

## NOTICE INVITING OFFER

Bank of Baroda, Kheda Region invites sealed proposals/offers in two bid system, from owners/Builders/Developers having clear and marketable titles over land and built-up property, to acquire premises for shifting of its **Dabhan Branch** (District: Kheda, Gujarat) on lease basis, having **Carpet area** of approximately **1180 Sq Ft to 1330 Sq Ft (Branch: 1000 sq. ft., E-lobby/ATM: 80 sq. ft., SDV: 100-250 sq. ft.) at Dabhan, Dist. Kheda, Gujarat.**

Preference shall be given to offers from Public Sector Units/Banks/Undertaking and Government Departments.

Premises or open plots should be on market/city area and preferably on **GROUND FLOOR** with following infrastructure:

1. **RCC Locker & Strong Room**, Banking hall, Record room, ATM room, Server room, Pantry.
2. **3-phase 35 KW/adequate power supply connection.**
3. Around 6ft x 6ft space on terrace to install VSAT antenna, Radio Mast Pole antenna etc.
4. Vitrified Flooring, separate toilets for ladies & gents and staff room having full height glazed tiles.
5. Rolling shutters, glass door and collapsible grill gate to the main entrance and heavy steel grill on each window with ivory colour.
6. Water connection/facility with separate water tank & preference for parking facility.

- **Offers invited from owners having registered clean title and roof rights only - premises having ownership interest of minor/s will not be considered. Property Dealers and Brokers need not apply. No brokerage shall be paid.**
- Premises must be commercial and should have sufficient parking area. NOC from competent authority, if required will be obtained by the owner at their own cost.
- **Landlord has to submit certificate from Development Authority / Nagar Palika / Competent Authority for commercial use of Building along with approved map.**
- **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 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 Proforma-(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"**.
- Both the sealed covers shall be put in one single envelop and sealed duly super scribing **"Offer for premises for Dabhan Branch, Kheda Region"** The envelope containing both the bids must be addressed to:
- **ADDRESS:**

To,  
**The Regional Manager,  
Bank of Baroda,  
Regional Office,  
2nd Floor, The Emperor,  
Uttarsanda Road, Nadiad - 387001**

- Owners having premises ready to occupy or will be ready within about 1 month or open plot that will be ready within 3-6 months can only apply.
- Incomplete offers are liable to be rejected.

- Offer shall be valid for minimum period of 120 days from the last date of submission.
- No brokerage shall be paid.
- All the owners have to sign on Technical/Price Bid.

**Tender start date is 15.11.2024.** The last date of submission is **28.11.2024 up to 3:00 PM**. Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on **28.11.2024 at 4:30 PM** at the above referred address in the presence of the representatives of the bidders. No separate intimation shall be sent to the bidders for their presence at the time of opening of technical bid. Only one representative shall be allowed to be present during the opening of the bid. The representative should have valid ID proof/authority letter. The Price bid of only those bidders shall be opened who are found to be technically suitable/shortlisted. Date of opening of Price bid shall be informed separately. Bank shall have the right to cross verify and ascertain all the information submitted before short listing the premises.

**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 its right to accept or reject any/all the applications/offers without assigning any reason whatsoever.**

**Regional Manager  
Bank of Baroda,  
Regional Office,  
Kheda Region,  
Ph: 0268 2520220, 2520225, 2520224, ext: 122  
Email: pe.kheda@bankofbaroda.co.in  
Date: 15.11.2024**

નીચે મુજબ ની કામગીરી મકાન માલિક કબજો આપતા પહેલા કરી આપવાની રહેશે.

- બેંક માટે નક્કી કરેલા મકાન માં જરૂરીયાત મુજબ ફેરફારો તેમજ રાંગરોગાન મકાન માલિક પોતાના ખર્ચે કરી આપવાના રહેશે.
- બેંક ની તિજોરી તથા લોકર રાખવા માટે આર.સી.સી. સ્ટ્રોંગ રૂમ તથા કરંસી ચેસ્ટ બેંક ના નિયમ મુજબ મકાન માલિક પોતાના ખર્ચે બનાવી આપવાનું રહેશે. તિજોરી અને લોકર ને અલગ કરતી દીવાલ કોલેપ્સીબલ ગેટ/દરવાજા સાથે બનાવી આપવાની રહેશે. સ્ટ્રોંગ રૂમ નો દરવાજો તથા વેન્ટિલેટર બેંક ધ્વારા આપવામાં આવશે.
- બેંક ની જરૂરીયાત મુજબ સ્ટાફ રૂમ (પેટ્રી રૂમ -ગ્રેનાઈટ પ્લેટફોર્મ, વોશ-બેસીન, અરીસો તેમજ ફુલ-વોલ ટાઈલ્સ સાથે) તથા સ્ટોર રૂમ બનાવી આપવાનો રહેશે.
- મકાન ની તમામ બારી માં હેવી ગ્રીલ, એલ્યુમીનીયમ સ્ટુલાઈડીંગ શટર સાથે ફીટ કરી આપવાની જવાબદારી મકાન માલિક ની રહેશે.
- પ્રવેશ દરવાજા આગળ રોલિંગ શટર તથા હેવી કોલેપ્સીબલ ગ્રીલ ગેટ આપવાની જવાબદારી મકાન માલિક ની રહેશે.
- લેડીઝ તથા જેટ્સ માટે અલગ અલગ સંડાશ અને મુતરડી, વોશ બેઝીન, મીરર, ફુલ ગ્લેઝડ ટાઈલ્સ સાથે બનાવી આપવાના રહેશે.
- આઈવરી ક્લરની ૨ X ૨ ચોકૂટના માપની સારી ક્વોલિટીની વીટ્રીફાઈડ ટાઈલ્સ નાં ભોઈતળીયુ કરી આપવાનું રહેશે.
- 25 કિલો વોટની ક્ષમતાનાં શ્રી ફેઈઝ વીજ જોડાણ કરી આપવું. આ માટે જરૂરી ડીપોઝીટ, કનેક્શન માટે નો અન્ય તમામ ખર્ચ મકાન માલિકે ભોગવવાનો રહેશે.
- વીજળી/પાણી માટે જરૂર મુજબ ના પોઈન્ટ મૂકી આપવાના રહેશે. અલવરત પાણીની સપ્લાય આપવાની જવાબદારી મકાન માલિકની રહેશે. બેંકની જરૂરીયાત મુજબનો ઓવરહેડ પાણીનો ટાંકો તેમજ ઇલેક્ટ્રિક મોટર આપવાની જવાબદારી મકાન માલિક ની રહેશે.
- અગાથી ઉપર ડીસ/એટેના મુકવા અંદાજે 6x6 ચોકૂટ જગ્યાની વ્યવસ્થા કરી આપવાની જવાબદારી મકાન માલિક ની રહેશે. આ પેટે અલગ ભાડુ આપવામાં આવશે નહીં.
- મકાન ભાડુ કાપેટ એરિયા નુ આપવામાં આવશે. કાપેટ એરિયા એટલે સીડી, સીડી રૂમ, છજ્જા, માળીયા, છીતરી, વીચરણી, ઓપન ટુ સ્કાય , પોર્ચ , સંડાશ, મુતરડી વગેરે સિવાય નો વિસ્તાર.

