

**WEBSITE ADVERTISEMENT- REQUIREMENT OF ALTERNATE/NEW
PREMISES FOR GAUHANI BRANCH**

Offers in two separate sealed covers containing technical details and financial details respectively are invited from interested parties, who are ready to lease their readily available premises at a prominent location at **Gauhani (Rural)** area in Prayagraj district and in vicinity of existing branch premises and on Prayagraj-Rewa Highway, on the ground floor having ramp facility and suitable parking space.

The approximate carpet area of premises should be 1000 sq.ft **carpet area**. 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 along with the tender fee in the form of demand draft/ pay order should be put in a **3rd cover** super scribed with, '**Offer of Alternate Premises/New Branch for "BANK OF INDIA, Gauhani Branch"**' and it should also bear the name and address / phone no. of the offeror. The **3rd cover** should be duly sealed and addressed to **The Zonal Manager, Bank of India, Varanasi Zone** at **Address: B-38/2 A, First Floor Mahmoorganj, Varanasi- 221010** 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, Varanasi Zonal Office, Address: B-38/2 A, First Floor Mahmoorganj, Varanasi- 221010* and **Gauhani branch** between 10.00 a.m. to 5.00 p.m. (on working days) or can be downloaded from Bank's website from **16-02-2024 to 22-02-2024**. The sealed offers necessarily should be dropped in Tender Box in **Zonal Office** or at **our Gauhani Branch** between 10.00 a.m. to 5.00 p.m. (on working days) up to **22-02-2024 (last date) up to 5.00 pm**. The Tenders (Technical Bids) will be opened on **23-02-2024 at 03.30 p.m.** at Varanasi Zonal Office, Mahmoorganj Varanasi or at our Gauhani Branch. 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 OCCUPATION CERTIFICATE NEED NOT APPLY

These tenders can be obtained from / :

- (1) Shri Jitesh Singh - Tel. No. 0542-2518473 at Varanasi Zonal Office
(2) Shri Srikant Tiwari - Tel. No. 8299700264 at Gauhani Branch

**DY.ZONAL MANAGER
VARANASI ZONE**



Varanasi Zonal Office

Ref.No.ZO/GOD/MY/2023-24:237

Dt. 16-02-2024

To,

Dear Sir,

Requirement of ALTERNATE/NEW Premises for Bank of India, Gauhani Branch.

Please refer to our newspaper advertisement dated **16-02-2024** regarding above referred matter.

- 2 You are requested to submit your offer in enclosed quotation forms in two separate sealed covers. Please ensure to submit the same to our Office at **Varanasi Zonal Office, B-38/2 A, First Floor Mahmoorganj, and Varanasi-221010** or our **Gauhani Branch** on or before **22-02-2024, up to 05.00 p.m.**
3. While filling the tender/quotation forms, please ensure to follow below-mentioned instructions:
 - i) Lease period should be 15 years.
 - ii) Increase in rent after 5 years, not more than 15%.
 - iii) No broker should apply
 - iv) Only owner should apply in the tender, property shall be in his/her name.
 - v) Apply only in Bank's format. If bid submitted in another format, it will not be considered and rejected.
 - vi) All pages should be signed by the bidder.
 - vii) Conditional offer shall be rejected.
 - viii) Offer by Post shall not be considered.
 - ix) The offered building should have clear and marketable title free from encumbrance and permission to use for commercial purpose.
 - x) Definition of Carpet Area: The carpet area would mean the usable carpet area based on net finished wall to wall measurements.
 - xi) Lease deed shall be executed in Bank's standard format.
 - xii) Property tax, Society Charges, Maintenance charges, water charges etc shall be paid by the landlord only.
 - xiii) GST will be paid as applicable.
 - xiv) Electricity Bill will be paid by the Bank for bank premises.
 - xv) Copy of title deeds and Map layout of premises to be enclosed
 - xvi) To construct strong room, toilet (ladies/Gents), pantry ATM/E-Gallery vitrified floor tiles/ any other civil work as per requirement at Bank within stipulated period at their own cost.
 - xvii) Standard format for lease deed is enclosed with the tender.

