



बैंक ऑफ बड़ौदा *Bank of Baroda*



OFFER DOCUMENT

FOR

TENDER NOTICE FOR HIRING  
PREMISES FOR HOLIDAY HOME  
AT VADODARA  
GUJARAT

UNDER  
TWO-BID SYSTEM

Issued By:

BANK OF BARODA  
BARODA CITY REGION  
5<sup>TH</sup> FLOOR SURAJ PLZA  
SAYAJIGANJ VADODARA

Tel: 0265-2602807

MOB:- 8155017283

E-Mail: [pe.baroda@bankofbaroda.com](mailto:pe.baroda@bankofbaroda.com)





**HIRING OF PREMISES FOR HOLIDAY HOME AT VADODARA**

**TENDER DETAILS**

Sl No	Description	Details
1.	RFP No and Date	RFP/BZ/BCR/P&E/2024-25/05, dated 06.07.2024
2.	Name of the Office	BANK OF BARODA, BARODA CITY REGION, VADODARA GUJARAT
3.	Brief Description of the RFP	Commercial premises (Hotel) on lease basis from Hotel Owners for Bank of Baroda Holiday Home at Vadodara.
4.	Bank's Address for communication	The Deputy General Manager(Regional head) Bank of Baroda Baroda City Region Suraj Plaza, Sayajiganj Vadodara -390005
5.	Contact Details	Dinesh Pawar Senior Manager, Premises and Equipment Regional Office, Baroda City Region, Vadodara Phone Number : 0265-2602807/8155017283 E mail- pe.baroda@bankofbaroda.com
6.	Date of issue of RFP	<b>06.07.2024</b>
7.	Application Money	Nil
8.	Earnest Money Deposit (Refundable)	NIL
9.	Security Deposit	3% of the yearly contract amount + GST applicable to be kept as Security Deposit by the Successful Bidder.
10.	Pre-bid queries	Participating bidders may submit their queries pertaining to the bid by mail to <a href="mailto:pe.baroda@bankofbaroda.com">pe.baroda@bankofbaroda.com</a> . The queries must reach us before <b>15.07.2024</b> by <b>04:00 PM</b> . Subject of the email should be given as "Pre Bid Queries for Tender -Holiday Home at Vadodara"
11.	Pre-bid meeting	Participating bidders shall be part of pre-bid meeting on <b>15.07.2024</b> at <b>04:00 PM</b> . <b>Venue:</b> Conference hall, Baroda City Region Suraj Plaza-III Sayajiganj Vadodara

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Sl No	Description	Details
12.	Last date and time for submission	<b>26.07.2024 up to 3:00 PM</b> <b>Venue:</b> Bank of Baroda, Baroda City Region, Suraj Plaza III Sayajiganj, Vadodara 390005
13.	Date and time for opening of Technical Bids	<b>26.07.2024 at 04:00 PM</b> <b>Venue:</b> Bank of Baroda, Baroda City Region, Suraj Plaza III Sayajiganj, Vadodara 390005
14.	Mandatory documents to be carried in person on the day of opening Technical Bids	<ol style="list-style-type: none"><li>1. Authorization letter to attend the bid.</li><li>2. ID Proof.</li><li>3. Copy of Power Attorney or Authorization Letter from the competent authority to sign the bid document.</li></ol>

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**Regional Office: Baroda City Region** 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



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**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING OF PREMISES  
FOR THE BANK'S HOLIDAY HOME AT VADODARA**

The Offer document consists of the following:

**TECHNICAL BID (Envelope 1)**

- i) Notice Inviting Offers (NIO)
- ii) Instructions to Offerer's
- iii) Terms & Conditions
- iv) Technical details of the Premises offered

**FINANCIAL BID: (Envelope 2)**

- i) Rate/rental details of the premises offered.

All the above mentioned documents are to be submitted to the bank duly signed by the offerer/s on all pages.

