

TENDER REF: BOB: RO:CMR:PE:SB:02:2024

DATE: 24/07/2024

**REGIONAL OFFICE – CHENNAI METRO REGION  
SECOND FLOOR,  
NO.10, C.P.RAMASWAMY ROAD  
ALWARPET, CHENNAI**

**NOTICE INVITING TENDER**

BANK OF BARODA, Regional Office, Chennai Metro Region invites proposals / offers in two bid system from landlords having clear and marketable titles over land and built-up property, having carpet area approximately of 2000 - 2300 sq.ft variance in and around 2 Kms from the existing branch premises on Ground floor (GF) for acquiring premises for shifting of our Indira Nagar Branch with all facilities including adequate power in Chennai Metro Region. The premises required will be on lease/rental basis.

Preference shall be given to offers from Public Sector Units / Bank's / Undertakings and Government Departments. Premises should be ready for possession in all aspects, or likely to be ready for occupation from the date of fixing the premises.

The landlord has to ensure the following:

- Premises should be exclusively ground floor.
- Landlord should have clear title over the property. Landlords with clear, unencumbered, free of any litigations and marketable titles towards their property only need to apply directly
- Approved layout plan from the competent authority. CC, OC, Documentation regarding NOC for commercial use for proposed premises shall be submitted.
- Building should be approved for commercial purpose and necessary approvals should be available.
- Construction of toilet as per bank's requirement should be provided by the landlords at their cost complete in all respect including civil, plumbing, fittings etc., as per the requirement of the bank.
- Adequate place for providing DG set and installation of V-SAT, communication and network equipments etc., shall be provided by the landlords.
- Proposed premises should have sufficient parking space
- Adequate electricity 3 phase power (Approximately 15 KW) with sufficient load as per Bank's present and further future requirement if any, should be provided by the landlord at their own cost.
- Wall putty (Luppam) finishing with Bank prescribed Color for internal walls/pillars and Vitrified tiles (Euro Make Ivory shade) flooring shall be done by the landlord as per requirement of the Bank at their own cost.
- Enamel Painting to the main Shutters as per Bank's requirement shall be provided by the landlords at their own cost.
- Lease deed to be executed as per Bank's format only and the same has to be registered by sharing the expenditure in between the Bank and the landlord on 50:50 basis.
- Landlord shall provide rolling shutter with central floor embedded lock besides side locks and a collapsible gate at his own cost.

- Rent will be paid on the carpet area (i.e. Built up area minus area occupied by passages, pillars, stair case, toilets, etc., as defined in IS 3861-2002 Code), after measuring carpet area by the Architect in presence of bank officials and the Landlord.
- Landlords should be agreeable for carrying out required civil works, alterations in the premises with due approval from the competent authorities at the cost of the landlord as per Banks requirements.
- Successful Vendor/Service Provider/Supplier/Consultant/Contractor, who will be selected according to the service/work/project for which the proposal or quotation is invited shall comply with the Bank's Code of Ethics which is available on the Bank's website>Shareholder's Corner> Policies/Codes> Our Code of Ethics and a clause to this effect shall be included in the agreement/contract.
- Bank does not entertain offers from middlemen or brokers.

Interested parties may submit offers in two sealed separate envelopes in conformity with two-bid system viz. (1) Technical Bid and (2) Financial Bid (FB) latest by **13/08/2024** up to **3.00 p.m.** containing the following details:

**Envelop No. (1) "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) "Financial Bid"** should contain strictly financial details viz: rate per sq. mt. / 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.

Offers should be valid for minimum period of -120- days from date of submission. Financial bids of technically qualified offer only will be opened for Price Evaluation. Technically not qualified offerer's financial bids will not be opened for the consideration.

No brokerage shall be paid.

Both the sealed covers marked as **"Technical Bid"** & **"Financial Bid"** super scribing advertisement reference and applicant name & address be put in one sealed cover addressed and submitted to

**The Deputy General Manager & Regional Head  
Bank of Baroda, Regional Office,  
2<sup>nd</sup> Floor, No 10, C.P.RAMASWAMY ROAD,  
ALWARPET, CHENNAI-600018.**

Interested tenderers may be present at the time of opening at their own cost and there will be no separate communication shall be given to the tenderers while opening tenders)

Any decision taken by the 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. At any point of time, Bank has the right to accept or reject any bids without giving any reasons”

Please note that any changes or modifications in the tender terms and conditions will be published in Bank’s website only. No paper advertisement will be given. Hence, bidders are requested to always check the website for any addendums. Offers received without incorporating modifications advised by Bank and received after the specified date shall be liable for rejection.

DEPUTY GENERAL MANAGER & REGIONAL HEAD  
REGIONAL OFFICE, CHENNAI METRO REGION

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