

NOTICE INVITING OFFER
For
New Premises on Lease Basis for Branch at Samalkha,
District Panipat, Haryana

We are hereby inviting offer for premises for opening of Branch in Samalkha. The offers are invited in two separate sealed covers, containing technical and financial bid as per Bank's standard format only, from Bonafide owner(s), who are ready to lease out his/ her / their premises, at readily available with adequate parking space, on long term basis at the following center. The last date of submission of the tender application is ----- . Offers received after ----- will not be accepted.

S. No.	Branch	District	Category	Place	Carpet Area	Premises Floor
1	Samalkha	Panipat	Semi Urban	Samalkha	From 1000 sq.ft. to 1100 sq.ft	Ground Floor (preferably)

Applicants having a larger area than Bank's requirement must give as undertaking to agree to offer space as per Bank's requirement, in absence of which such applications are liable to be rejected.

How to submit the application:

The selected application should be addressed to The Zonal Manager, Bank of India, Chandigarh Zone, Zonal Office, SCO 76-82, Sector 31 A, Chandigarh -160030 and applications to be dropped in the tender box kept either at

- a) Star House, Bank of India, Zonal Office, SCO 76-82, Sector 31 A, Chandigarh -160030 on or before 14th March 2024 up to 5.00 pm.
- OR
- b) Bank of India, Panipat Branch, G. T. Road, Panipat, Haryana - 132103 on or before 14th March 2024 up to 5.00 pm
- c) In case of the application submitted through postal / courier to the above address, the last date of receipt of the application at the above office will be 14th March 2024 up to 5.00 pm

* Please note that applications received through any mode after 14th March 2024 up to 5.00 pm - will be rejected.

1. The cover containing Technical details (Part 1) regarding premises should be marked as Envelope No 1 and super scribed with TECHNICAL BID.
2. The cover containing Financial details (Part 2) should be marked as Envelope No 2 and super scribed with FINANCIAL BID.

Both these envelops should be duly signed and properly sealed. These covers



should be put in a 3rd cover super scribed with "Offer for premises for Samalkha Branch ". This 3rd cover should be addressed to The Zonal Manager, Bank of India, Chandigarh Zone, Zonal Office, SCO 76-82, Sector 31 A, Chandigarh -160030 and bear the name and address, phone number (please mention more than one if available), E-mail address (if any) of the offer or. All these envelopes should be properly sealed.

Application submitted in a format, other than stipulated format, may be liable for rejection. Any person intending to offer more than one premises, should submit separate offer/ application for each of the premises.

The terms and conditions, which an applicant should ensure while applying for the proposed premises:

- a) The applicant(s) must be owner(s) of the premises. The titles of the property must be clear & marketable, land use of the property must be commercial and property must be free from any encumbrance/ litigation/ charge/ claim/ disputes. Applicant(s) will be required to show original proof of ownership/ certificates/ documents/ deeds at the time of technical inspection before screening committee. If the premises are encumbered NOC to be submitted from the Lending Institution with TECHNICAL BID. In case of it is later being found that there is dispute related to premises, the offer or will make financial compensation to Bank for any cost incurred by Bank in respect of premises.
- b) The premises should be a fully constructed one and the landlord should be able to arrange requisite internal modification/additional civil works as per Bank's specification, within maximum 1 month on his/ her own cost. The structural condition of the premises should be satisfactory. any partially constructed premises will not be entertained and will be liable to rejection.
- c) Offered space should be on the ground floor. The approximate carpet area of the premises should be in the range of 1000 sq.ft. to 1100 sq.ft.
- d) The structural condition of premises should be satisfactory and should provide for natural structural safety from hazards like fire, earthquake, theft & collapse. There should be all civic amenities such as adequate sanitary arrangements, water, electricity, Natural light & ventilation etc. Premises should have a fire exit and concrete ramp facility (at least 1 meter wide) for easy access for elderly / divyang people.
- e) Adequate transformer facility (20-25 KW or as may be required) having three phase electric power to the scheduled premises along with an independent electric meter should be provided. All the cost to be borne by the owner(s) and the same will be provided within 15 (fifteen) days from the date of offer letter.
- f) Premises should preferable on the Prime location (main road, main market etc.), which does have potential from Banking Business point of view. There should be adequate parking facility adjacent to premises.
- g) All taxes and cess pertaining to premises at present or in future, i.e. for bank occupied portion, will be borne entirely by the landlord. Bank will "only bear GST on rent "if it is applicable.
- h) Premises should be leased to the Bank preferable for period of 15 years. The enhancement of rent during the lease period would take place after every 5 years.
- i) The landlord should be ready to abide by bank's standard lease terms & conditions and execute deed as per bank's format only.



