

PREMISES REQUIRED FOR SHIFTING EXISTING BRANCHES IN ALTERNATE PREMISES

BANK OF BARODA invites proposals/offers in two bid system from owners having clear and marketable titles over land from landlords/power of attorney holders of premises preferably on ground floor for shifting its below mentioned Branches with ATM/E-Lobby on lease/rental basis in Mehsana District:

S. No.	Branch	Area required (Sq. ft.)	Requirement
1	I E Mehsana	1900-2050	Built-up Premises
2	Highway Road, Mehsana	1700-1870	Built-up Premises
3	Chansol	1000-1080	Built-up Premises or open Plot

IMPORTANT DATES

DATE OF INVITING OFFERS – 15-07-2024

LAST DATE FOR SUBMISSION OF OFFERS – 05-08-2024 BY 03.00 PM

Offers are invited from owners only having registered clean title and roof rights only - Premises having ownership interest of minor/s will not be considered. Property Dealers & Brokers need not apply. No brokerage shall be paid.

Premises must be commercial and situated preferably on Ground Floor and should have sufficient parking area in front, Premises must be within 1 km range from current location of branch. NOC from competent authority, if required will be obtained by the owner at their own cost. Premises should be ready for occupation within a period of 3 months.

Owners offering premises of the range of carpet area mentioned above should only apply.

Owners offering the premises to make note of the bank's policy that Municipal taxes and society maintenance charges are to be borne by the landlord.

Landlord has to submit certificate from Development Authority/Nagar Nigam/competent authority for Commercial Use of Building along with approved map.

Owner/s will need to provide 3 phase connection with electrical load of minimum **35 KVA for Branch** as per specifications at owner's cost.

Offers in 2 sealed envelopes in conformity with 2 Bid system should contain the following details.

- **Separate sealed offers for the above Branch/Office are invited in Two Bid System viz. 1. Technical Bid [TB] and 2. Financial Bid [FB] in the attached formats.**
- **Envelop No. (1)- Marked "Technical Bid"** should contain full technical details as per Performa-(A) as attached herewith. It should also contain copy of sanctioned plan,

completion/occupation certificate, carpet area of each portion to be acquired, BU Certificate if available, specification of internal finishes, amenities, car parking, distance from bus/railway station etc. This envelop should be sealed & marked with “**Technical Bid**”. No indication as to price aspect is to be given in “**Technical Bid**” failing which the offer shall be summarily rejected.

- **Envelop No. (2)- Marked “Financial Bid”** should contain strictly financial details as per Performa-(B) as attached herewith. It should contain rate of rental per sq. feet including municipal taxes etc. This envelop should be sealed & marked with “**Financial Bid**”.
- **Envelop no. (3)** - Both the sealed covers (Envelop no. 1 and envelop no. 2) shall be put in one single envelop and sealed duly super scribing “**Offer for premises for _____ Branch, Ahmedabad Zone**” The envelope containing both the bids must be addressed to:
- **ADDRESS:**

To,

**The Assistant General Manager,
Bank of Baroda,
Ground Floor, Devaysa Plaza,
Radhanpur Road,
Mehsana – 384 001
E-mail – pe.mehsana@bankofbaroda.com**

The tender should reach at above address **on or before 05-08-2024 till 3.00 PM.** All covers should contain **Name and address of the bidder.**

Bids received beyond this time and date will not be accepted under any circumstances and will not be conceded.

Corrigendum, if any, shall be published on Bank’s web site only. All bidders are requested to visit Bank’s web site regularly in their own interest till last day of submission of bid.

Technical Bids shall be opened on 05-08-2024 at 3:30 pm for I E Mehsana, 4:00 pm for Highway Road Mehsana and 4:30 pm for Chansol Branch at the above mentioned address.

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. Bank reserves right to accept/reject any offer without assigning any reason.

While filling the tender/quotation forms, please ensure to follow below-mentioned instructions:

- i) Lease period should be minimum 10 years.
- ii) Increase in rent after 5 years will be 10%
- iii) No broker should apply/No brokerage will be paid.
- iv) Only owner should apply in the tender, property shall be in his/her name.
- v) Apply only in Bank’s format. If bid submitted in another format, it will not be considered and rejected.
- vi) All pages should be signed by the bidder.
- vii) Conditional offer shall be rejected.
- viii) Offer by Post shall not be considered.

