

**Bank of Baroda (West Delhi Region),  
12<sup>th</sup> floor, Regional Office, Bank of Baroda Building,  
16 Sansad Marg, New Delhi-110001.**

*Acquiring premises for Raja Garden Branch (Alternate Premises) on Lease Basis*

**BANK OF BARODA intends to acquire commercially approved premises on lease basis in two bid system for for shifting of our existing Raja Garden Branch at Shop No 23 , Najafgarh Road , Raja Garden , Delhi , 110015, having carpet area of about 1900-2200 Sq.ft. within 1 KM radius of existing branch, preferably on Main Road and preferably on Ground floor & Front Side /Road Facing, with 24 hour access, clear visibility with 3 phase power (30-35 KVA for Branch) and minimum space of 4'x4' on terrace for V-Sat Antenna.**

Sealed offers are invited from owners having registered clean and marketable title only (not on GPA basis) – 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 only on Ground Floor and should have sufficient parking area in front. NOC from competent authority if required will be obtained by the owner at their own cost.

Owner/s will need to provide vitrified flooring, toilets, electrical load etc. as per specifications at owner's cost.

Offers in two sealed envelopes in conformity with two-bid system should contain the following details.

Envelop No. (1) Marked "**Technical Bid**" (Performa enclosed) should contain full Technical details viz. Location of premises with address, details of sanctioned plan with completion / occupation certificate, copy of approval for commercial use, carpet area of portion to be leased / rented, specifications of internal finishes, amenities, electrical load, car parking etc. No indication as to price aspect be given in 'Technical Bid'.

Envelop No. (2) Marked "**Financial Bid**" (**FB**) (Performa enclosed) should contain strictly financial details, viz. Rate per sq.ft. / mtr. on carpet area for Branch, detail of municipal taxes and lease expenses etc.

Carpet area shall be internal finished Wall to wall area measurements including all internal partitions, Walls, Columns, Door Jams, Balconies, Kitchen and Pantry but excluding 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. The Builders or Landlords should strictly quote as per the carpet area definition.

Offers should be valid for minimum period of 120 days from the last date of submission. Both the sealed covers marked as TB & FB super scribing advertisement reference and applicant name and address, be put in one sealed cover marked "**Offer of Premises for "Raja Garden Branch – Alternate Premises"**" addressed and submitted to **The Regional Head, Bank of Baroda, West Delhi Region, 12<sup>th</sup> Floor, 16 Parliament Street Building, New Delhi-110001 on or before 29.01.2025 latest by 3:00p.m. The technical bids will be opened on 29.01.2025 at 3.30pm at same address.**

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

**Regional Head  
Bank of Baroda  
West Delhi Region**

### FORMAT FOR TECHNICAL BID

1. Name of the 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 :
5. Rough sketch of the premises (attach copy) :
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. V/Sat Antenna Space :
18. Distance from Railway Station etc. :
19. PAN No. :
20. GST No. :

**CARE:-**

- No indication as to price aspect be given in Technical Bid.
- Technical bid and Financial bid are to be submitted in separate sealed covers Marked as TB & FB super scribing advertisement reference, name of the Applicant and address of the applicant.
- Both the sealed covers (TB & FB) be put in one sealed cover marked as offer  
For premises at Raja Garden.

Signature of owner

**Format for FINANCIAL BID  
(to be submitted in separate sealed envelope)**

1. Full Name of owner :
2. Location of premises :
3. **Rent rate per sq.ft. of carpet area\* /  
Quote to be in Carpet Area only and not any  
Other area**  
  
( **Carpet area** shall be internal finished wall to wall  
area measurements . )
4. Municipal Taxes : To be borne by landlord
5. Taxes including revision in future : To be borne by landlord
6. Other charges like society charges/  
Maintenance charges/charges for  
Amenities :
7. Service Tax on rent (to be borne by whom) :
8. Period of Lease (Minimum 10 years) :
9. Desired enhancement in rent after 5 years : 10%
10. Cost of execution of lease deed to be  
Shared in proportion : 50:50
11. Interest Free Advance required, if any :
12. Loan amount required for construction/  
Renovation of premises, if any :
13. Any other condition, if any :

\*If any offer/bid is received where the offered area is beyond the prescribed size i.e. 2200 sqft, the said offer shall be disqualified

(Signature of Owner)