- j) The carpet area of the premises offered should be in the range as mentioned above. Applicants having larger area than our above requirement must give as undertaking to agree to offer space as per the Bank's requirement. It is further clarified that carpet area shall exclude the following:
- External and internal masonry walls and columns
 - Temporarily covered and enclosed/ unenclosed balconies.
 - Common staircase, passages, lobbies etc.
 - Loft/ Bunk/ Niches under window/ Staircase etc.
 - Outer units of Air Conditioners with cage.
 - Area of toilets/ Pantry.
 - Area provided for Antenna/ RF Tower/ V-SAT/ Generator etc.
- k) The premises must have permission / license for commercial usage and the same has to be submitted with Technical Bid.
- l) Applicant must submit copy of Title Deeds, copy of approved Map from the competent government authority, age & layout of building pillars & location map along with Technical Bid.
- m) The land lord should be agree to carry out necessary civil construction work including the construction of strong Room as per the Bank's specifications (refer Appendix A attached herewith) at his own cost before hand over of the premises to the Bank.
- n) During the currency of the lease period, the landlords have to carry out major repair works if any at their cost. They also shall carryout periodical painting of the premises (once in three years) at their cost. Rolling shutters, Grills and Collapsible / Sliding gate are to be provided by the landlords for the Branch.
- o) Landlords have to carry out flooring works (vitrified tiles), Color schemes for vitrified tiles and painting works will be as per Banks' color scheme and cost of maintenance will be borne by the landlord from time to time.
- p) Two separate toilets for ladies and gents should be constructed by the landlord as per requirement of the Bank inside the proposed premises.
- q) The offer should be made directly by the landlords/ the power attorney holder. Application/ offer submitted by the Brokers on the behalf of the owner will not be accepted.
- r) Premature Termination clause: 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.

Please note that applications received through any mode after 15th March 2024 up to 5.00 pm will be rejected.

The Bank reserves its right to accept or reject any or all the proposals/ without assigning any reason thereof.

No Brokerage will be paid by the Bank. Offers from property dealers/ Brokers/ Intermediates will not be considered.




Zonal Manager
Chandigarh Zone

Appendix A

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 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 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:2100mm, minimum Opening Size: 450mmx450mm, Maximum.

Main Door (to be supplied by the Bank). Installation of the door is to be carried out by the landlords.

Definition of Carpet Area: -

The carpet area would mean 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/ spaces offered.' Guidelines for methods of Measurement are as under:

The area to be excluded while taking measurement of carpet area: -

- Area occupied by external and internal masonry walls, columns or any other members which are integral parts of the original building of the premises;
- Areas of loft / bunk / niches under window;
- Areas of staircases, passages, lobbies, etc., which are common with any other occupant of the building.
- Areas of such staircases, passages, lobbies, etc., which are not common with any other occupant and to be exclusively used by the Bank, but are outside the main usable carpet area;





**ZONAL OFFICE CHANDIGARH
TENDER DOCUMENT**

For

Premises on Lease Basis for New Branch
At **Samalkha**, District Panipat, Haryana

**Technical Bid & Financial Bid
TENDER**

Last date of Quotation **14th March up to 5.00 PM**
AT

BANK OF INDIA ZONAL OFFICE, SCO 76-82, SECTOR 31-A, CHANDIGARH – 160030 PH- 0172 – 2671531, 2655588	BANK OF INDIA PANIPAT BRANCH, G. T. ROAD, PANIPAT, HARYANA - 132103
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E-Mail : Zo.chandigarh@bankofindia.co.in
Chandigarh.asd@bankofindia.co.in

* For any query/ clarification, please contact the above mentioned number/ email ID.