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PREMISES AND EQUIPMENT  
DEPARTMENT, 5<sup>TH</sup> FLOOR SURAJ  
PLAZA-III SAYAJIGANJ, VADODARA -  
390005

Tel: 0265-02602807

E-Mail: pe.baroda@bankofbaroda.com

**NOTICE INVITING OFFERS (NIO) FOR HIRING OF PREMISES**

BANK OF BARODA intends to take Commercial premises (Preferably Hotel) on lease basis from Firms/Hotel/Resort Owners for Holiday Home at VADODARA. Offers are invited under **TWO-BID SYSTEM** as per details given below:

**1. Requirements:**

Accommodation Required	Location	Remarks
04 air conditioned rooms with double beds suitable to accommodate a family or group of up to 4 persons by providing additional beds, pillows and mattress at concessional cost, and with attached bathroom	VADODAR A	<ul style="list-style-type: none"><li>- Premises should be situated at a prominent place with easy accessibility</li><li>- The location of the premises offered should be in a central place of the city or in its vicinity</li><li>- Public Transport services Terminals like Bus Stand, Taxi Stand etc. should be easily accessible</li><li>- Rooms should be properly ventilated with windows for sunshine and fresh air inlet.</li></ul> <p><b><u>Amenities to be necessarily provided by the offerer:</u></b></p> <ul style="list-style-type: none"><li>- Power Backup/Generators</li><li>- Each Room must have a separate entrance</li><li>- Each Room must have an attached Bathroom with fully functional high quality sanitary ware. It must have 24 hour Hot &amp; Cold water facility. It must be fully accessorized with hand &amp; bath towels &amp; all toiletries kits with no extra cost</li><li>- 24 hr Check-in check-out facility.</li><li>- LCD/LED TV in each room with remote controller &amp; DTH / Digital Cable Connection with subscription to</li></ul>



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		<ul style="list-style-type: none"><li>- all major channels</li><li>- In house Catering facility/restaurant</li><li>- Complementary two 1 liter water bottles per day and Purified drinking water availability in the room with no additional cost</li><li>- Round the clock availability of Room Service / House Keeping Staff</li><li>- Parking facility for minimum 4 Four wheelers without any additional cost</li><li>- Complementary Bed Tea/Coffee and Breakfast and national Daily Newspaper</li><li>- Each room must have a double bed, full length wardrobe cabinet, Table with at least 2 chairs and provision for extra bed/s with concessional cost.</li><li>- Lift facility with back up</li><li>- All Rooms should be earmarked with Room numbers preferably in single floor.</li><li>- Free Wi-Fi Facility on request</li><li>- <b><u>TENTATIVE LIST OF SERVICES/AMENITIES REQUIRED IS ATTACHED SEPARATELY IN ANNEXURE-A</u></b></li></ul> <p><u>Preference shall be given to:</u></p> <ul style="list-style-type: none"><li>- Three star and above rated hotels.</li><li>- Premises in vicinity of Tourist attractions of the city.</li><li>- Premises with closed parking facility</li><li>- Decent arrangement for stay of Driver accompanying the staff.</li><li>- Offers with additional facility/amenities (a la carte)</li></ul>
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2. The prospective offerers meeting the above requirement are requested to collect the "Offer Document" from the above mentioned Office OR download from the Bank's Website [www.bankofbaroda.com](http://www.bankofbaroda.com) → Tenders
3. Pre-bid meeting is scheduled on 15.07.2024, at 4:00 PM at the above mentioned office.
4. Duly filled in offers placed in a Sealed Envelope Super- scribed as "**OFFER FOR Holiday Home at Vadodara**" shall be submitted up to **3.00 PM on 26.07.2024** at Bank of Baroda, Baroda City Region, Suraj Plaza III Sayajiganj, Vadodara.



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5. The "Technical Bid" will be opened on the same day at **04:30 PM** (time) at the above Office (Regional Office Baroda City Region) in the presence of bidders or their authorized representatives who may choose to be present.

**No Brokers / Intermediaries shall be entertained. Bank of Baroda reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.**

Further communications, corrigendum, amendments, if any, will be hosted in Bank's website only.

