



**Tender notice**  
**Date:07.06.2024**

**BANK OF BARODA (Ernakulam Zone) invites offers for acquiring premises on lease on the ground floor**

Bank of Baroda, Zonal Office, 4th Floor, M.G.Road Metro Station Complex, M.G.Road Ernakulam 682035 (Phone 0484-2867817/818) invites offers from owners/landlords of ready built premises for

**acquiring premises on lease for opening new Branch at Kollengode, Palakkad District, Thrissur Region (1500-1650 Sqft) on the ground floor (Third Attempt).**

The premises should have clear visibility from Main Road with sufficient space for parking.

Owner should have clear and marketable title, Building User Certificate from Municipal Corporation\Local Panchayat and also permission to use the property for commercial use, clear visibility and sufficient parking facilities for 2W/4W with provision for ramp, on ground floor with Electricity connection of upto 25 KVA of 6C connection with accessibility to terrace and availability of an area as specified with unobstructed space for mounting V-Sat installation. Strong room construction, two separate toilets for ladies and gents, vitrified flooring to be done by landlord.

**The lease period shall be for a minimum period of 10 years with 10% escalation after 5 years.**

Offers are to be submitted under two bid system, i.e. technical bid and financial bid, and is to be submitted in two different envelopes, super scribing **'Technical bid' – offer of acquiring premises on lease for \_\_\_\_\_ Branch and :** **'Financial Bid; - offer of acquiring premises on lease for \_\_\_\_\_ Branch.**

1) **Technical bid (TB)** should contain full technical details viz. Location, with detailed address, plan drawn to scale along with copy of sanctioned plan, buc certificate, carpet area specification of internal finishes, amenities, car parking etc.

**No indication as to price aspect be given in “technical bid”**

2) **Financial bid (FB)** should contain strictly financial details viz. Rate of rental per sq.ft, (as per is code 3861-2002) including municipal taxes etc. The price bid shall contain nothing but price aspect of premises without any conditions. **Carpet area shall be internally finished wall to wall area measurements including all internal partitions, Walls, Columns, Door jams, Balconies, and Kitchen and Pantry but excluding toilet area, Shafts/Ducts, Stilt, Covered/open parking spaces, Lifts, Staircase, Lobbies, Open terraces, Pump, room, Flower Bed, Loft portion, Watchmen/s Chowky, Storage tanks, Chajja, Canopies, Worship places etc. The builders or landlords should strictly quote as per the above carpet area definition.**

**The Technical bid and Financial bid may be enclosed in one separate envelope sealed**



and superscribed as:” Offer for acquiring premises on lease for  
and should be submitted to the following address:-

The Zonal Head,  
Bank of Baroda  
Zonal Office  
4<sup>th</sup> Floor  
M.G.Road Metro Station Complex  
M.G.Road, Ernakulam 682035

- Proforma for offer of premises is attached to this advertisement.
- **Owners who have premises which are ready to occupy or will be ready within 1 month can apply.**
- Vacant land/plot will not be considered.
- Incomplete offers as per guidelines given above, **Shall not be considered**

**Offers are to be submitted on or before 27.06.2024 upto 03.00 P.M. Offers received after the above time and date shall be rejected.** The bank reserves its right to reject all or any offer without assigning any reasons thereof.

For more details, kindly contact on the following number:

Zonal Office-Premises Department-(Phone 0484-2867817/818)  
Regional Office- 0487-2224519/9446899247

Note

Bank will entertain offers of premises from those parties only who have clear and marketable title in the name of the owners, copy of approved plan, and permission to use the property for commercial purposes, issued by the municipal corporation / panchayath and true copies of same are to be submitted with technical bid.

**Tender opening**

Tender bids shall be opened on the same day at the above mentioned address at 3.30 pm in presence of representatives of bidders present. Price/Financial bids of those technically qualified bidders shall be opened at a later date, intimation regarding the same shall be given to all technically qualified bidders. In case of any modification, there will be a corrigendum/addendum which will be available on Bank's website only. There will be no newspaper notification in this regard.