- ix) The offered building should have clear and marketable title free from encumbrance and permission to use for commercial purpose.
- x) **Definition of Carpet Area : The carpet area would mean the usable carpet area based on net finished wall to wall measurements. The area which are not included in measurement of carpet area are Verandah, Corridor & passage Entrance hall & Porche, Staircase & stair cover, Shaft & machine room for lift, A/C Ducts/ plant room, Shaft for sanitary / water-supply / garbage/ firefighting / electricity / telecommunication / AC, Bathrooms, Lavatories, Stilt, Covered / open parking spaces, Pump Room, Flower Bed, Watchmen/s chowky, Storage Tanks, Chajja, Canopies & Worship Places**
- xi) Lease deed shall be executed in Bank's standard format (Copy enclosed).
- xii) Property tax, Society Charges, Maintenance charges, water charges etc shall be paid by the landlord only.
- xiii) GST will be paid by the Bank (if applicable).
- xiv) Electricity/ Water Bill (if applicable) will be paid by the Bank.
- xv) Copy of title deeds, certificate from Development Authority/Nagar Nigam/competent authority for Commercial Use of Building along with approved map layout of premises to be enclosed
- xvi) Landlords have to construct strong room (as per Bank's specifications) , toilet (Ladies & Gents), pantry ATM/E-Gallery vitrified floor tiles/ any other civil work at their own cost as per requirement at Bank within stipulated period. Proposed strong Room in I E Mehsana Branch & Highway Road branch is 250-350 sq ft carpet area as per Bank's Specification.
- xvii) To provide sufficient space on the roof/ terrace of the building for installation of V-Sat/ Radio frequency tower etc as per requirement of Bank at their cost.
- xviii) Landlords have to arrange 3 phase electric connection with minimum electrical load 35 KVA for Branch on their own cost.
- xix) Fill up all the information asked for, in the enclosed form itself.
- xx) Do not quote rate anywhere in part I of the form. No indication of price shall be mentioned on the technical bid format.
- xxi) Should have regular water connection/supply and dedicated water storage facility

Offer for Premises of _____ Branch
 Performa - A
 Technical Bid (Envelope - 1)

1.	Name of Owner	
2.	Telephone/Mobile No	
3.	Complete Address of Site /Premises Offered	
4.	Copy of Ownership Proof (Attach Copy)	
5.	Area offered on Ground Floor (carpet area) Quote to be in Carpet area and not any other area <u>(must be within range given in advertisement)</u>	_____ Sq.ft.
6.	Year of Construction	
7.	Whether the said property has Municipal Approval for Commercial use. (Attach Copy). *[Agricultural land should not be offered without change of land use as per Ahmedabad land Acts.]	
8.	Details of Sanction Plan (Copy to be furnished on demand)	
9.	Details of Completion/Occupation (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.	<p>I agree to do the following:</p> <ul style="list-style-type: none"> a) Execute the lease as per Bank's format at 50:50 sharing basis. b) To obtain Title Clearance Report of the property from banks empanelled advocate at own cost. c) To provide parking space for Bank Staff members/customers by properly demarcating the area and space for VRF/Generators facility. d) To provide rooftop space for installation of VSAT Antenna/Pole/Tower for network connectivity. e) Provide Ramp facility as per Bank's guidelines f) Provide sewerage facility g) Provide minimum of 2 toilets for ladies and gents separately h) During the pendency of lease, Bank has got the option to vacate the premises by giving three months' notice i) Provide separate meter for electricity with sufficient load as per Bank's requirement. j) Provide water facility with meter. k) To construct strong room as per Bank's guidelines at my own expenses. 	

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

Date:

Signature(s)

NOTE: Carpet Area (as per IS Code 3861 - 2002) shall exclude staircase, corridor, passage, porch, shaft, machine rooms (for lifts, air-conditioning, duct. Loft etc), Built in wardrobes & shelf, intermediate pillars / columns, partitions & walls and other obstruction verandahs, balcony, bathroom and lavatory etc.

Offer for Premises of _____ Branch
Performa B
FINANCIAL BID (Envelope - 2)

S. No.	Particulars	Details
1	Name of the Property Owner/s	
2	Location of premises	
3	Telephone / Mobile No	
4	Address of premises offered	
5	Rental Rate per Sq. ft. of carpet Area. Quote to be in carpet area only and not any other area. Rent will be inclusive of all taxes.	Rs. _____ Per Sq. ft per month
6	Taxes including revision in future to be borne by landlord invariably. <i>Please note that Municipal taxes / cess / services to be borne by Landlord.</i> Service charges to the borne by the Bank.	To be borne by property owner
7	Maintenance Charges including revision in future to be borne by landlord invariably.	To be borne by property owner
8	Service Tax / GST, if any to be borne by whom	By Bank
9	Lease Period (minimum 10 years)	
10	Enhancement in rent desired after 5 years (%) <u>(up to maximum limit of 10% after 5 years)</u>	
11	Lease Deed Execution expenses including Advocate fee to be shared in	50:50 ratio

12	Interest Free Deposit (Advance Rent) desired, if any (Maximum 3 rent)	
13	Loan Requirement for above purpose, if any	

Signature of Owner

Date:

NOTE: Carpet Area (as per IS Code 3861 – 2002) shall exclude staircase, corridor, passage, porch, shaft, machine rooms (for lifts, air-conditioning, duct. Loft etc), Built in wardrobes & shelf, intermediate pillars / columns, partitions & walls and other obstruction verandahs, balcony, bathroom and lavatory etc.