

Premises required on Lease/Rental basis for shifting of Dholera Branch in Ahmedabad Region-3

BANK OF BARODA invites sealed proposals/offers in two bid system from owners/Builders/Developers having clear and marketable titles over land and built-up property from landlords/power of attorney holders of premises preferably on ground floor for housing its Dholera branch on lease/rental basis in Ahmedabad Region-3.

S. No.	Branch (with ATM and SDV) location	Requirement	Area required (Sq.ft.)
1	Dholera	Built up property for shifting of Dholera Branch	900-1300 sq ft

IMPORTANT DATES

DATE OF INVITING OFFERS – 04.01.2025

LAST DATE FOR SUBMISSION OF OFFERS – 24.01.2025 upto 03.00 PM

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

Location of premises should be **within 1 km of the mentioned Centre.**

Offers are invited from owners having registered clean title and roof rights only - 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, preferably **situated 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.

Owners having premises of the range as mention in above table, should only apply.

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

- i) Lease period should be minimum 10 years.
- ii) Increase in rent after 5 years will be maximum 10%
- iii) No broker should apply
- iv) Only owner should apply in the tender, property shall be in his/her name.
- v) Apply only in Bank's format. If bid submitted in another format, it will not be considered and rejected.
- vi) All pages should be signed by the bidder.
- vii) Conditional offer shall be rejected.
- viii) The offered building should have clear and marketable title free from encumbrance and permission to use for commercial purpose.
- ix) Definition of Carpet Area : The carpet area would mean the usable carpet area based on net finished wall to wall measurements. The area which are not included in measurement of carpet area are 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.
- x) Lease deed shall be executed in Bank's standard format.
- xi) Property tax, Society Charges, Maintenance charges, water charges etc shall be paid by landlord only.

- xii) GST will be paid by the Bank.
- xiii) Electricity/ Water Bill will be paid by the Bank.
- xiv) 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.
- xv) To construct RCC Locker & Strong room, Banking Hall, Record room, ATM room, Server Room, toilet (ladies & Gents), ATM room, pantry, Vitrified flooring, ATM/E-Gallery vitrified floor tiles/ any other civil work as per requirement of Bank within stipulated period at their own cost.
- xvi) To provide sufficient space on the roof/ terrace of the building for installation of V-Sat/ Radio frequency tower etc as per requirement of Bank at their cost.
- xvii) To arrange 3 phase electric connection with electrical load of 25 KVA for Branch on their own cost.
- xviii) Fill up all the information asked for, in the enclosed form itself
- xix) Do not quote rate anywhere in part I of the form
- xx) Should have regular water connection/supply and dedicated water storage facility.
- xxi) To provide Rolling shutters, glass door and collapsible grill gate to the main entrance and heavy grill on each window with colour.

- **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 Proforma-(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 (3rd envelop) and sealed duly super scribing - “Offer of New premises for Bank of Baroda Dholera Branch and it should also bear the Name, Address and Telephone No. of the offeror. The ‘3rd Envelope’ duly sealed containing both the bids should be addressed to:**

ADDRESS:
<p>To, The Regional Manager, Bank of Baroda, Regional Office, Ahmedabad Region-3 1st Floor, Kamdhenu Complex Opposite Govt. Poytechnic College Panjarapol Char Rasta , Ambawadi Ahmedabad- 380015</p>

- Owners having premises ready to occupy or will be ready within 3 months can apply. Owners of open plot cannot apply . Incomplete offers are liable to be rejected.
- Offer shall be valid for minimum period of 180 days from the last date of submission of tender.
- All the owners have to sign on Technical and Price Bid.

Tender start date is 04.01.2025. The last date of submission is **24.01.2025 up to 3:00 PM**. Applications received after last date and time will not be accepted under any circumstances and will not be considered.

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

Technical bids shall be opened on the same working day i.e. on **24.01.2025 at 3:30 PM** at the above mentioned 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 present during the opening of the bid. The representative has 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. **Last date of tender submission and Bid opening may be increased, the change in date will be informed on the website only, if applicable.**

- 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 anyone 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,