Sd/-

**Zonal Head  
Ernakulam Zone  
07.06.2024**

**PROFORMA OF APPLICATION FORM (Technical Bid)**

1.	<p>Name of the party offering premises Address</p> <p>Telephone number:</p> <p>Mobile Number:</p>	
2.	<p>A) LOCATION OF PREMISES OFFERED:          B) FLOOR          C) Address: BUILDING NAME\NO.          D) ROAD\STREET NAME          E) MUNICIPAL WARD NO.          F) PIN CODE NO.</p>	

	<p>OWNERSHIP PROOF (TO BE ENCLOSED)</p> <p>AREA OF PREMISES; SQ.FEET</p> <p>FACILITIES: 4W/2W PARKING</p> <p>PROVISION FOR RAMP</p> <p>WATER SUPPLY:</p> <p>ELECTRIC SUPPLY: MINIMUM <b>30</b> KVA POWER LOAD (Branch 25KVA and ATM 5KVA) WITH THREE PHASE CONNECTION IS TO BE PROVIDED BY THE LANDLORD</p> <p>TOILET</p>	<p>COPY OF MUNICIPAL TAX RECEIPT\ ELECTRICITY BILL</p>
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	<p>G) BUILDING PLAN SANCTIONED ON (COPY TO BE ENCLOSED)</p> <p>H) BUC CERTIFICATE DATED:(COPY TO BE ENCLOSED)</p> <p>I) PERMISSION FOR COMMERCIAL USE; YES\NO</p> <p>2.TITLE CLEARANCE AVAILABLE: YES\NO</p>	
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SIGNATURE OF OWNER\S:

DATE:

**NOTE: Technical bid and financial bid to be submitted in two separate sealed covers**

**PROFORMA FOR APPLICATION FORM (FINANCIAL BID)**

	<p>1.NAME OF THE OWNER</p> <p>2.ADDRESS</p> <p>3. TELEPHONE NO.</p> <p>4.LOCATION OF PREMISES OFFERED</p> <p>5. CARPET AREA IN SQ.FEET</p> <ul style="list-style-type: none"> <li>• GROUND FLOOR</li> <li>• AMENITIES:</li> </ul>	
	<p>A) RENT PER SQUARE FEET</p> <p>GROUND</p> <p>MAINTENANCE CHARGES, IF ANY:</p>	
	<p>B) LEASE PERIOD: YEARS CERTAIN</p> <p><b>ESCALATION IN RENT AFTER EVERY FIVE YEARS SHALL BE 10%</b></p>	<p>.....10.....years certain</p> <p><b>No other escalation clause is acceptable.</b></p>
2	TAXES	TO BE BORNE BY LANDLORD

3	REPAIRS AND MAINTENANCE;  ALL MAJOR REPAIRS\MAINTENANCE TO BE CARRIED OUT BY THE LANDLORDS	
4	WHITE WASHING AND PAINTING: ONCE IN .....3.....YEARS	<b>TO BE BORNE BY LANDLORD</b>
5	LEASE EXPENSES	<b>50 PERCENT SHALL BE BORNE BY THE LANDLORD</b>
6.	ANY OTHER TERMS AND CONDITIONS  SIGNATURES OF ALL OWNERS DATE:	

We agree to do the following

- a. Execute the lease as per Bank's format
- b. The strong room area will be constructed strictly as per the Bank's/RBI's specifications and size.
- c. Toilets to be constructed by landlord
- d. Provide Rolling shutter, Collapsible gate, Disability ramp at the entrance of the premise
- e. Provide Separate meter for electricity with sufficient sanctioned/connected load per Bank's requirement from KSEB
- f. Provide vitrified tiles for the floor area.
- g. White washing to be done once in 3 years.
- h. Lease deed registration/ stamp duty to be shared 50:50
- i. Agree to provide partition for the ATM/E-Lobby as per RBI specification

I declare that I/we are the sole owners of the property and have the authority to let out the premises.

SIGNATURE OF OWNER\S:

Encl: **Rough sketch of building with ownership proof and layout map showing landmarks to locate the building.**

DATE:



**NOTE: technical bid and financial bid to be submitted in two separate covers**