नाम Name of the building : _____
 - b) संख्या और सड़क Number and Street : _____
 - c) वर्ड/ क्षेत्र-Ward/Area : _____
- 4) इमारत/Building:
 - a) इमारत का प्रकार/Type of Building : _____
(आवसीय Residential / वाणिज्यिक Commercial / औद्योगिक Industrial / Mixed)
 - b) निर्माण का प्रकार/Type of Construction : _____
(लोड बियरिंग/ Load bearing / आरसीसी RCC / फ्रेमड संरचना Framed structure)
 - c) फर्श से छत तक की स्पष्ट ऊँचाई Clear floor height from floor to ceiling : _____
 - d) बैंक के लिए प्रस्तावित किरायेदार कालीन क्षेत्र/Rentable carpet Area offered to Bank :
भूतल पर/At ground floor : _____
प्रथम तल पर/At First Floor : _____
कुल क्षेत्र/Total Area : _____
 - e) निर्माण की विशिष्टता /Specification of construction :
 - 1) मंजिल/Floor :
 - 2) छत/Roof :
 - 3) दीवार/Walls :
 - 4) दरवाजे एवं खिड़कियाँ/Doors & Windows :
 - 5) क्या खिड़कियों के लिए एमग्रिल उपलब्ध हैं.एस.? :
Are M.S. grills provided to windows ?

Cont...

- f) उपलब्ध जल की सुविधा/Running Water facility available हाँYes / नाNo
- g) उपलब्ध स्वच्छता सुविधाएं/Sanitary facilities available हाँYes / नाNo
- h) बिजली की आपूर्ति 3 चरण में उपलब्ध है, जिसमें अलग मीटर है
Electrical supply 3 phase with separate meter available हाँYes / नाNo
- i) पार्किंग की सुविधा/Parking facility हाँYes / नाNo
- j) महिलाओं के लिए अलग शौचालय/Separate toilet for ladies हाँYes / नाNo
- k) स्थानीय नगर निगम ग्राम पंचायत से प्राप्त अधिभोग प्रमाणपत्र /
Occupancy Certificate obtained from Local Municipal Corporation / Gram panchayat हाँYes / नाNo

5) मैं हम सहमत हैं / I / We agree to:

- i) बैंक के मानक प्रारूप में पट्टा पत्र का निष्पादन करें – अनुबंध)1 के अनुसार
(Execute Lease Deed in Bank's Standard Format (as per Annexure – 1)
- ii) पट्टे के अनुबंध की निष्पादन और पंजीकरण की लागत सहन करें)50:50)
Bear the cost of execution and registration of Lease Deed (50:50).
- iii) बैंक द्वारा वहन किया जाने वाला लीज़ रेंट पर जीएसटी/
GST on Lease Rent to be borne by bank.
- iv) आरबीआई बैंक के मानकीकृत आवश्यकता के अनुसार मजबूत कक्ष /, एटीएम, ईगैलरी का निर्माण करें -
और लागत का बोझ मकान मालिक उठाएगा/
Construct Strong Room, ATM, E-gallery as per RBI / Bank's Standardized requirement and cost will be borne by landlord.
- v) बुजुर्ग ग्राहकों और दिव्यांगों के लिए अपनी लागत पर ब्रांचसाइट एटीएम में रैंप प्रदान करें/
Provide ramp in branch/on site ATM from my own cost for elderly customers and Divyang.
- vi) बैंक के पक्ष में _____ वर्षों के लिए परिसर को पट्टे पर देना, प्रत्येक पाँच वर्ष में _____% की वृद्धि के साथ किराया/
To lease the premises in favour of bank for _____ years with _____% of increase in rent at each five years.

मेरी हमारी पेशकश प्रस्ताव की तारीख से अगले /6 महीनों के लिए मान्य होगी

My / Our offer will be valid for next 6 months from the date of offer

प्रस्तावक का हस्ताक्षर/Signature of the offeror/s

स्थान/Place :

नाम/Name :

दिनांक/Date :

पता/Address :

दूरभाष/Telephone No. :

मोबाइल/Mobile No. :

मेल/Email ID :

व्यवसाय प्रमाणपत्र की प्रति प्रस्तुत करना अनिवार्य है

[SUBMISSION OF OCCUPATION CERTIFICATE COPY IS MANDATORY]

**Compulsory Encl : 1) Ownership Document (copy of title deeds)
2) Plan of premises,
3) Permission / NOC from concerned authority**

भाग /PART - 2
(वित्तीय बोली/ FINANCIAL BID)

आंचलिक प्रबंधक/The Zonal Manager,
बैंक ऑफ इंडिया/Bank of India ,
संबलपुर अंचल/Sambalpur Zone.

महोदय/Dear Sir,

हमारी फूलबानी शाखा के स्थानांतरण के लिए परिसर की आवश्यकता
Requirement of Premises for shifting of our Phulbani Branch

हम अपने फूलबानी पर स्थित परिसर को पट्टे पर देने की पेशकश करते हैं (जिसका विवरण भाग - 1 में दिया गया है) : निम्नलिखित दर है। / we offer to lease my / our premises located at Phulbani (Other details of which are given in part - 1) at following rate :

	कार्पेट क्षेत्र Carpet Area (वर्ग फूट / in Sq. Ft.)	दर / Rate (प्रति वर्ग फूट) Rs. Per Sq. ft.)	कुल किराया प्रति माह Total Rent p.m. (रूप./ in Rs.)
भूतल/Ground floor			
प्रथम तल/First floor			
कोई अन्य तल/ Any other floor			
कुल/TOTAL			

मैं /हम भाग - 1 (तकनीकी बोली में उल्लिखित सभी शर्तों और नियमों से सहमत हैं।)

I / We agree to all the terms and conditions mentioned in the Part - 1 (Technical Bid).

प्रवर्तन योग्य जीएसटी अलग से भुगतान किया जाएगा/GST as applicable will be paid extra

मेरी/ हमारी पेशकश प्रस्ताव की तारीख से अगले छह महीनों के लिए मान्य होगी/

My / our offer will be valid for next six months from the date of offer.

स्थान/Place:

प्रस्तावक का हस्ताक्षर/Signature of the offeror

दिनांक/Date:

नाम/Name :

पता/Address :

**APPENDIX XIV
(Paragraph 18.1)**

Specimen of Standard Draft Lease in Respect of Premises where the Bank is Tenant.

Appropriate Stamp

This Deed of Lease made at..... this day of two thousand and between of

..... inhabitant / s (hereinafter called "the Lessor" in which expression are included unless such inclusion is inconsistent with the context his/ her/their heirs, executors or administrators and permitted assigns) of the One Part and Bank of India a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 and having its Head Office at 'Star House', C-5,G Block, Bandra-Kurla Complex, Bandra(East) Mumbai-400 051 and a Zonal Office/Branch amongst others at - (hereinafter called * the Lessee * in which expression are included unless such inclusion is inconsistent with the context its successors and assigns) of the Other Part WITNESSETH AS FOLLOWS :

In consideration of the rent hereby reserved and the performance of the covenants on the part of the Lessee hereinafter contained, the Lessor doth hereby demise unto the Lessee all that the portion on the ground floor / and the mezzanine floor / basement admeasuring respectively sq. ft. and Sq. ft. of the Lessor's building known as and situate at

and constructed on land more particularly described in the Schedule hereunder written / and which said portion is shown on the plan thereof hereto annexed and is delineated thereon by red colored boundary line.

TOGETHER WITH the use of the roof/ terrace of the said premises/building in which the said premises is located, for installation of DG Set, Antenna and other equipment of VSAT, RF etc (including its protective cage / cover if any) , as may be required for the functioning of Bank's business.

TOGETHER WITH the use of the fittings and fixtures, the water closets, lavatories and other conveniences in the said portion of ground floor/and mezzanine floor/basement hereby let AND TOGETHER ALSO WITH the right for the Lessee, its servants, employees, visitors, customers and all other persons authorized by the Lessee to use in common with the Lessor and the Tenants and occupiers of other portions of the said building and all other persons authorized by the Lessor the entrances, doorways, entrance-halls, parking area, staircases, landings, lobbies and passages in the said building leading to and from the said portion of ground floor / and mezzanine floor / basement hereby let for the purpose of ingress thereto and egress there from TO HOLD the demised premises

unto the Lessee from the day of two thousand andfor the term of years (renewable as hereinafter mentioned) PAYING therefore unto the Lessor during the said term monthly and proportionately for any part of a month the rent of Rupees as under:

a) Rent @Rs.-----for the period -----to -----

b) Rent @Rs.-----for the period -----to -----

c) Rent @Rs.-----for the period -----to -----

The monthly rent as above shall be payable on or before the day of each succeeding calendar month, the first such payment after execution hereof to be made on the day of Two thousand and AND upon condition of the performance by the Lessee of the agreements on the part of the Lessee hereinafter contained.

