

ZONAL OFFICE, AMRITSAR ZONE, S.C.O.-102,  
DISTRICT SHOPPING CENTER, RANJIT AVENUE, AMRITSAR

E-mail: [Zo.amritsar@bankofindia.co.in](mailto:Zo.amritsar@bankofindia.co.in)

ZO/CSD/PKS/2023-24/251

Date: 06.03.2024

**Requirement of Branch Premises for Shifting of our Branch at Gurdaspur  
(District – Gurdaspur), Punjab**

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 at **above mentioned location** on long lease of **19 years**. Preference will be given to the premises, which are **ready to occupy on Ground floor. It should be located within the radius of 1000-1500 meters of our existing Gurdaspur branch situated at Library Road, Gurdaspur, District- Gurdaspur-143521.**

**Note:**

1. The owners having premises in commercial area of above specified location with permission for commercial use only need to apply.
2. The suitable parking area is required for staff and customer in offered premises.
3. The open plot and old constructed/Demolishable premises need not to apply.
4. The premises should be situated only on Ground floor.
5. Additional open space in front and backside for Bank use will be preferred.

The Carpet area of premises required is around 1800-2000 sq.ft. (Approx.)

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 – GURDASPUR BRANCH'** and it should also bear the name and address/Phone/Mobile No. Of the Offeror. The 3rd cover duly sealed should be submitted to the Zonal Manager, Amritsar Zonal Office address.

**The offers in which Technical and Financial bids are not found in separate sealed cover would be rejected and not considered.**

The Bank reserves the right to accept/reject any/all offers without assigning any reason whatsoever.

**No Brokerage will be paid by the Bank.**

Interested parties may collect the Application Form from our Office or they may download the form from Bank's website. A payment of Rs.1000/- (non-refundable) by Pay Order/Demand Draft in favour of 'Bank of India' payable at Amritsar towards cost of Tender form is applicable in both the cases. The Demand Draft/ Pay Order should be **kept in envelop I** and sent along with the Application to the address given below. **Tenders received without TENDER fees will be rejected.**

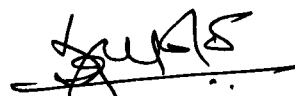
The Bid application duly filled only in the **prescribed forms** should be addressed to **THE ZONAL MANAGER, BANK OF INDIA, AMRITSAR ZONE, S.C.O.-102, DISTRICT SHOPPING CENTER, RANJIT AVENUE, AMRITSAR, PIN CODE – 143001.**

Telephone Nos.: 0183-5058626/5099336/9829909605

Envelope super scribed with **"Offer of Premises for Bank of India, Gurdaspur Branch (Dist. - Gurdaspur) Amritsar Zone"**.

**Last Date of receipt of application 21.03.2024.**



  
Dy. ZONAL MANAGER  
AMRITSAR ZONE

**Guidelines and instructions for Filling Bid Forms (Part I and Part II) for  
Offer of premises for Bank of India.**

Please refer to newspaper advertisement in Newspapers 'English Tribune' (Gurdaspur edition, English) dated 06.03.2024 & Dainik Bhaskar (Gurdaspur edition, Hindi) on 06.03.2024 and notification on our website [www.bankofindia.co.in](http://www.bankofindia.co.in) → Tenders → Amritsar Zone, regarding requirement of premises for Bank's Gurdaspur branch from 06.03.2024.

2. You are requested to submit your offer in enclosed quotation forms in sealed covers as stated in following paras. Please ensure to submit the same to **THE ZONAL MANAGER, BANK OF INDIA, AMRITSAR ZONE, S.C.O.-102, DISTRICT SHOPPING CENTER, RANJIT AVENUE, AMRITSAR, PIN CODE – 143001.**

Ph: 0183-5058626/5099336/9829909605

3. While filling the quotation forms, please ensure to follow below mentioned instructions:

- a) Fill up all the information asked for in the **enclosed forms only**.
- b) **Do not quote rent anywhere in Part I (Technical Bid) of the form.**
- c) In case you desire to stipulate any term and condition, the same should be mentioned in Part I (Technical Bid) separately.
- d) 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 Premises for Bank of India Gurdaspur Branch**" and it should also bear the name and address/phone/Mobile no. of the offeror. The 3rd cover duly sealed should be addressed to The Zonal Manager, Amritsar Zone, Zonal Office and submitted before the last date mentioned above. The offers in which technical and financial bids are not found in separate sealed covers would be rejected and not considered.

# Offeror must sign every page of tender document otherwise the tender will be rejected.

**Please note that Quotation submitted in other format/paper or application not accompanied by P.O./D.D. of Rupees 1000/- as tender fees 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.**

**Note:- PREMISES WILL BE TAKEN ONLY ON THE CARPET AREA BASIS & after completion of the following works by the premises owner on their own cost.**

- The **CIVIL WORKS/MISC WORKS TO BE CARRIED OUT BY THE LAND LORD** on their own Cost prior to handing over the possession and execution of lease deed will be as under: -

(A) Strong Room Construction: -

1. Walls: 225 mm minimum thickness with steel grid in walls. The steel grids will be made with iron bars of dia minimum 12 mm. The mesh/grid will have to be made by placing and tying rebars at 150mm\*150mm c/c both ways; one such mess placed staggered on both the faces of each wall in such a manner as to make less than 75mm\*75mm c/c through openings.



2. Floor and Roof: 150 mm minimum thickness with steel grid in floor and roof. The steel grids will be made with iron bars of dia minimum 12 mm. The mesh/grid will have to be made by placing and tying rebars at 150mm\*150mm c/c both ways; one such mesh placed staggered on both the faces of floor and roof in such a manner as to make less than 75mm\*75mm c/c through openings.

3. Concrete: M50, Minimum, IS 456 (only Machine Mix & mechanical Vibrator for compaction)

4. Security Ventilator, Exhaust Fan: Space to be left at a Height from floor level: 2100mm, minimum. Opening size: 450mm\*450mm, Maximum (Doors & Ventilators will be provided by the Bank)

5. In case of construction of strong room has to be done on Ground Floor having basement beneath /Upper Floors, the structural strength & stability to sustain such a load of strong room must be ensure by the premises owner before undergoing construction of strong room. Bank will not be responsible for any after effects (if arises) out of this.

#### **(B) Toilet Block**

1. Two toilet blocks are to be provided one for ladies & other for Gents (Area will be decided & layout will be provided by the bank).

##### **2. Commodities at Gents Toilet :**

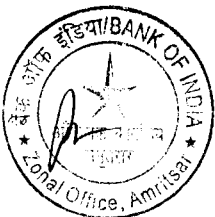
- a) Urinal -02
- b) Western WC – 01
- c) Wash Basin -01

##### **Commodities at Ladies Toilet:**

- a) Indian WC -01
- b) Wash Basin -01
- c) Western WC-01

##### **Common Items**

- a) Complete plumbing & water supply works (continuous source of water should be ensured).
  - b) Dado (Ceramic Wall Tiles up to 7 Feet Height ) or as decided by the bank
  - c) Floor Tiles (Non- Skid) Vitrified.
  - d) Wall Painting on rest of the non tiled areas.
  - e) Provision of Ventilators with MS iron Grills (min 10mm thick) in the toilets
  - f) Entrance doors in both the toilets with tower bolts from inside & lock facility from outside.
3. Provision of Pantry with Stainless Steel Sink & water connection for washing.



**(C) Walls:**

- a) All the main walls separating the branch premises from outside & adjacent neighbors 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.
- b) 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.
- c) 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 prefabrication of window grills has to be provided as directed by the Banks Security Department.

**(D) Floor Area**

Floor (Ground /Basement) shall be provided with the 2'x2' size Vitrified Tiles of required Shade & make as directed by the Bank along with skirting.

**(E)** A Shutter & a collapsible gate must be provided at the entrance (if Single) or else Shutter along with grills/collapsible gate as directed by the Bank shall have to be provided wherever required. Collapsible gate painted with black enamel paint and shutter with blue (Color of bank's signage) enamel paint.

**(F)** Permanent Stairs with ramp fitted 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).

**(G) Structural Modifications**

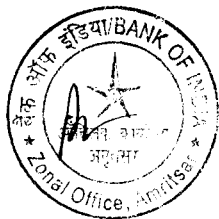
Any kind of structural changes (viz; modifications/additions/alterations) to the premises as per the Banks requirement is to be done by the premises owner at their cost. Any permission from the concerned authority in this respect if required shall be taken by the premises owner. It has to be ensured 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.

**(H) Space for placing Diesel Generator Sets**

Proper leveled, 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.

**(i)** Proper & adequate space has to be provided for installing the outdoor units of the Air conditioners installed in the Bank Premises without any rent.

**(J)** Proper space free from any disputes shall be provided for installation of the Banks Signage's /Glow Sign Board as per the Banks requirement without any rent.



**(K) Power Connection**

Adequate commercial power connection – 20 KW in the name of Bank of India with separate meter of required rating 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.

**(L) Water Connection**

Separate water connection in the name of Bank of India 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, separate overhead and underground water tank fitted with water pump have to be provided exclusively for the use of Bank of India.

**(M)** 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.

**(N)** 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.

**(O)** Bank is not bound to rectify any sort of defects/breakage etc arising out of shifting of const. Material, Lockers, Safes, and Safe Door etc. to its premises.

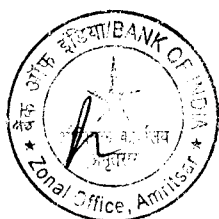
**(P)** Temporary space for storage of the materials, lockers, safes, furniture's etc. is to be provided (if required) by the owner within the same premises at no extra cost.

**(Q)** 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.

**(R)** The owner will have to coordinate with the vendors, agencies, architects & contractors during the course of furnishing works.

**(S)** The Owner will provide space for V SAT & RF or any other equipment required in future by the Bank on Roof without any rent.

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.



**The landlords may please note the following aspects while filling up the**

**Application forms:**

**Lease:** The lease period shall be 19 years (5+5+5+4). 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 construction of strong room & the tiles on the floor are to be undertaken by the landlords. They also shall carryout 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).**

**Other works:**

Rolling shutters and Collapsible / Sliding gate are to be provided by the landlords for the Branch.

Windows, ventilators are to be provided for admitting light and for ventilation purposes. Wherever required, the same will have to be strengthened by means of security iron grills for security purpose.

Landlords have to carry out flooring works (vitrified tiles), painting of premises at their own cost while handing over and also carry out periodical painting of the premises once in three years. Colour schemes for vitrified tiles and painting works to be done as per Bank's policy from time to time.

Encl: Bid forms in two parts



**The Zonal Manager,**  
**Bank of India, Amritsar Zone, Amritsar**

The details of premises which I/We offer to lease out to the Bank are as under:

[illegible]

<b>6)</b>	<b>Availability of Basic Amenities</b> 1. Running water facility available : 2. Sanitary facilities available : 3. Separate electricity meter/water meter is/will be provided to the premises offered: 4. Separate overhead tank with capacity of 500 L and underground tank with capacity of 6000 L fitted with water pump. 5. Parking facility :  <b>Others:</b> a) Who are the other occupants of the Premises? Please furnish the floor-wise occupation of other tenants.  b) Whether basic electricity facilities (20 KW connection) are adequate at the premises (such as electrical points)? c) Distance from: Nearest Branch of Bank of India Nearest Fire Station Nearest Police Station	Yes/No Yes/No Yes/No  Yes/No  Yes/No   1. 2. 3.  Yes/No
-----------	---	--

I/We agree to construct/alter the premises as per Bank's requirement  
I/We agree to execute Lease Deed in Bank's standard format.  
I/We enclose plan of the premises.  
My/our offer will be valid for next six months from the date of offer.  
I/We have clear legal title in respect of the property offered to the Bank.

Place:

Signature of the Offeror/s

Date:

NAME & ADDRESS

**ENCL: PLAN OF PREMISES & PHOTOCOPY OF PERMISSION FROM APPROPRIATE AUTHORITY FOR COMMERCIAL USE.**





**Part II**  
**FINANCIAL BID**

**The Zonal Manager**  
**Bank of India, Zonal Office**  
**Amritsar - 143001**

Dear Sir,

**Offer of premises for your Gurdaspur Branch - Amritsar Zone.**

I/We offer to lease out premises located at \_\_\_\_\_

(Other details of which are given in part I) at following rate.

<b>Carpet Area (in sqft.)</b>	<b>Rate (Rs.)</b>	<b>Total Rent per month ₹</b>
Ground Floor :		
Any Other Floor : (Pl. specify)		
<b>TOTAL :</b>		

I/We agree to:

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the premises.
- iii) Share the 50% cost of execution and registration of Lease Deed.
- iv) **To lease the premises in favour of Bank for ..... Years with..... Options of 5 (five) years each With ..... % increase in rent at each option.**

Do you require loan for construction of premises/building? **Yes/No**

If yes, then

Estimated cost of construction : Rs.

Loan amount required : Rs.

Any other terms and conditions

(Please specify

My/our offer will be valid for next **6 (six)** months from the date of offer.

Place:

Signature of the offeror

Date:

Name & Address



### Important Terms & Conditions

- That the **CIVIL WORKS/MISC TO BE CARRIED OUT BY THE LAND LORD on its own Cost prior to handing over the possession and execution of lease deed will be as under: -**

#### **(A) Strong Room Construction**

1. **Walis:** 225 mm minimum thickness with steel grid in walls. The steel grids will be made with iron bars of dia minimum 12 mm. The mesh/grid will have to be made by placing and tying rebars at 150mm\*150mm c/c both ways; one such mess placed staggered on both the faces of each wall in such a manner as to make less than 75mm\*75mm c/c through openings.

2. **Floor and Roof:** 150 mm minimum thickness with steel grid in floor and roof. The steel grids will be made with iron bars of dia minimum 12 mm. The mesh/grid will have to be made by placing and tying rebars at 150mm\*150mm c/c both ways; one such mess placed staggered on both the faces of floor and roof in such a manner as to make less than 75mm\*75mm c/c through openings.

3. **Concrete:** M50. Minimum, IS 456 (only Machine Mix & mechanical Vibrator for compaction)

4. **Security Ventilator, Exhaust Fan:** Space to be left at a Height from floor level: 2100mm, minimum. Opening size: 450mm\*450mm, Maximum (Doors & Ventilators will be provided by the Bank)

**5. In case of construction of strong room has to be done on Ground Floor having basement beneath /Upper Floors, the structural strength & stability to sustain such a load of strong room must be ensure by the premises owner before undergoing construction of strong room. Bank will not be responsible for any after effects (if arises) out of this.**

#### **(B) Toilet Block**

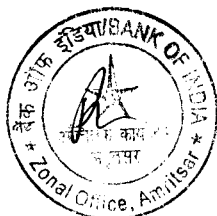
4. Two toilet blocks are to be provided one for ladies & other for Gents (Area will be decided & layout will be provided).

##### **5. Commodities at Gents Toilet :**

- d) Urinal -02
- e) Western WC – 01
- f) Wash Basin -01

##### **Commodities at Ladies Toilet:**

- d) Indian WC -01
- e) Wash Basin -01
- f) Western WC-01



### **Common Items**

- g) Complete plumbing & water supply works (continuous source of water should be ensured).
- h) Dado (Ceramic Wall Tiles up to 7 Feet Height ) or as decided by the bank
- i) Floor Tiles (Non- Skid) Vitrified.
- j) Wall Painting on rest of the non-tiled areas.
- k) Provision of Ventilators with MS iron Grills (min 10mm thick) in the toilets
- l) Entrance doors in both the toilets with tower bolts from inside & lock facility from outside.
- 6. Provision of Pantry with Stainless Steel Sink & water connection for washing.

### **(C) Walls:**

- a) All the main walls separating the branch premises from outside & adjacent neighbors 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.
- b) 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.
- c) 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 prefabrication of window grills has to be provided as directed by the Banks Security Department.

### **(D) Floor Area**

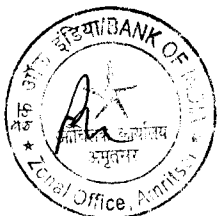
Floor (Ground /Basement) shall be provided with the 2'x2' size Vitrified Tiles of required Shade & make as directed by the Bank along with skirting.

**(E)** A Shutter & a collapsible gate must be provided at the entrance (if Single) or else Shutter along with grills/collapsible gate as directed by the Bank shall have to be provided whenever required. Collapsible gate painted with black enamel paint and shutter with blue (Color of bank's signage) enamel paint.

**(F)** 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).

### **(G) 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.



(H) **Space for placing Diesel Generator Sets** - Proper leveled ,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.

(I) Proper & adequate space has to be provided for installing the outdoor units of the Air conditioners installed in the Bank Premises without any rent.

(J) 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.

**(K) Power Connection**

Adequate power connection – 20 KW in the name of Bank of India with separate meter of required rating 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.

**(L) 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, separate overhead and underground water tank fitted with water pump have to be provided exclusively for the use of Bank of India.

(M) 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.

(N) 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.

(O) Bank is not bound to rectify any sort of defects/breakage etc. arising out of shifting of const. Material, Lockers, Safes, and Safe Door etc. to its premises.

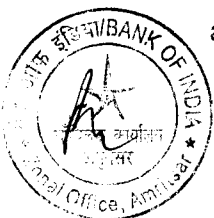
(P) Temporary space for storage of the materials, lockers, safes, furniture's etc. is to be provided (if required) by the owner within the same premises at no extra cost.

(Q) 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.

(R) The owner will have to coordinate with the vendors, agencies, architects & contractors during the course of furnishing works.

(S) The Owner will provide space for V SAT & RF or any other equipment as per bank's requirement in the future on the Roof without any extra rent.

- 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.



**NOTE –The offerors have to compulsorily sign each and every page of the tender documents before submitting it to the bank, any offer not signed on every page shall be rejected.**

**The above list shall be indicative not exhaustive. Any such requirement which Bank may feel is necessary for opening of the branch in selected premises will be intimated to the premises owner. Possession of the proposed/selected premises will be taken only after the completion of the above said work or as directed by the Bank**

**Lease:** The lease period shall be 19 years (5+5+5+4). 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 carryout 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).

**Other works:**

Rolling shutters and Collapsible / Sliding gate are to be provided by the landlords for the Branch and Currency chest.

Windows, ventilators are to be provided for admitting light and for ventilation purposes. Wherever required, the same will have to be strengthened by means of security grills for security purpose.

Landlords have to carry out flooring works (vitrified tiles), painting of premises at their own cost while handing over and also carry out periodical painting of the premises once in three years. Color schemes for vitrified tiles and painting works to be done as per Bank's policy from time to time.

**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 means 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, temporarily covered and enclosed/unenclosed balconies, common staircases. Passages, lobbies, etc., 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.**

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:  
Place:

Sign of offeror(s)