Place: Vadodara  
Date: 06.07.2024

Sd/-  
(Anil Kumar Srivastava  
Deputy General Manager (RH))



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Regional Office: Baroda City Region<sup>5th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



**Instructions to Offerers**

1. The Notice Inviting Offer, Instructions to offerers, Terms & Conditions, Technical details of the premises offered and Financial Bid will form part of the offer to be submitted by the offerer.
2. The offers are to be submitted in Two Bid System i.e., Technical Bid and Financial bid.
3. The Technical Bid consists of all the required information called for in a questionnaire and shall contain, inter alia, the details regarding the property viz., Name & Address of offerer, location, area of the plot, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (Marked Envelope-1) super scribed as "Technical Bid for Hiring of Premises for Bank's Holiday Home at Vadodara." The Name & address of the offerer to be mentioned on the cover without fail.
4. The Financial Bid shall contain **ONLY** financial details i.e., monthly rent on Lump sum basis and other financial implications. The Financial Bids will be placed in a sealed envelope (Marked Envelope -2) and super scribed as "Financial Bid for Hiring of Premises for Bank's Holiday Home at Vadodara". The Name & address of the offerer to be mentioned on the cover without fail.
5. Both the sealed envelopes shall be placed in a bigger sealed envelope super scribed as **"OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT VADODARA"** and submitted at the address given in the Notice Inviting Offers (Bank of Baroda Regional office Baroda City Region VADODARA) on or before the last date and time for submission.
6. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as "LATE" and shall not be considered.
7. Copies of the following documents are to be submitted with Technical Bid in support of the details furnished there in.
  - i. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.,



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- ii. All copies of title deeds.
- iii. Documents related to conversion of land use to Non-agricultural purpose from the competent authority.
8. All columns of the offer documents must be duly filled in and no column should be left blank. All the pages of the offer documents are to be signed by the offerer/authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the bids (Technical and Financial Bids). Any overwriting or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
9. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
10. The offer submitted shall be in compliance to the terms/conditions specified in the offer document. However, any terms in deviation to the terms/conditions specified therein, shall be furnished in a separate sheet marking "list of deviations". Bank reserves the right to accept or reject all or any of the deviations without assigning any reason.
11. Separate offers are to be submitted, if more than one property is offered.
  - i) The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers (Regional Office Baroda City Region VADODARA) in the presence of offerer/s at our above office. Offerer/s is/are advised in his/her/their own interest to be present on that date, at the specified time.
  - ii) The preliminary short-listed offerers will be informed in writing by the Bank for arranging site inspection of the offered premises.
  - iii) After the visit, the Technical Bid will be evaluated on various parameters like location, amenities available, exclusivity, nearby surroundings, proneness to water logging / flood etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex etc., and suitable offers shall be finalized /shortlisted for opening Financial Bid.
  - iv) During the visit all the earmarked rooms floor wise must be made available for inspection by the Bank officials.
12. Canvassing in any form will result in disqualification of the offer.
13. The offer submitted shall remain open for consideration for a minimum period of "120 days" from the date of opening of Technical Bids.
14. Further communication, corrigendum, amendments, if any, will be hosted in Banks website only.



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**15. METHOD OF EVALUATION OF SHORTLISTED OFFERS:**

The bids of short listed offerers will be evaluated on techno-commercial basis giving weightage as detailed below:

- a. Technical Evaluation - 60%
- b. Financial Evaluation - 40%

The Technical Bids of short listed premises shall be evaluated with the following parameters & weightages and the rating will be awarded.