Name of the Firm/ Individual: _____

Address : _____

Phone No. : _____

Mobile No. : _____

E-mail : _____

Part I
TECHNICAL BID

Offer of premises on Lease for your proposed Branch at Samalkha,
District- Panipat, State- Haryana

The Zonal Manager,
Bank of India,
Chandigarh Zone,
Bank of India, Zonal Office, SCO 76-82,
Sector 31 A, Chandigarh -160030

Dear Sir,

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

1. Name of the owner/ owner's :
(Details of All owner's mandatory)

2. Full Address :
All Owners

3. Contact/ Mobile Numbers :
All Owner's

4. Email ID's :

5. Share of each owner, if any :
Under joint ownership

6. Location details :
 - a. Name of the Building
 - b. Number and Street
 - c. Ward/ Area
 - d. District
 - e. State
 - f. PIN Code

7. Building details :
 - a. Plot Area

 - b. Type of Building
(Commercial/ Mixed)

 - c. Type of constructions
(Load bearing/RCC/framed structure)



Classification: Internal

d. Clear floor Height (from floor to ceiling)

e. Rentable Carpet Area offered to Bank

- i. At ground Floor
- ii. At First Floor

f. Total Carpet Area

g. Type of property: - Readily available \ partially constructed \ Row Plot

8. Specification of construction :

- a. Floor
- b. Roof
- c. Walls
- d. Doors & Windows
- e. Are M.S. Grills provided to windows?

9. Availability of Basic Amenities :

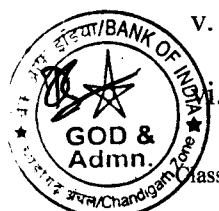
- a. Running water facility available (Y/ N)
- b. Sanitary facilities available (Y/ N)
- c. Separate electric meter / water meter is / will be provided (Y/ N)
Please specify is or will
- d. Parking Facility (Y/ N)
- e. provision for construction of Safe Deposit Vault as per Bank's Guidelines (Y/ N)

10. Others

- a. Details of the occupants of the building
Please furnish floor wise occupation of the tenants
- b. Whether basic electricity facilities adequate in the premises?
(Such as electric meter, wiring, sufficient electric points etc.)
- c. Distance from
 - i. Nearest Bank of India Branch
 - ii. Nearest fire station
 - iii. Nearest Police Station
 - iv. Nearest medical Facility

I / We agree to:

- i. Bear all cost for Construction /alter the premises as per Bank's requirement.
- ii. Bear all the cost and charges for maintenance for premises common area.
- iii. Execute Lease Deed in Bank's standard Lease Deed format.
- iv. Bear all kinds of taxes & cess, present and future in relation to the premises
e.g. Municipal/ non confirming/ misuse/ conversion/ parking charges, cess
etc.
- v. Bear all cost for carrying out the searches/ investigation of the title deed (by
Bank's approved Advocate) and execution and registration of Lease deed.
Lease the premises in favor of Bank for _____ years with provision of



_____ % increase in rent after every 5 years.
(The offer for lease should be for minimum 10 years.)

- vii. Provide the space, permission of the municipality/ concerned authority (at no extra cost and as per Bank's requirement) for installing:
- Antenna/ RF tower/ V-Sat at the roof of the premises (if required) for connectivity.
 - Generator Set at the roof of premises or in the front/ back side/ other side of premises as per Bank's requirement.
 - Outer units of AC's with cage.
 - Adequate free Parking Area for vehicles.
 - Signage Board having maximum visibility as per Bank's guidelines.
- I/We enclose plan of the premises.
 - My/our offer will be valid for next nine months from the date of offer.
 - I/We have clear legal title in respect of the property offered to the Bank.
 - I/ We agree for fixation of rent according to the carpet area concept as referred in tender notice and will not insist on increase of rent/ carpet area in future on the plea that the terms were misinterpreted by me/ us.
 - I/ We have gone through all the terms and conditions of the above mentioned tender/ advertisement and shall abide with the same in case my/ our offer is accepted and approved by the Bank.

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)

Name and Signature(s) of the owner(s)

In case of Joint Ownership, signature(s) of all the owners are mandatory.

Place :

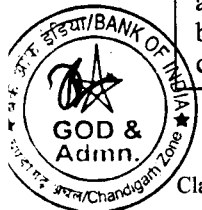
Date :

- _____ S/O, D/O, W/O _____ Signature _____
- _____ S/O, D/O, W/O _____ Signature _____
- _____ S/O, D/O, W/O _____ Signature _____

ENCL: PLAN OF PREMISES, COPY OF PROOF OF OWNERSHIP I.E. TITLE DEED COPY), COPY OF APPROVED MAP FROM THE COMPETENT GOVERNMENT AUTHORITY, AGE & LAYOUT OF BUILDING PILLARS & LOCATION MAP & PHOTO COPY OF PERMISSION FROM APPROPRIATE AUTHORITY FOR COMMERCIAL USES.

Please note to

- Strike out whichever is not applicable
- Strike out whichever is not accepted with reason thereof
- To mention any other terms and conditions (if any)



Classification: Internal

Part II FINANCIAL BID

The Zonal Manager,
Bank of India,
Chandigarh Zone,
Bank of India, Zonal Office, SCO 76-82,
Sector 31-A, Chandigarh -160030

Dear Sir,

Sub: Offer of premises on Lease for your proposed Branch at
Samalkha, District- Panipat, State- Haryana

I/We offer to lease out premises located at _____
_____.

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

Floor	Carpet Area (in sqft.)	Rate per sq. feet(in Rs. only) Round off to nearest rupee	Total Rent
Ground Floor		Rs. _____/- In words:	Rs.

I / We agree to:

- Bear all cost for Construction /alter the premises as per Bank's requirement.
- Bear all the cost and charges for maintenance for premises common area.
- Execute Lease Deed in Bank's standard Lease Deed format.
- Bear all kinds of taxes & cess, present and future in relation to the premises
eg. Municipal/ non confirming/ misuse/ conversion/ parking charges, cess
etc.
- Bear all cost for carrying out the searches/ investigation of the title deed (by
Bank's approved Advocate) and execution and registration of Lease deed.
- Lease the premises in favor of Bank for _____ years with provision of
_____ % increase in rent after every 5 years.
(The offer for lease should be for minimum 10 years.)
- Provide the space, permission of the municipality/ concerned authority (at no
extra cost and as per Bank's requirement) for installing:
 - Antenna/ RF tower/ V-Sat at the roof of the premises (if required) for
connectivity.
 - Generator Set at the roof of premises or in the front/ back side/ other
side of premises as per Bank's requirement.
 - Outer units of AC's with cage.
 - Adequate free Parking Area for vehicles.
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- I/We enclose plan of the premises.
- My/our offer will be valid for next nine months from the date of offer.
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- I/ We agree for fixation of rent according to the carpet area concept as referred in tender notice and will not insist on increase of rent/ carpet area in future on the plea that the terms were misinterpreted by me/ us.
- I/ we have gone through all the terms and conditions of the above mentioned tender/ advertisement and shall abide with the same in case my/ our offer is accepted and approved by the Bank.

Name and Signature(s) of the owner(s)

In case of Joint Ownership, signature(s) of all the owners are mandatory.

Place :

Date :

1. _____ S/O, D/O, W/O _____ Signature _____

2. _____ S/O, D/O, W/O _____ Signature _____

3. _____ S/O, D/O, W/O _____ Signature _____

Please note to

- Strike out whichever is not applicable
- Strike out whichever is not accepted with reason thereof
- To mention any other terms and conditions (if any)

