

बैंक ऑफ़ बड़ौदा
बड़ौदा अंचल
सूरत शहर II क्षेत्र
दूसरा तल, बड़ौदा सन कॉम्प्लेक्स
घोड दौड़ रोड
सूरत-395007

**BANK OF BARODA
BARODA ZONE
SURAT CITY II REGION ,
2nd Floor, BARODA SUN COMPLEX
GHOD DOD ROAD
SURAT – 395007**



बैंक ऑफ़ बड़ौदा Bank of Baroda

बैंक ऑफ़ बड़ौदा
सुविधा प्रबंधन विभाग
दूसरा तल, सूरत शहर II क्षेत्र
बड़ौदा सन कॉम्प्लेक्स
घोड दौड़ रोड
सूरत-395007

**BANK OF BARODA
FACILITIES MANAGEMENT DEPARTMENT
2nd Floor, SURAT CITY II REGION
BARODA SUN COMPLEX
GHOD DOD ROAD
SURAT – 395007**

लीज पर परिसर की आवश्यकता के लिए निविदा आमंत्रित करने की सूचना
NOTICE INVITING TENDER FOR REQUIREMENT OF PREMISES ON LEASE

The Bank of Baroda invites offers in two bid systems from the Owners or POA holders having clear and marketable title over land and built-up property preferably on the **Ground Floor** only having carpet area 1000-1080 sq.ft. for Shifting of our Existing Rural Branch – “KUNDIYANA” Branch, 394550 with all facilities including adequate power supply at below mentioned location on a lease/rental basis:

| क्र सं Sl. No. | शाखा का नाम Name of Branch | अधिमानत: स्थान Preferable location | आवश्यक क्षेत्र वर्ग फुट में Carpet area required in Sq.ft. |
|---|-------------------------------|---|---|
| 1. | “KUNDIYANA” Branch, Surat | Preferably on Ground Floor In and around the Prominent Place/Main Road of our branch. अधिमानत: भूतल पर हमारी शाखा के आसपास प्रमुख स्थान/मुख्य रोड पर | 1000 – 1080 Sq.ft |
| Note: <ul style="list-style-type: none">➤ Offers are invited from owners/POA Holders only having registered clean title and roof rights only - Premises having an ownership interest of minor/s will not be considered. Property Dealers & Brokers need not apply. No brokerage shall be paid.➤ Premises preferably situated on Ground Floor and should have sufficient parking area in front & with proper frontage visibility. | | | |

Interested parties may please note as under :-

- 1) Premise should be on the main road preferably.
- 2) Premises should preferably be newly constructed with all amenities like, parking facility, lift facility, 24-hour water & power supply etc.
- 3) Electricity and Water supply should be available round the clock.
- 4) Premises should have proper drainage connection/sewage system and washroom for ladies and gents separately.
- 5) Vitrified flooring tiles (as per the Bank’s requirements) required for offered premises.
- 6) The owner/s shall provide a rolling shutter with a central floor embedded with central lock and side locks and a collapsible gates at all required places as per banks requirement at their own cost. Enamel Painting to the main Shutters/Grill shall be done by the owners at their own cost as per the bank's requirement.
- 7) All windows are to be provided with iron grills.
- 8) To provide proper space on the roof/ terrace of the building for the installation of a V-Sat, Radio-frequency tower etc as per the requirement of the Bank at the landlord’s cost.
- 9) A separate electric meter with a three-phase connection for the offered premise for the branch to be provided by the landlord as per the bank’s required load.

10) - Safe Deposit Vault (Strong Room) and Ramp Facility to be constructed by the landlord as per the bank's norms within the stipulated period at their own cost.

- सुरक्षित जमा तिजोरी (स्ट्रॉंग रूम) और रैंप सुविधा का निर्माण मकान मालिक को बैंक के मानदंडों के अनुसार निर्धारित अवधि के भीतर अपनी लागत पर करना होगा।

11) Structural Constructions/ Changes to be done by the landlord/'s at their Own Cost as per bank requirement as and when required by bank during the lease tenure.

12) Wall putty finishing with the Bank's prescribed colour for internal walls/pillars every 2-3 years.

13) Premises should have regular water connection/supply and a dedicated water storage facility.

14) All Civil Construction is to be done by the landlord at their own cost as per the bank's norms/bank's requirement whenever arises.

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

1) The lease period should be a minimum of 10 years certain and 5 years option.

2) The increase in rent after Every 5 years will be 10% (Maximum).

3) No broker should apply.

4) Only the owner/POA Holder should apply in the tender, property shall be in his/her name or have POA Rights.

5) Apply only in the Bank's format. If a bid is submitted in another format, it will not be considered and rejected.

6) All pages should be signed by the bidder.

7) CONDITIONAL OFFER shall be rejected.

8) The offered building should have a clear and marketable title free from encumbrance and permission to use for commercial purposes.

9) **Definition of Carpet Area:** The carpet area would mean the usable carpet area based on net finished wall-to-wall measurements. The areas that are **not included** in the measurement of carpet area are Bathrooms, Verandah, Corridor & passage Entrance hall & Porche, Lavatories, Staircase & stair cover, Shaft & machine room for lift, A/C Ducts/ plant room, Shaft for sanitary / water-supply / garbage/firefighting/electricity/telecommunication / AC, Stilt, Covered / open parking spaces, Pump Room, Flower Bed, Watchmen/s Chowky, Storage Tanks, Chajja, Canopies & Worship Places.

10) The lease deed shall be executed in the Bank's standard format.

11) Current & Future Property taxes, Other Taxes if any, Society charges, Maintenance charges, Water charges etc shall be paid by the Landlord ONLY.

12) Only GST on rent will be paid by the Bank.

13) The Electricity Bill will be paid by the Bank on provided separate meter connection only.

14) 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.

15) Landlord to Obtain Title Clearance Report (TCR) of the property from banks empanelled advocate at their own cost as and when required by the Bank.

16) Interest-free deposit will be a maximum of 3 months Monthly rent excluding GST.

17) Landlord and bank will share the initial lease deed stamp duty expenses in a 50:50 ratio. In the event of a change of ownership due to a sale or any other reason during the lease tenure, a new lease is to be executed and the overall (100%) expenses to be borne by the landlord only and Landlord should ensure that new owner would abide all the terms and conditions of Bank of Baroda.

Other Terms and Conditions:

- Preference shall be given to offers from Public Sector Units / Banks / Undertakings and Government Departments.
- सार्वजनिक क्षेत्र की इकाइयों/बैंकों/उपक्रमों और सरकारी विभागों के प्रस्तावों को वरीयता दी जाएगी.
- कब्जे के लिए तैयार परिसर को प्राथमिकता दी जाएगी.
- Ready premises will be preferred for occupation.
- Owners of premises ready for occupancy or will be ready within a 1 month's time can only apply.
- **Incomplete offers are liable to be rejected.**
- Approved Layout Plan from the competent authority, CC, OC, Documentation regarding NOC for commercial use for proposed premises shall be submitted by the bidder along with the bid.
- The building plan of the premises offered for rent/lease should be approved for commercial purposes. Commercial license of the said premises should be available with required approvals viz., CC (completion certificate), OC (occupation certificate), Fire Safety Certificate & etc.
- दो-बोली प्रणाली के अनुरूप दो सीलबंद लिफाफों में प्रस्तावों में निम्नलिखित विवरण शामिल होने चाहिए:
- Offers in two sealed Envelopes in conformity with two-bid system should contain the following details :
 - लिफाफा संख्या (1) - "तकनीकी बोली" के रूप में चिह्नित: - इसमें पूर्ण तकनीकी विवरण, अर्थात् पूर्ण पते सहित परिसर का स्थान, पूर्णता / व्यवसाय प्रमाण पत्र के साथ रेखांकित योजना, अधिग्रहीत किए जाने वाले प्रत्येक हिस्से का कार्पेट एरिया, आंतरिक फिनिशिंग की विशिष्टताएँ, सुविधाएँ, कार पार्किंग सुविधा, रेलवे स्टेशन से दूरी, होना चाहिए. "तकनीकी बोली" में मूल्य पहलू संबंधी कोई संकेत नहीं दिया जाना चाहिए.
 - Envelope No. (1) - Marked "Technical Bid" :- should contain full technical details viz. location of premises with detailed address, plan drawn to scale with completion / occupation certificate, carpet area of each portion to be acquired, specification of internal finishes, amenities, car parking facility, distance from railway station. No indication as to price aspect be given in "Technical Bid."
 - लिफाफा संख्या (2) चिह्नित "वित्तीय बोली" में कड़ाई से वित्तीय विवरण अर्थात् कार्पेट एरिया पर प्रति वर्ग मीटर / **वर्ग फुट** के अनुरूप दर, नगर निगम के करों और लीज व्यय आदि का विवरण, कारपेट एरिया (आईएस कोड 3861-2002 के अनुसार) में सीढ़ी, गलियारा और मार्ग, लिफ्ट के लिए पोर्च, शाफ्ट और मशीन रूम, एयर कंडीशनिंग डक्ट, मचान, अंतर्निर्मित वार्डरोब एवं शेल्फ, मध्यवर्ती खंभे / स्तंभ, विभाजन तथा दीवार और अन्य अवरोध, बरामदा, बालकनी, शौचालय आदि का विवरण हों.
 - Envelope No. (2) Marked "Financial Bid" Should contain strictly financial details viz. Rates 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** bathroom, lavatory, staircase, corridor and passage, porch, shaft and machine rooms for lifts, air-conditioning duct, loft, built-in wardrobes & shelf, intermediate pillars/columns, partitions & wall and other obstructions, verandahs, balcony etc.