Sl. No.	Parameters	Marks (standard)
1	Distance from desired location.	05
2	Location, Parking, Surrounding and Approach Road (viz., main road, side road, commercial, residential & frontage, visibility etc.)	05
3	Available Valid Star Ratings	05
4	Amenities as mentioned in NIO provided/agreed by applicant along with other such factors beneficial to the bank shall carry weightage. (The right to accept any amenity as "beneficial to the Bank" is reserved with the Bank and its decision shall be binding)	10
5	Common Amenities/other facilities offered (separate Sheet to be attached if required Eg. Availability of Gym, Swimming Pool SPA, indoor games or any other entertainment re creational activities	05
6	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	05
7	Availability of Restaurant and type Catering Facility	5
8	Recommendation/Opinion of Bank's Premises committee	20
Total Marks		60



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Regional Office: Baroda City Region 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



Score will be calculated for all technically qualified for technically qualified firms/hotels using following formula

$$S = (T/T \text{ HIGH} \times 60) + (F \text{ LOW}/F \times 40)$$

Where

S= Score for the firm

T= Technical score of the firm

T= HIGH= Highest Technical Score among the firms

F= Financial Quote as provided by the firm

F low= Lowest quote of F among firms

**The form securing the highest score becomes the successful bidder.**

Financial bids in respect of short listed premises will only be opened and evaluated for 40% weight age. The Lowest quote of financial bid will be treated as the benchmark and allotted with 100% marks (i.e., 40 marks). The marks for other offers shall be arrived at allotting marks in proportion to the rate quoted by them.

The final ranking of the offers will be a total of marks obtained in the technical evaluation and the financial evaluation. An illustrative example is furnished below.

Offerer	Marks for Technical Evaluation (60 marks)	Technical Score	Rate per sft quoted in the Financial Bid	Marks for Financial Evaluation (40 Marks)	Total Marks and position	
1	2	3	4	5	6 = (3+5)	
A	55.00	58.92	50.00	36.00	94.92	Highest score - L1
B	33.00	35.35	45.00	40.00	75.35	L3
C	37.00	39.64	55.00	32.73	72.37	L4
D	56.00	60.00	52.00	34.61	94.61	L2

In above example bidder A with highest score will become the successful bidder

16. Offerers are requested to submit their lowest possible quotes in the Financial Bid as negotiations / discussions will be held only with the L1 arrived as detailed above.
17. The offer should be submitted in prescribed format only. Offer submitted in other



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than prescribed format will be liable for rejection.

18. Bank of Baroda reserves the right to accept any offer or to reject any or all offers at its sole discretion without assigning reasons thereof and does not bind to accept the lowest tender.

Place :

Signature of Offerer/s with seal

Date :



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**Regional Office: Baroda City Region** 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



**Terms and Conditions**

1. Property should be situated in good commercial with congenial surroundings and preferably located at near proximity to public amenities like Bus Stand, Taxi Stand, Banks, Market, Hospitals etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offerer to provide adequate parking space for vehicles of staff availing the holiday home facility. The premises should have good frontage and proper access.
4. **Owners having premises ready to occupy with valid registration and licenses shall apply.** The owners of such premises will have to hand over the possession of premises when requested after acceptance of their offer by the Bank.
5. Offers with good Ambience of rooms, amenities, main location and near to bus stand will be given preference over others. In case the offered rooms are on two different floors or on Upper floor/s, lift facility would be must.
6. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. The title report proving ownership and clear marketability is to be enclosed.
7. Lease agreement for the premises finalized will be entered into with the landlord/s.
8. Minimum period of lease will be for 6 years (3 years of First Block and 3 years of Second Block) with minimum notice period of 1 month for vacation by the Bank. Further, the lease may be extendable for another 6 years as per the discretion of the bank.
9. Payment of rent will be on LUMPSUM basis only (quoted for all 4 rooms and other offered facilities). The rent shall be inclusive of basic rent including all usage charges, consumption charges, maintenance charges plus all taxes / cess present and future - House tax, property tax, Municipal taxes, Maintenance charges and services charges like society charges etc but exclusive of food cost. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly rent. If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.
10. GST at the applicable rates on rental payment shall be borne by the Bank.
11. The rooms are to be exclusively reserved for the Bank's use even when they are not occupied by our employees as we pay the rent for the entire month.
12. 24 Hours room service, Hot water supply, 24 Hours Power Backup etc should be available.
13. The landlords during the currency of the lease shall carryout repairs and maintenance works for the premises and to make the building tenantable and leak proof / water proof as per the requirement. Painting of the premises is to be done once in 3- years.
14. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.



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15. The Bank will not pay any advance rental deposit.
16. Income-tax and Statutory clearances shall be obtained by the Lessor at their own cost as and when required.
17. Income tax on rental payment will be deducted at source (TDS) & TDS on GST at prevailing rate.
18. Offerers, at their cost, have to provide proper adequate space for Bank's Sign Board.
19. Offerers, at their own cost, must provide and maintain, during the entire currency of lease, all the amenities to be necessarily provided, as mentioned in the NIO.

Signature of the offerer/s

Place :  
Date :



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**TECHNICAL DETAILS OF THE PREMISES OFFERED (Envelope 1)**

From:

Sri/Smt/M/s

.....  
.....

Telephone No. (O) .....

(R) .....

Mobile No. ....

E-Mail id .....

To:

The Deputy General Manager  
(RH), Baroda City Region  
VADODARA

Dear Sir,

Sub: Offer of premises on lease for your Holiday Home at VADODARA

In response to your paper advertisement in.....published on..... as well as hosted on your Bank's website, I / We am/are submitting the details of our premises as under:

1.	Name & Address of the Offerer		
2.	Location & Postal address with PIN code of the offered premises		
3.	Rooms offered (Floor-wise)	<b><u>NO. OF ROOMS</u></b>	<b><u>FLOOR</u></b>
4.	Carpet area of rooms offered (sq.ft.)	1. Room No 1: _____ sqft 2. Room No 2: _____ sqft 3. Room No.3: _____ sqft 4. Room No.4: _____ sqft	
5.	BUILDING DETAILS:		
	A) Year of Construction		
	B) Number of floors		



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Regional Office: Baroda City Region 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



	C) Permitted usage (Residential/ Commercial / Institutional / Industrial)		
	D) Common Amenities/other facilities offered(Separate Sheet is to be attached if required)		
	E) Availability of Gym, Swimming Pool, SPA, Indoor games or any other entertainment recreational active		
	F) Type of flooring provided		
	STATUTORY PERMISSIONS:		
6.	A) Whether plans are approved by Local Authorities		
	B) Whether Occupancy certificate is available		
	C) Whether NOC from local authorities is obtained for Commercial usage of the building		
7.	Whether Valid Fire NOC from local authorities obtained and building is compliant with Fire Safety Norms.		
8.	Whether premises is situated on the Main Road (Please indicate the road width)	YES	NO
9.	Whether the premises situated in proximity to bus stand / taxi stand / main market / tourist spt	YES	NO
10.	Whether the surrounding of the premises is clean and hygienic	YES	NO
11.	Whether the premises is ready for occupation		
12.	Please furnish name and contract number of the earlier occupant/s if any		
13.	Whether the premises offered to the Bank is free from encumbrances	YES	NO



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14.	Whether adequate parking space is Available. If "YES" details to be furnished		
15.	If any or all rooms offered are above Ground Floor, whether lift facility is available. If so, number and capacity of the lift provided		
16.	Any other information such as additional facilities offered etc., which the offerer would like to highlight		

Particulars of Accommodations:

- I) I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed.
- II) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for providing and maintaining, without any additional cost to the Bank during the entire tenure of lease, all the necessary amenities mentioned in the NIO.
- III) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for the same and accordingly quoted our rate in the Financial Bid.
- IV) I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Yours faithfully,

Signature of the Offerer/s

Date:

Place:

**\*No indication of Price should be given in "Technical Bid" Failing which offer shall be rejected.**



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**Regional Office: Baroda City Region** 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