Ahmedabad-3 Region,

Ph: 079- 49128130

Email: oa.ahmedabad3@bankofbaroda.co.in

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

- બેંક માટે નક્કી કરેલા મકાન માં જરૂરીયાત મુજબ ફેરફારો તેમજ રંગરોગાન મકાન માલિકે પોતાના ખર્ચે કરી આપવાના રહેશે.
- બેંક ની તિજોરી તથા લોકર રાખવા માટે **આર.સી.સી. સ્ટ્રોંગ રૂમ બેંક ના નિયમ મુજબ** મકાન માલિકે પોતાના ખર્ચે બનાવી આપવાનો રહેશે. તિજોરી અને લોકર ને અલગ કરતી દીવાલ કોલેપ્સિબલ ગેટ/દરવાજા સાથે બનાવી આપવાની રહેશે. સ્ટ્રોંગ રૂમ નો દરવાજો તથા વેન્ટિલેટર બેંક દ્વારા આપવામાં આવશે.
- બેંક ની જરૂરીયાત મુજબ રૂમ સ્ટાફ રૂમ (પેટ્રી - ગ્રેનાઇટ પ્લેટફોર્મ, વોશ-બેસીન, અરીસો તેમજ ફુલ-વોલ ટાઇલ્સ સાથે) તથા સ્ટોર રૂમ બનાવી આપવાનો રહેશે.
- મકાન ની તમામ બારી માં હેવી ગ્રીલ, એલ્યુમીનીયમ સ્લાઇડીંગ શટર સાથે ફીટ કરી આપવાની જવાબદારી મકાન માલિક ની રહેશે.
- પ્રવેશ દરવાજા આગળ રોલીંગ શટર, હેવી કોલેપ્સિબલ ગ્રીલ ગેટ આપવાની જવાબદારી મકાન માલિક ની રહેશે.
- લેડીઝ તથા જેન્ટ્સ માટે અલગ અલગ સંડાશ અને મુતરડી, વોશ બેઝીન, મીરર, ફુલ ગ્લેઝ્ડ ટાઇલ્સ સાથે બનાવી આપવાના રહેશે.
- આઈવરી કલરની ૨ x ૨ ચોક્કટના માપની સારી ક્વોલિટીની વીટ્રીફાઇડ ટાઇલ્સ નું ભોઇતળીયુ કરી આપવાનું રહેશે°
- 25 કિલો વોટની ક્ષમતાનું શ્રી ફેઇઝ વીજ જોડાણ બેંક ના નામે 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. અવિરત પાણીની સપ્લાય આપવાની જવાબદારી મકાન માલિક ની રહેશે. બેંકની જરૂરીયાત મુજબનો ઓવરહેડ પાણીનો ટાંકો તેમજ ઇલેક્ટ્રિક મોટર આપવાની જવાબદારી મકાન માલિક ની રહેશે.
- મકાન નો વિમો મકાન માલિકે પોતાના ખર્ચે લેવાનો રહેશે.
- અગાશી ઉપર ડીસ/એટેના મુકવા અંદાજે 6x6 ચોક્કટ જગ્યાની વ્યવસ્થા કરી આપવાની જવાબદારી મકાન માલિક ની રહેશે. આ પેટે અલગ ભાડું આપવામાં આવશે નહીં.
- મકાન ભાડું કાર્પેટ વિસ્તાર નું આપવામાં આવશે. કાર્પેટ વિસ્તાર એટલે સીડી, સીડી રૂમ, છજજા, માળીયા, છીતરી, વીયરણી, ઓપન ટુ સ્કાય, પોર્ચ, સંડાશ, મુતરડી વગેરે સિવાય નો વિસ્તાર.

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

તા :

સહી _____
(મકાન માલિક/માલિકો ની સહી)

To,

To,
The Regional Manager,
Bank of Baroda,
Regional Office, Ahmedabad Region-3
1st Floor, Kamdhenu Complex
Opposite Govt. Poytechnic College
Panjarapol Char Rasta , Ambawadi
Ahmedabad- 380015

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 Bank's 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:

Date:

TECHNICAL BID (Envelope-1)

Proforma (A)

Page 1 of 2

1.	Name of Owner(s)	
2.	Telephone/Mobile No of owner(s)	Mobile No:
3.	Complete address of site/premises offered	
4.	Year of construction	
5.	Total Carpet area offered (sq.ft.). Quote to be in Carpet area and not any other area. (must be within 900 sq ft to 1300 sq ft)	Floor wise Area: _____ sq ft. Total Area: _____ 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)	
10.	Amenities offered	
11.	Whether 3-phase power connection with minimum 25 KW load available. If not, landlord is required to provide the same.	
12.	Parking space available?	

SIGNATURE OF THE OWNER/S

13.	Whether 6ft x 6ft space on terrace available for VSAT antenna, RF antenna, Radio Antenna etc.	
14.	Water supply connection available?	
15.	Type of structure – RCC/Load bearing	
16.	Time required for completion and handing over the premises.	
17.	If the building is old whether repairs / renovations is required	
18.	Distance from Railway Station/Bus Station etc.	
19.	<p>I agree to do the following:</p> <ol style="list-style-type: none"> Execute the lease as per Banks format at 50:50 sharing basis. To obtain Title Clearance Report of the property from banks empaneled advocate at own cost. To provide parking space for Bank Staff members/customers by properly demarcating the area and space for VRF/Generators facility. Provide ramp facility During the pendency of lease, Bank has got the option to vacate the premises by giving three months notice. 	

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 Dholera Branch, Dist Ahmedabad**” 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:**SIGNATURE OF THE OWNER/S****DATE:**

NOTE: Carpet Area (as per IS Code 3861 – 2002) shall exclude staircase, corridor, passage, porch, shaft, machine rooms (for lifts, air-conditioning, duct. Loft etc), Built in wardrobes & shelf, intermediate pillars / columns, partitions & walls and other obstruction verandahs, balcony, bathroom and lavatory etc.

Proforma (B)**Financial Bid (Envelope-2)**

1	Full Name of the property Owner/s	
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)	Rs. _____ per sq. ft. per month
5	Lease period: (Minimum 10 years certain period)	_____ Year certain.
6	Desired enhancement in rent, if any after every 5 Year (%) (maximum 10%)	_____ % after 5 years.
7	Municipal Taxes, cess, Property Tax and Other Present and Future Taxes.	To be borne by the property owner.
8	Other charges like Society Charges , Maintenance charges including revision in future to be borne by landlord invariably .	To be borne by property owner
9	GST on rent (to be borne by whom)	By Bank
10	Lease Deed Execution Expenses including Advocate fee to be shared in	50 : 50 ratio
11	Interest free deposit (Advance rent) required, if any	
12	Loan requirement for above purpose, if any	

I / We do hereby declare that the information furnished above is correct to the best of my / our knowledge and belief.

PLACE:

SIGNATURE OF THE OWNER/S

DATE:

NOTE: Carpet Area (as per IS Code 3861 – 2002) shall exclude staircase, corridor, passage, porch, shaft, machine rooms (for lifts, air-conditioning, duct. Loft etc), Built in wardrobes & shelf, intermediate pillars / columns, partitions & walls and other obstruction verandahs, balcony, bathroom and lavatory etc.