➤ Offers should be valid for a minimum period of -120- days from the last date of submission. No brokerage shall be paid. Both the sealed covers marked as Technical Bid & Price Bid superscribing advertisement reference (offer for alternate premises for KUNDIYANA Branch, Surat) and applicant name & address be put in one single envelope and sealed duly super scribing "Offer for alternate premises for 'KUNDIYANA' Branch, Surat City Region-2" The envelope containing both the bids must be addressed to: The Regional Head, Bank of Baroda, Surat City-II Region, 2nd Floor, Ghod Dod Road, Surat – 395007, Ph. No. – 0261 – 2294203 on or before 04.12.2024 by 05.00 PM. It should also bear the Name, Address and Telephone No. of the offeror.

➤ ऑफर जमा करने की अंतिम तिथि से कम से कम -120 दिनों की अवधि के लिए वैध होना चाहिए। कोई दलाली का भुगतान नहीं किया जाएगा। तकनीकी बोली और मूल्य बोली के रूप में चिह्नित दोनों सीलबंद लिफाफों पर विज्ञापन संदर्भ (कुंदियाना शाखा, सूरत के लिए वैकल्पिक परिसर के लिए प्रस्ताव) और आवेदक का नाम और पता लिखकर एक ही लिफाफे में रखा जाना चाहिए और "कुंदियाना" के लिए वैकल्पिक परिसर के लिए प्रस्ताव" लिखकर विधिवत सीलबंद किया जाना चाहिए। शाखा, सूरत शहर क्षेत्र-2". दोनों बोलियों वाला लिफाफा इस पते पर लिखा होना चाहिए: क्षेत्रीय प्रमुख, बैंक ऑफ बड़ौदा, सूरत सिटी-द्वितीय क्षेत्र, दूसरी मंजिल, घोड डोड रोड, सूरत - 395007, फोन नंबर - 0261 - 2294203 , 04.12.2024 को या उससे पहले अपराह्न 05.00 बजे तक. इसमें प्रस्तावक का नाम, पता और टेलीफोन नंबर भी होना चाहिए।

➤ Last date & time of submission of the tender is 04.12.2024 till 05.00 PM.

➤ निविदा जमा करने की अंतिम तिथि एवं समय 04.12.2024 अपराह्न 05.00 बजे तक है।

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

➤ Corrigendum/Addendum, if any, shall be published on the Bank's website only. All bidders are requested to visit the Bank's website regularly in their own interest till the last day of submission of the bid.

➤ शुद्धिपत्र/परिशिष्ट, यदि कोई हो, केवल बैंक की वेबसाइट पर प्रकाशित किया जाएगा। सभी बोलीदाताओं से अनुरोध है कि वे बोली जमा करने के अंतिम दिन तक अपने हित में नियमित रूप से बैंक की वेबसाइट देखें।

➤ तकनीकी बोलियां 04.12.2024 को अपराह्न 05.30 बजे बैंक ऑफ बड़ौदा, सूरत सिटी-द्वितीय क्षेत्र, दूसरी मंजिल, घोड डोड रोड, सूरत - 395007 में खोली जाएंगी।

➤ Technical Bids shall be opened on 04.12.2024 at 05.30 PM at Bank of Baroda, Surat City-II Region, 2nd Floor, Ghod Dod Road, Surat – 395007.

➤ Bidder to provide approved Layout Plan from the competent authority, Completion Certificate, Occupancy certificate, Documentation regarding NOC for commercial use for proposed premises.

➤ बैंक बिना कोई कारण बताए सभी या किसी एक प्रस्ताव को अस्वीकार करने का अधिकार सुरक्षित रखता है।

➤ The Bank reserves its right to reject all or any one offer without assigning any reasons thereof.

यदि आप उपरोक्त सभी विवरणों से सहमत हैं, तभी कृपया बोली के लिए आवेदन करें।

If you agree with all aforementioned particulars, then only apply for the bid Please.

इस प्रक्रिया के संबंध में किसी भी समय बैंक द्वारा लिया गया कोई भी निर्णय अंतिम एवं निर्णायक होगा तथा इस संबंध में किसी भी पक्ष के किसी भी दावे या विवाद पर विचार नहीं किया जाएगा.

Any decision taken by the Bank at any point of time in connection with this process shall be final and conclusive and claim/dispute from any quarter in that regard shall not be entertained.

दिनांक/Date: **14.11.2024**

स्थान/Place: Surat.

क्षेत्रीय प्रमुख/Regional Head

सूरत शहर क्षेत्र/Surat City-II Region