



**BANK OF BARODA Burdwan Region invites proposals/offers to acquire premises:**

**For Shifting of Panskura Branch** at following address on lease/ rental basis, having carpet area as mentioned below **preferably on Ground floor** only as mentioned under:

Sr. no.	Centre for Branch	District	Carpet Area	Location
1	Jhargram	Jhargram	1400-1600sq ft	Jhargram Town, Near Panch Matha More, Main Road, Jhargram- WB

Preference shall be given to offers from Public Sector Units/ bank's Undertakings and Government Departments.

Location of premises should be nearest from nearest railway / bus station. Premises should be ready for possession / accommodation within a period of 2 months from the date of advertisement.

Offers in two sealed envelopes in conformity with two-bid system should contain the following details.

Envelop No. (1) - Marked "Technical Bid" should contain full technical details viz. location of premises with detailed address, sanctioned plan drawn to scale with completion / occupation certificate, carpet area of portion to be acquired, specification of internal finishes, amenities, car parking facility, distance from railway station etc. No indication as to price aspect be given in "Technical Bid".

Envelop No. (2) - Marked "Financial Bid" Should contain strictly financial details viz: rate per sq. mtr. / sq. ft. on carpet area, details of Municipal taxes and lease expenses etc. Carpet area (as per IS Code 3861 - 2002) shall exclude staircase, corridor & passage, porch, shaft & machine rooms for lifts, air-conditioning duct, loft, built-in wardrobes & shelf, intermediate pillars / columns, partitions & wall and other obstructions, verandahs, balcony, bathrooms and lavatory etc.

Formats for Technical Bid and Financial Bid are given in succeeding pages.

Offers should be valid for minimum period of -120- days from the last date of Submission. No brokerage shall be paid. Both the sealed covers marked as TB & FB super scribing advertisement reference and applicant name & address, be



put in one sealed cover addressed and submitted to **The Asst. General Manager, Bank of Baroda ,Burdwan Regional Office, 54 GT Road, BhangaKhuti, Burdwan – 713101 on or before 29.09.2023 by 16.00 hrs.**

Note:- Landlords' whose premises are going to be selected for our above branches are required to carry out necessary modifications as per Bank's guidelines in their premises at their own cost. These modifications may include construction of RCC Strong Room, Floor tiling, Rolling shutters/ grill gates for main entrance, separate toilets for ladies and gents, doors and grills for other rooms/ windows, three phase connection, increase of power load to 15 KVA etc. Hence, landlords are requested to quote their rates accordingly.

Any decision taken by Bank at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.

Visit [www.bankofbaroda.com/tenders.aspx](http://www.bankofbaroda.com/tenders.aspx) us on

Asst. General Manager

# FORMATS

**TECHNICAL BID**

1.	Name of Owner	:	
2.	Telephone No./ Mobile No.	:	
3.	Complete Address of Site/ Premises Offered	:	
4.	Copy of ownership proof (attach copy)	:	
5.	Floor offered with details of carpet area. Quote to be in Carpet area and not any other area	:	
6.	Year of construction	:	
7.	Whether said property has Municipal Approval for commercial use. (Attach Copy)	:	
8.	Details of sanctioned plan (Copy to be furnished on demand)	:	
9.	Details of completion/ occupation certificate (Copy to be furnished on demand)	:	
10.	Whether the colony is finally approved by Govt. (Submit the proof)	:	
11.	Specifications of internal Finishes	:	
12.	Amenities	:	
13.	Electrical Load	:	
14.	Water Supply Connection	:	
15.	Type of Structure – RCC/ Load Bearing	:	
16.	Parking availability	:	
17.	V-SAT Antenna Space	:	
18.	Distance from Railway/Bus Station	:	

(Signature with date)

**CARE:**

- No indication as to price aspect be given in Technical Bid.
- Technical bid and Financial bid are to be submitted in separate sealed covers marked as TB & FB superscribing advertisement reference, name of the applicant and address of the applicant.
- Both the sealed covers (TB & FB) be put in one sealed cover marked as offer for premises at \_\_\_\_\_

FINANCIAL BID

1.	Full Name of Owner	:	
2.	Location of Premises	:	
3.	Rental rate per sq.ft. of Carpet area. Quote to be In carpet area only and <u>not any other</u> area.	:	
4.	Municipal Taxes. To be borne by landlord invariably	:	
5.	Taxes including revision in future To be borne by Landlord invariably. Please note that Municipal taxes/ cess/ services to be borne by Landlord. Service charges like Society charges, maintenance charges to be borne by the Bank.	:	
6.	Other charges like Society Charges/ Maintenance charges/ Charges for Amenities (Please quantify)	:	
7.	Service Tax on rent (to be borne by whom)	:	
8.	Period of Lease	:	10 Years
9.	Desired enhancement in rent	:	20% after 5 Years
10.	Cost of execution of Lease Deed to be shared in proportion	:	50:50
11.	Interest free rent advance required, if any	:	
12.	Loan amount required for construction/ renovation of premises. If any	:	
13.	Any other condition, if any	:	

The following amenities will be provided in our premises at our own cost:-

- i The strong room size 15X15 ft or 20X10 ft(all walls and roof of 12" thickness and 12mm iron bars enforced) will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank.
- ii A partition wall will be provided inside the strong room segregating safe deposit vault and cashroom.
- iii A lunch room for staff, ATM room and store room will be provided as per the requirement /specification of the Bank/A wash basin will also be provided in the lunch room.
- iv Separate toilets for gents and ladies will be provided.
- v A collapsible gate, rolling shutters with central lock and Ramp facility for Wheelchair access will be provided at the entrance and at any other point which gives direct access to outside. Rolling shutter for ATM room to be provided.
- vi Entire flooring will be of 2'X2' vitrified white/cream colour tiles and walls distempered. Colour painting/ distemping of walls at every 3 years interval.
- vii All windows will be strengthened by grills with glass and mesh doors.
- viii Three phase connection and required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
- ix Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary electric motor of required capacity will be provided.
- x A suitable space for fixing sign boards on the front walls, parking space and space for installing V-SAT antenna on roof of the building will be provided at no extra cost.
- xi Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.
- xii Enhancement in rent will be 10% only and that too after every five years.

Note:- Kindly fill up the rent considering above points which are mandatory. If any of the above are unacceptable to you then kindly do not fill the tender.

(Signature with date)