ઉપરોક્ત તમામ બાબતો ની વિગતવાર ચર્ચા મારી સાથે કરવામાં આવી છે અને મને કબુલ મંજૂર છે. જેની ખાતરી બદલ નીચે રાજીખુશી થી સહી કરી આપુ છું.

તા :

સહી \_\_\_\_\_

(મકાન માલિક /માલિકો ની સહી)

To,  
The Regional Manager,  
Bank of Baroda,  
Regional Office,  
2nd Floor, The Emperor,  
Uttarsanda Road,  
Nadiad - 387001

Sir,

**Sub: Application to give the premises on lease for your Branch/office.**

1. I / We have read and understood the notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according to the Proforma.
2. I / We further understand that selection of premises will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same.
3. I / We do hereby declare that the information furnished in the Proforma (A) & (B) and in the supplementary sheets is correct to the best of my / our knowledge and belief.
4. I/we agree that the decision of Bank of Baroda in selection of L-1 bidder will be final and binding to me/us.
5. Offer will be valid for minimum period of -180- days from the last date of submission.

Yours faithfully,

Signature of owner/s:

**Name:**

**Place:**

## Proforma (A)

### TECHNICAL BID

Page 1 of 2

1	Name of Owner(s)	
2	Telephone/Mobile No of owner(s)	
3	Complete address of site/premises offered	
4	Year of construction	
5	Total Carpet area offered (sq.ft.)	
6	Whether the owner has clear and marketable title. (photocopy of ownership proof & relevant papers to be enclosed)	
7	Whether any loan is availed for the offered property, if yes, then NOC has to be obtained from the bank / financial institution.	
8	Whether the offered property has Municipal Approval for commercial use. (Attach copy)	
9	Details of sanctioned plan (Copy to be furnished on demand)	
10	Details of completion/ occupation certificate (Copy to be furnished on demand)	
11	Amenities offered	
12	Whether 3-phase power connection with minimum 25 KW load available. If not, landlord is required to provide the same.	
13	Parking space available?	
14	Whether 6ft x 6ft space on terrace available for VSAT antenna, RF antenna, Radio Antenna etc.	
15	Water supply connection available?	
16	Type of structure – RCC/Load bearing	
17	If the building is to be constructed, time will be required for completion and handing over the premises	
18	If the building is old, whether repairs / renovations is required	

**CARE:**

- No indication as to price aspect is to be given in “Technical Bid” failing which the offer shall be summarily rejected.
- **MOST IMPORTANT:** Technical Bid and Financial Bid are to be submitted in separate sealed covers marked as “Technical Bid” & “Financial Bid” respectively with name, address & contact number of the applicant.
- **Both these sealed covers are to be submitted in one big sealed cover super scribed/Marked as “Offer for premises for Mahudha branch, Kheda Region” with name, contact number & address of the applicant.**

I/We declare that I/We are the sole owners of the property and have the authority to let out the premises. I/We am/are enclosing copies of approved plan, commercial permission & other relevant documents.

**Place:**

**Date:**

**Signature of Owner(s)**

## Proforma (B)

### Financial Bid

1	Full Name of Owner	
2	Complete address of site/premises offered	
3	Telephone no. Mobile no.	
4	Rental rate per square feet of carpet area. Quote to be in carpet area only and not any other area.	
5	Lease period: (minimum 10 years certain period)	_____ Years Certain
6	Desired enhancement in rent (Increase in rent), if any after every 5 Year (%)	_____ % after 5 years
7	Municipal Tax, Property Tax And Other Present And Future Taxes	To be borne by landlord
8	Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)	Rs. _____ per month
9	Service Tax (GST) on rent (to be borne by whom)	
10	Lease Deed Expenses	50:50 between bank and landlord
11	Interest free rent advance required, if any	
12	Other condition, if any	

Signature of owner(s) :

Date: