

## INVITATION FOR OFFER

Bank of Baroda invites offers from Owner (s)/ Power of Attorney holders / Builders for acquiring Guest House in two bid system in lease / rental basis with all basic amenities on lease basis for a period of -10- years. The House shall be of Serviced Apartments / Independent Building / Guest House in the following area.

Sr. No.	Location of Guest House	Requirement
1	Guwahati City*	Carpet Area (1200 sq.ft. to 1500 sq.ft.)

\*The proposed Guest House is in preferably around the G.S.Road with in 5 km from Bhangagarh and up to 1 km from main road.

Sealed offers are invited in 2 Bid System, namely, 1. Technical Bid (TB), and 2. Financial Bid (FB).

### **Cover/Envelope No. 1**

Marked “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, approval for commercial use, copies of title deeds in respect of ownership, etc. Facilities / Amenities available, area of rooms, etc. No indication as to price aspect be given in “Technical Bid”.

### **Cover/Envelope No. II**

Marked “Financial Bid” Should contain strictly financial details viz: rate 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 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 the last date of submission. **No brokerage shall be paid.** Both the sealed covers marked as Technical Bid (TB) & Financial Bid (FB) superscribing advertisement reference and applicant name & address, be put in one sealed cover marked “**OFFER FOR GUEST HOUSE AT GUWAHATI**”, addressed and submitted **on or before 19.12.2024 by 3.00 pm.** Tenders will be opened on the same day at 3.30 p.m. and Tenderers/their authorized representatives may be present at the time of opening the Tenders.

आंचलिक कार्यालय : उत्तर पूर्वी राज्य अंचल , सेठी ट्रस्ट बिल्डिंग ,यूनिट II, 2री मंजिल, जी.एस.रोड, भांगागढ़, गुवाहाटी – 781005

Zonal Office: North Eastern States Zone, Sethi Trust Building, Unit II, 2<sup>nd</sup> Floor, G.S.Road, Bhangagarh, Guwahati – 781005, ई-मेल / E-mail: [zm.zonortheasternstates@bankofbaroda.com](mailto:zm.zonortheasternstates@bankofbaroda.com)

Any decision taken by the Bank at any point of time in connection with this process will be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.

Note;- Landlords' whose premises are going to be selected for our above branches are required to carry out necessary modifications as per Bank's guidelines in their premises at their own cost. These modifications may include construction of Floor tiling, grill gates for main entrance, attached toilets, doors and grills for other rooms/ windows, three phase connection, increase of power load to 5 KVA etc. Hence, landlords are requested to quote their rates accordingly.

The following amenities will be provided in our premises at our own cost:-

- I. Entire flooring will be of 2'X2' or more preferably in vitrified white/cream colour tiles and walls to be fixed.
- II. Distempered. Colour painting/ distempering of walls at every 3 years interval.
- III. All windows will be strengthened by grills with glass doors.
- IV. Electrical connection with required power load for the normal functioning of the Guest house and the requisite electrical wiring/points will be provided.
- V. Continuous water supply will be ensured at all times by providing necessary taps. Wherever necessary electric motor of required capacity will be provided.
- VI. A suitable space for fixing sign boards on the front walls, parking space at the building will be provided at no extra cost.
- VII. Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.
- VIII. Enhancement in rent will be 10% only and that too after every five years.
- IX. Municipal permission if any for running Guest House to be provided by Landlord.

The bids are to be submitted to: -

**The General Manager,  
Bank of Baroda, Zonal Office,  
Sethi Trust Building, Unit – II, 2<sup>nd</sup> Floor,  
G.S. Road, Bhangagarh,  
Guwahati,  
Dist – Kamrup Metro – 781 005.**

आंचलिक कार्यालय : उत्तर पूर्वी राज्य अंचल , सेठी ट्रस्ट बिल्डिंग ,यूनिट II, 2री मंजिल, जी.एस.रोड, भांगागढ़, गुवाहाटी – 781005

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If any query, you may contact Facilities Management Depts., NES Zone, Guwahati in below mentioned details:

Name – Mr. Narendra Hansdah, Chief Manager (FM),  
Email Id – [em.zonortheasternstates@bankofbaroda.co.in](mailto:em.zonortheasternstates@bankofbaroda.co.in)  
M - +917099094370.

**Please note that any changes in the conditions/other criteria mentioned in the tender document shall be inserted as addendum in the tender section of the Banks website. No newspaper advertisement in this regard shall be issued. Hence, bidders are requested to regularly check Bank's website till the last date of submission of tenders. Offers received without incorporating modifications advised by the Bank (if any) shall liable for rejection.**

**Cover No. – 1**  
**TECHNICAL BID**

Offer for Premises on lease for Guest House for BANK OF BARODA

1.	Name of Owner	:	
2.	Telephone No./ Mobile No.	:	
3.	Complete Address of Site/ Premises Offered	:	
4.	Copy of ownership proof (attach copy)	:	
5.	Floor offered with details of carpet area of the premises. Quote to be in Carpet area and not any other area.	:	
6.	Year of construction	:	
7.	Whether said property has Municipal Approval for commercial use. (Attach Copy)	:	
8.	Details of sanctioned plan (Copy to be furnished on demand)	:	
9.	Details of completion/ occupation certificate (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.	Approximate Distance from G. S. Road	:	
18.	Whether Serviced apartment / Guest House is authorize to carryout Commercial activities.	:	

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

I am enclosing copies of approved plan as well as permission for commercial usage.

Date:

Signature/s

**Cover No.2**  
**FINANCIAL BID**

1.	Full Name of Owner	:	
2.	Location of Premises	:	
3.	Rental rate per sq. ft. of Carpet area. Quote to be in carpet area only and not any other area.	:	
4.	Municipal Taxes. To be borne by landlord invariably	:	
5.	Taxes including revision in future To be borne by Landlord invariably. Please note that Municipal taxes/ cess/ services to be borne by Landlord. Service charges like Society charges, maintenance charges to be borne by the Bank.	:	
6.	Other charges like Society Charges/ Maintenance charges/ Charges for Amenities (Please quantify)	:	
7.	Service Tax on rent (to be borne by whom)	:	
8.	Period of Lease	:	10 Years
9.	Desired enhancement in rent	:	10% after first 5 Years
10.	Cost of execution of Lease Deed to be shared in proportion	:	50:50
11.	Interest free rent advance required, if any	:	
12.	Loan amount required for construction/ renovation of Premises. If any	:	
13.	Any other condition, if any	:	

I/we declare that, we are absolute owners of the property and I/we have the authority to let it out.

Date:

Signature/s