**ANNEXURE-A**

**TENTATIVE LIST OF INFRASTRUCTURE & AMENITIES REQUIRED**  
**(TO BE ENSURED BY THE PROSPECTIVE LANDLORD)**

Sr No.	Services/ amenities	Remark
1	Bank's Signboard at the Entrance & visible Location	Yes/ No
2	Emblem on Room doors as desired by BOB	Yes/ No
3	Regular Maintenance/ Up keeping of Rooms	Yes/ No
4	Proper Lighted/ Ventilated Rooms with Good Aesthetics/ Furnishing	Yes/ No
5	Amenities Available in the Rooms	
a	LED TV	Yes/ No
b	Cable/ DTH connection	Yes/ No
c	Hi speed Wi-fi	Yes/ No
d	Cupboard	Yes/ No
e	Mirrors	Yes/ No
f	Double bed (or Two-single beds) with Mattress & Soft Pillows	Yes/ No
g	Clean Bed Cover & Sheets	Yes/ No
h	Clean Pillow Covers	Yes/ No
i	Clean Curtains	Yes/ No
j	Clean Blanket/ Quilt	Yes/ No
k	Sitting Chairs	Yes/ No
l	Writing Table	Yes/ No
m	Mosquito Repellent	Yes/ No
n	Water Jug	Yes/ No
o	4 nos Glasses	Yes/ No
p	Tea, Coffee, Sugar & Salt Sachets	Yes/ No
q	Electric Kettle	Yes/ No
r	Battery operated Room Fresheners	Yes/ No
s	Enough LED lighting, Fans & Exhaust	Yes/ No
6	Amenities in Toilet	
a	Geyser	Yes/ No
b	Bucket & Mug	Yes/ No
c	Shower	Yes/ No
d	Wash Basin with Liquid Soap/ Body Wash, Shampoo, Shower Cap, Moisturizer, Loofah Kit/Shaving kit, Dental Kit, Executive Kit/Laundry	Yes/ No
e	Bath & Face Towels	Yes/ No
f	Sewing Kit/comb/nail filer/baby Crib/Single Lady kit/Hair Oil/Band Aid	Yes/ No
g	Exhaust Fan	Yes/ No
7	Housekeeping	Yes/ No
8	Power Back-up / Generator	Yes/ No
9	Ample Parking space	Yes/ No
10	Restaurant/Catering Facility in premises	Yes/ No



**SIGNATURE OF THE OFFERER/LANDLORD**

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क्षेत्रीय कार्यालय: बड़ौदा शहर क्षेत्र, पांचवा तल, सुरज प्लाज़ा III, सयाजीगंज, बड़ौदा - 390005

Regional Office: Baroda City Region 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



बैंक ऑफ बड़ौदा Bank of Baroda



**FINANCIAL DETAILS OF THE OFFER (Envelope 2)**

(To be submitted in a separate sealed envelope marked as Financial Bid)

From:

Sri/Smt/M/s

.....

.....

.....

Tel (O) :

(R) :

Mobile No. :

E-Mail id :



**SIGNATURE OF THE OFFERER/LANDLORD**

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क्षेत्रीय कार्यालय: बड़ौदा शहर क्षेत्र, पांचवा तल, सूरज प्लाज़ा III, सयाजीगंज, बड़ौदा - 390005  
Regional Office: Baroda City Region 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005



To  
The Deputy General Manager  
BANK OF BARODA,  
Baroda City Region

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at VADODARA

\*\*\*\*\*

In response to your advertisement in ..... published on ..... as well as hosted on your Bank's website, I/We have submitted the details of my/our premises in a separate envelope marked "Technical Bid". I/We am/are submitting the "Financial Bid" agreeing to the following:

1. To offer my/our premises at a Lumpsum amount of Rs..... (Rupees.....) (Excluding GST) per month for 4 rooms for first block of 3 years from the date of handing over possession of the premises, with .....% increase (in rent for the second block of 3 years.
2. The above rate is quoted for the terms and conditions agreed by us in the Technical Bid.
3. This offer is valid for 4 months from the date of opening the "Technical Bid".

Signature of the offerer/s

Place:

Date :



SIGNATURE OF THE OFFERER/LANDLORD

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क्षेत्रीय कार्यालय: बड़ौदा शहर क्षेत्र, पांचवा तल, सूरज प्लाज़ा III, सयाजीगंज, बड़ौदा - 390005

Regional Office: Baroda City Region 5<sup>th</sup> Floor, Suraj Plaza-III, Sayajiganj, Baroda-390005