2. Lessee hereby covenants with the Lessor as follows :

- (a) To pay the reserved rent on the days and in the manner aforesaid.
- (b) To pay to the authorities concerned all charges for gas and / or electricity, water consumed in or upon the demised premises as shown by the separate meter.
- (c) To keep the interior of the demised premises in good and tenantable repair and condition (reasonable wear and tear and damage by fire, earthquake, Tempest or other act of God or inevitable accident or by irresistible force always excepted). Provided that nothing herein contained shall make the Lessee liable to carry out such repairs as are hereinafter covenanted to be carried out by the Lessor or which the Lessor shall be bound by law to do.
- (d) Not to make any structural alterations to the walls or floors of the demised premises without the previous consent in writing of the Lessor, which shall not be unreasonably withheld. However, this shall not restrict lessee's right to carry out structural alterations that may be necessary for the purpose of banking activities such as installation of counters, cabins, work stations, e-gallery, ACs, RF tower, VSAT, ATM Centre, computerization of the Branch etc.
- (e) To use the demised premises for the purpose of a branch office to carry on business of banking in all its forms including a Safe Deposit vault, Strong Room and for the purpose of the residence of the Manager, officer/s or any other employee/s of the Bank.
- (f) To deliver up the demised premises at the end of or other sooner determination of the tenancy together with all the Lessor's fittings and fixtures in such tenantable repair order and condition as is consistent with the agreements on the part of the Lessee and conditions herein contained (reasonable wear and tear and damage by fire, earthquake or tempest or other act of God or inevitable accident or by irresistible force always excepted).

(g) To permit the Lessor and his/her agents, surveyors and workmen duly authorized by him/her with all necessary appliances to enter into and upon the demised premises at all reasonable times after having given the Lessee 72 hours previous written notice for the purpose either of viewing the condition of the demised premises or of doing such works and things as may be requisite or necessary for any repairs, alterations or improvements either of the demised premises and the water pipes and drains in or under the same or in any other part of the said building AND upon notice being given by the Lessor to carry out and make good within a reasonable time any and all repairs and works for which the Lessee is responsible under the agreements on the part of the Lessee and conditions herein contained. Provided that such acts shall not in any way cause disruption to the banking business of Lessee.

3. The Lessor hereby covenants with the Lessee as follows :

(a) To pay all existing and future rates, taxes, cesses, assessments and outgoings payable in respect of the demised premises and the said building including water taxes (other than charges for water consumed by separate meter) and whether the same be levied on or payable by the Lessor or Lessee and to pay any and every increase in such rates, taxes, cesses and assessments. GST @----% will be borne by the Service Charges and any other charges shall be borne by -----

(b) To keep the walls, floors, ceiling, roof and structure of the said building and of the demised premises and the water and drainage mains and pipes and sanitary apparatus thereof in good substantial and sanitary repair and in proper working order and condition and also to keep the electrical installation and wiring in the demised premises in good repair and condition in accordance with the Electricity Act, 2003, and the rules there-under. The Lessor will give 'No objection Certificate' for any additional power requirement as and when sought by Bank.

(c) To have the external walls including the woodwork of the premises painted with colour of Bank's choice once in every three years at the cost of the Lessor provided that if the Lessor does not have the external walls and woodwork painted every three years as aforesaid the Lessee shall be entitled to have the external walls and woodwork painted initially at its own cost and then to deduct such cost from the amount of rent payable by the Lessee.

(d) To keep the demised premises only insured against loss or damage by fire in such sum as the Lessor shall deem to be adequate and in the event of the said premises being destroyed or damaged by fire during the said term forthwith to lay out in or towards repairing or reinstating the same in a good and substantial manner all moneys received under or by virtue of any insurance effected thereon and to complete the said work in a reasonable time.

(e) That the lessor shall not, during the currency of the lease transfer, mortgage, sell, assign, gift or other wise create any interest in the demised premises without the prior written consent of the Bank.

(f) That if the Lessee shall pay the rent and observe and perform the agreements on the part of the Lessee and conditions herein contained the Lessee shall quietly enjoy the demised premises during the period of Lease or any extension thereof without any interruption by the Lessor or any person lawfully claiming under or in trust for the Lessor.

(g) The Lessee shall be entitled to assign or sub-let or give on leave and license basis the demised premises or any part thereof for the whole or part of the term of the demise remaining unexpired, so that on assignment of the demised premises, the Lessee's liability hereunder shall cease and determine.

(h) The lessee shall be entitled to determine this Lease or any renewals thereof by giving 3 months' notice in advance to the Lessors of its intention to do so and upon the expiry of the period of such notice, all the liabilities of the Lessee hereunder shall cease and determine except as regards any antecedent breach.

(i) The Lessee, its employees/ authorized workmen shall be entitled to use the entrance, door ways, staircase, landing, lobbies, passages leading to the roof top or terrace of the said premises/building in which the said premises is located, for the purpose of ingress thereto and egress therefrom; for installing/ fixing/ servicing/ repairing/maintenance etc. of the Antenna and other equipments of VSAT or RF including for installation of new equipments etc. and to lay the connections for such equipments in the branch premises.

4. It is hereby mutually agreed between the parties as follows :

(a) If any rent shall be in arrear for 60 days (whether legally demanded or not) or if the Lessee shall fail to perform or observe any agreement on the part of the Lessee or conditions herein contained, then and in such cases it shall be lawful for the Lessor at any time thereafter to re-enter upon the demised premises or upon any part thereof in the name of the whole and the Lease shall thereupon determine but without prejudice to any claim or demand which the Lessor may have against the Lessee whether in respect of any antecedent breach non-performance or non-observance of any of the agreement on the part of the Lessee and conditions herein contained or otherwise. Provided that the Lessor shall not be entitled to forfeit this Lease for breach or non-observance or non- performance of any covenant or agreement or condition herein contained and on the Lessee's part to be observed and performed unless the Lessor shall have given to the Lessee notice in writing specifying the breach or omission complained of and requiring the Lessee to remedy the same and the Lessee shall have committed default in doing so within a period of sixty days from receipt of such notice by the Lessee.

(b) If at any time during the Lease, the demised premises shall be destroyed or damaged by fire, tempest or any other act of God or by irresistible force so as to become unfit for habitation and use for the purpose of the Lessee, then without prejudice to the right of the Lessee under the Transfer of Property Act, 1882, to avoid this Lease, if the Lessee so elects to do, the rent hereby reserved or a fair and just proportion thereof according to the nature and extent of the damage sustained (to be ascertained in case the parties differ by a reference to arbitration pursuant to the provisions of the Indian Arbitration Act, 1996, or any statutory modification or re-enactment thereof) shall be suspended and cease to be payable until the demises premises shall have been again rendered fit for habitation and use.

(c) The Lessee shall be at liberty at its own costs to construct, fix, erect, bring in or upon or fasten to the demised premises and to remove, alter and re-arrange from time to time any office furniture fixtures and fittings which the Lessee may require for its business and for the residence such as partitions, screens, counters, platforms, shelves, cases, cupboards, safes, cabinets, lockers, strong room doors, grilles, shutters, sun-blinds, gas and electric fittings, stoves, lights, fans, air-conditioners, sinks and other equipment fittings articles and things all of which the Lessee shall be at liberty to remove at or before the expiration or sooner determination of the tenancy without objection on the part of the Lessor but the Lessee shall make good any damage which may be thereby caused to the demised premises to the reasonable satisfaction of the Lessor.

(d) The Lessee shall be at liberty to place a name board or signage at the entrances to the demised premises and to the said building of such size and in such position as the Lessee deems fit and likewise to hang or affix a frame or notice board or signage or name board bearing the designation of the office of the Lessee.

(e) The stamp duty and registration charges payable in respect of this Lease and a duplicate thereof, shall be borne and paid by the Lessor and Lessee in equal shares and each party hereto shall bear and pay its own lawyers charges AND the Lessee shall be entitled to retain the original Lease deed and the Lessor the duplicate thereof.

5. PROVIDED ALWAYS and it is hereby agreed and declared that the Lessor will on the written request of the Lessee made not less than three calendar months before the expiration of the term hereby created if there shall not at the time of such request be any existing breach or non-observance of any of the covenants on the part of the lessee herein contained grant to the Lessee a renewal of the Lease of the demised premises for * one/two/three further periods of Years from the expiration of the term hereby granted at the same rent and containing the same covenants and provisions as are herein contained * including/excluding this present covenant for renewal.

IN WITNESS WHEREOF the Lessor/s has/have set his/her hand and the common Seal of the Lessee has been affixed / Mr. the duly constituted attorney of the Lessee has set his hand hereunto and to a duplicate hereof the day and year first above written.

THE SCHEDULE ABOVE REFERRED TO :

.....
.....
.....

Signed and Delivered)
By the above named)
Mr.Lessor in)
The presence of :)

.....
.....

*Signed and Delivered for and on)
behalf of BANK OF INDIA by)

.....

Director

Asst. General Manager

Mr.)
its duly constituted attorney in)
the presence of :)

- * Delete inapplicable alternative(s),
- * Delete the clause which is not required.

Annexure-2**SPECIFICATION OF SAFE DEPOSITE 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 attack 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 and roof	Bar dia	12 mm
		Mesh	Mesh made by placing and tying rebars at 150mm x 150 mm 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 opening
Security Ventilators (see IS 14387) Exhaust fan (if required)			Height from Floor Level: 2100mm, Minimum Opening Size: 450mmx450mm, Maximum