- xviii) 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.
 - xix) To provide suitable space for installation of Generator set at their cost.
 - xx) To arrange 3 phase electric connection with required power load on their own cost.
 - xxi) Fill up all the information asked for, in the enclosed form itself
 - xxii) Do not quote rate anywhere in part I of the form
 - xxiii) Should have regular water connection/supply and dedicated water storage facility
 - xxiv) Each part should be kept in a separate cover and 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 Alternate/New Premises for BANK OF INDIA GAUHANI BRANCH' and it should also bear the Name, Address and Telephone No. of the offeror. The '3rd Envelope' duly sealed should be addressed to the Zonal Manager, Varanasi Zonal Office, Address: B-38/2 A, First Floor Mahmoorganj, AGR Automobiles Varanasi- 221010 and submitted before the last date mentioned above and should indicate offer of premises on outright lease basis on the top of the cover. Technical bids will be opened on **23-02-2024 at 3.30 p.m.** at abovementioned address.
 - xxv) All premises construction should be duly approved by the competent authority. Unauthorised construction would not be accepted as branch premises. **TENDERS SUBMITTED FOR PREMISES WITHOUT PROPER PERMIT FOR CONSTRUCTION WILL NOT BE CONSIDERED AND WILL BE DISQUALIFIED.**
 - xxvi) Area required 1000 sq.ft. (carpet area)
 - xxvii) The premises should preferably be in Ground Floor with ramp facility.
 - xxviii) The rate quoted for the ground floors, will be the basis of comparison for deciding L-1
4. Please note that Quotation submitted in other format/paper will not be entertained, by the Bank and such offers will be liable for rejection. **Bank reserves the right to accept any offer and reject any/all offers without assigning any reason. No brokerage will be paid by the Bank.**

Thanking You,

Yours faithfully,
Zonal Manager



Varanasi Zonal Office
PART – I (TECHNICAL BID)

The Zonal Manager,
Bank of India,
Varanasi Zone.

Dear Sir,

The details of premises, which I/We offer to lease 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 building: _____
 - 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) Carpet Area offered to Bank
 - i) At ground floor: _____
Total Area: _____
 - e) Water facility available Yes/No
 - f) Sanitary facilities available Yes/No
 - g) Electrical supply 3 phase with separate meter
Available Yes/No
 - h) Parking facility Yes/No
 - i) Occupancy Certificate obtained from Local municipal Corporation/Gram
Panchayat
Yes\No

I/We, agree to execute Lease Deed in Bank's standard format
My/our offer will be valid for next six months from the date of offer.

Signature of the offeror / s

Place:

Date:

NAME:
ADDRESS:
Telephone/Mobile no.
Email ID:

[SUBMISSION OF OCCUPATION CERTIFICATE/ PERMISSION IS MANDATORY]

Compulsory Encl: 1) Ownership Document (copy of title deeds)
2) Plan of premises,

Varanasi Zonal office

PART – II (FINANCIAL BID)

The Zonal Manager,
Bank of India,

----- Zone.

Dear Sir,

I/We offer to lease my/our premises located at _____
(Other details of which are given in Part –I) at following rate:-

Type of Floor	Carpet Area (In sq. ft.)	Rate (Rs. per sq.ft.)	Total Rent (Rs. per month)
Ground Floor			
First			
Total			
GST (if Applicable) (To be paid by Bank)			
Final Amount (Including GST)			
Panchayat or Any other taxes(If any) (To be paid by Landlord)			

I / We agree to:

- i) Execute Lease Deed in Bank's Standard Format
- ii) Bear the cost of execution and registration of Lease Deed (50:50).
- ii) GST on Lease Rent to be borne by bank.
- iii) Construct Strong Room, ATM, E-gallery as per RBI / Bank's Standardized requirement and cost will be borne by landlord.
- iv) To lease the premises in favour of bank for minimum 15 years with 15% of increase in rent at each five years. To lease the premises in favour of Bank for -
----- years.

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

Place:

Date:

Mobile:

Signature of the offeror / s

Name: