

ZONAL OFFICE :: HOWRAH ZONE
5, B.T. M. SARANI [4th FLOOR], KOLKATA – 700 001
E-Mail: ZO.Howrah@bankofindia.co.in, Phone: 033-2262 3559

Ref No.: ZO/HWH/CS/SPS/23-24/1859

Date: 19.03.2024

NOTICE

Requirement of Premises for Howrah Branch

We are hereby inviting offer of premises at **ground floor space** for our **Howrah Branch**. Offers in sealed covers, containing technical and financial details as per Bank's standard format, would be obtained from bonafide owners, who are ready to lease out space, at readily available or partially constructed (if remaining construction can be completed within 2 months' time) building, at the centre concerned.

2. The cover containing technical details should be marked **Envelope No. 1** and super scribed with "**TECHNICAL BID**" and cover containing financial details should be marked **Envelope No. 2** & super scribed with "**FINANCIAL BID**". Both these covers duly signed, should be put in a **3rd Cover** super scribed with "**Alternate premises for Howrah Branch**" and both envelope 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, Howrah Zonal Office, Estate department, 4th Floor, Star House, 5, B. T. M. Sarani, Kolkata – 700 001 and submitted as detailed in paragraph- 4. Offers in format, **other than stipulated format**, will not be acceptable. **It should be noted that 3rd cover should contain detail address, mobile number and e-mail address of the bidder.**

3. In this connection, the following salient aspects are to be noted: -

- i) The premises should **preferably be a fully constructed** one and the landlord should be able to arrange requisite internal modification/additional civil works as per Bank's specifications, within a reasonable period. The structural condition of premises should be satisfactory. In the event of any partially constructed premises, the landlord should be in a position to complete the construction and hand over the premises in proper condition **within a maximum period of two months.**
- ii) Offered space should be in **ground floor** only. No other offers will be considered. The carpet area of offered space should be around **1800 sq.ft.** The space will be housing branch as well as ATM/E-Gallery, if required. However, considering layout of space offered, Bank will have the right to consider an offer slightly deviating the above quantum.
- iii) Premises should be **on the G. T. Road within about one kilometre from our present premises** (address- 43 Grand Trunk Road, Howrah Maidan, (South) Howrah, West Bengal, PIN-711101). There should be descent Parking facility in front of and/or adjacent to premises. Also about 3'x3' space in ground by building Side, should be provided free of rent for Bank's arranging earth station work. Frontage of premises should preferably be around 25' with around 15'-20' opening provision and clear ceiling height of about 10'.



- iv) The quantum of requisite carpet area has been detailed in sub para 3(ii). Area of **staircase/any common area of the building will not be considered/included in the carpet area**. The space should mostly be open type i.e. without much partition/load bearing walls. Provision of space for generator set is mandatory. Also space for **VSAT Antenna/connectivity device on roof top is to be provided, free of rent**. The carpet area offered should include the carpet area of ATM room and **no separate rent should be demanded for ATM**.
- v) The locality should be one which does have **potential from Banking business view point**. Location of **proposed premises, should be at a distance of around 1000 meter from present branch premises** (address-43 Grand Trunk Road, Howrah Maidan, (South) Howrah, West Bengal, PIN-711101).
- vi) Premises should be leased to Bank for a minimum period of 15 **years**. Lease deed is to be **executed as per Bank format only**. The enhancement of rent would take place after every 5 years and the rate of enhancement would be **20%**.
- vii) The premises must have **permission/licence for commercial usage** or the landlord should be in a position to arrange such permission/licence from appropriate authority for establishing commercial status of the premises before handing over possession, within maximum 2 months, from Bank's accepting the offer.
- viii) The landlord should be ready to abide by Bank's standard lease terms **& execute deed as per Bank's format only**.
- ix) The landlord should co-operate in **arranging electric connection** for branch premises. Necessary liaison work should be done by Landlord with the electricity authority to get connection in time. Bank will be bearing pertinent connection charges/security deposit. There should be adequate capacity of related transformer to accommodate 25 KW power as needed by branch.
- x) **All taxes, maintenance charge, service charge etc. pertaining to premises** [present or future], i.e. Bank occupied portion, will be **borne entirely by the landlord. Bank will only bear GST on rent**, if applicable.
- xi) Proper **ownership certificates/documents/deeds** are to be produced for our verification. The property must be **free of any litigation/dispute/charge/encumbrance**. Copies of latest Municipal Tax receipt, Mutation Certificate and copy of mother deed/ title deed of the property in the name of the owner should be enclosed along with the technical bid. In case of it is later being found that there is any dispute of premises, the offeror will make financial compensation to Bank for any cost incurred in respect of premises.
- xii) Landlords / the power of attorney holder should submit offer directly and **not through Brokers**.
- xiii) It may importantly be noted that landlord's non agreement/consent to conditions **detailed in Technical Bid part**, i.e. to execute deed as per Bank's format (excluding the case of Govt/ PSU bodies), bearing all present/future taxes related



to premises, bearing 50% of cost of registration of lease deed, or leasing out premises for a minimum period of 15 years with an increase of 20% in every 5 years block, will **make the offer invalid/unacceptable**.

xiv) The land lord should provide Ramp and two toilets (one for ladies & one for gents) separately within the premises.

xiv) No offer will be accepted, if send by courier and/or post. Offer Envelope to be dropped in the specific Tender Box by hand.

4. The offers as above should be submitted in **Bank's prescribed format** only (enclosed herewith) which may also be collected from our Bank of India, Howrah Zonal Office, Estate Department, 4th Floor, 5, B. T. M. Sarani, Kolkata – 700 001, or may be down loaded from our website www.bankofindia.co.in **up to 09.04.2024**. Sealed offers will be received at above address **till 10.04.2024** (upto 4.00 p.m.)

5. Bank reserves the right to accept/reject any/all offers or cancel the tender, without showing any reason whatsoever.




ZONAL MANAGER
HOWRAH ZONE

PREMISES FOR PROPOSED BRANCH AT HOWRAH MAIDAN

QUOTATION FORM PART – I (Technical Bid)

The Zonal Manager,
Bank of India
Howrah Zone
Estate Department (4th Floor)
Star House
5, B.T.M. Sarani,
Kolkata – 700 001

Dear Sir,

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 :
- (d) PIN Code :
- (4) Building:
- (a) Type of Building: :
(Residential / Commercial / Industrial)
- (b) Type of construction :
(Load bearing / RCC framed structure)
- (c) Clear floor height from floor to ceiling:
- (d) Carpet area offered to Bank
(At Ground/first Floor) :
- (e) Specification of Construction:
- i) Floor :
- ii) Roof :
- iii) Walls :
- iv) Doors & Windows :

- v) Are M.S. Grills provided to windows: Yes / No
- (f) Running water facility available : Yes / No
- (g) Sanitary facilities available : Yes / No
- (h) Electric supply with separate meter available. : Yes / No
- (i) Parking facility : Yes / No.
- (j) Provision for construction for Safe Deposit Vault as per Bank's specifications : Yes / No.

I / We agree to ---

- i) Execute Lease Deed in Bank's standard Lease Deed format:
- ii) Bear all the taxes/cess, maintenance charge, service charge etc. present and future related to the premises:
- iii) Bear 50% the cost of execution and registration of Lease Deed:
- iv) Lease the premises in favour of Bank for 15 years with provision of 20 % increase in rent after every 5 years.

****Non consent to any of the above conditions will make the offer invalid**

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

Encl: Sanctioned Plan of Premises, Ownership document

Place:

Signature of the Offerer(s)

Date:

Name(s):

Address & Contact No.

PREMISES FOR PROPOSED BRANCH AT HOWRAH MAIDAN

QUOTATION FORM PART – II (Financial Bid)

The Zonal Manager
Bank of India
Howrah Zone
Estate Department (4th Floor)
5, B. T. M. Sarani,
Kolkata - 700 001.

Dear Sir,

I / We offer to lease our premises located at

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(other details of which are given in Part – I) at following rate:

Floor	Carpet Area (Sq. Ft.)	Rate (Rs. per sq. ft.)	Total Rent (Rs.)
Ground Floor			

Place:

Signature(s):

Name (s).

Date:

Address & Contact No.

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