



बैंक ऑफ़ बड़ौदा Bank of Baroda



**Bank of Baroda (South Delhi Region),
Regional Office, Bank of Baroda Building,
16 Sansad Marg, New Delhi-110001.**

Acquiring premises for Opening branch on Lease Basis

BANK OF BARODA intends to acquire commercially approved premises on lease basis on two bid system for shifting of Munirka Branch, presently located at D-2/211, MUNIRKA, NEW DELHI-110067 having carpet area of up to 2200 – 2500 Sq.ft. (preferably on Ground Floor & Front Side /Road Facing) with 24 hour access, clear visibility with 3 phase power (30 KVA for Branch) and minimum space of 4'x4' on terrace for V-Sat Antenna.

Premises should be within 2 to 3 KM radius of existing Branch Location.

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

Premises 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 25 KW 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.
 7. 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 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.



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

- **Envelop No. (1)- Marked "Technical Bid"** should contain full technical details as per Proforma-(A) as attached herewith. It should also contain a 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 _____ Branch (write name of branch), Dist _____"
The envelope containing both the bids must be addressed to:

To,
The Regional Manager,
Bank of Baroda, South Delhi Region,
11th Floor, Parliament Street, New Delhi 110001

Sealed offer should be dropped (by hand only) in the tender box kept at Bank of Baroda, 11th Floor P&E Dept. BOB Building, 16, Sansad Marg, New Delhi 110001. Tender received by e-mail/post/courier, any other mean shall not be entertained.

Tender start date is 21.01.2025. The last date of submission is **03.02.2025 up to 3:00 PM.** Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on the same working day i.e. on **03.02.2025 at 3:30 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 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.**

- 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.
- 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 Head
South Delhi Region



FORMAT FOR TECHNICAL BID (MANDATORY INFORMATION)

1. Name of the owner :
2. Telephone No. /Mobile No. & email id of the bidder (owner of the property):
3. Complete Address of site/premises offered :
4. Copy of ownership proof (attach copy) (self-attested copy must attached) :
5. Floor offered with details of carpet area (Carpet area strictly as per the definition mentioned in NIT)-Enclose Copy of the Carpet area certificate & drawing authenticated by the Govt approved architect with their registered number. :
5. Rough sketch of the premises (must attach copy) :
6. Year of construction :
7. Whether said property has municipal approval
For commercial use (must 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. (must 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. :
21. ADHAAR CARD/PAN CARD/VOTER ID number (Provide Self-attested copy of the same):



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22. Approximate distance of offered premises from existing Branch premises:

NOTE:-

- No indication as to price aspect be given in Technical Bid, else bid shall be rejected.
- 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 _____.
- Non submission of any of the above information & documents in the technical bid your bid shall be rejected.
- Bid submitted strictly as per the format provided by the Bank any change in the format may leads for rejection.

Date:

Place:

Signature of owner



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

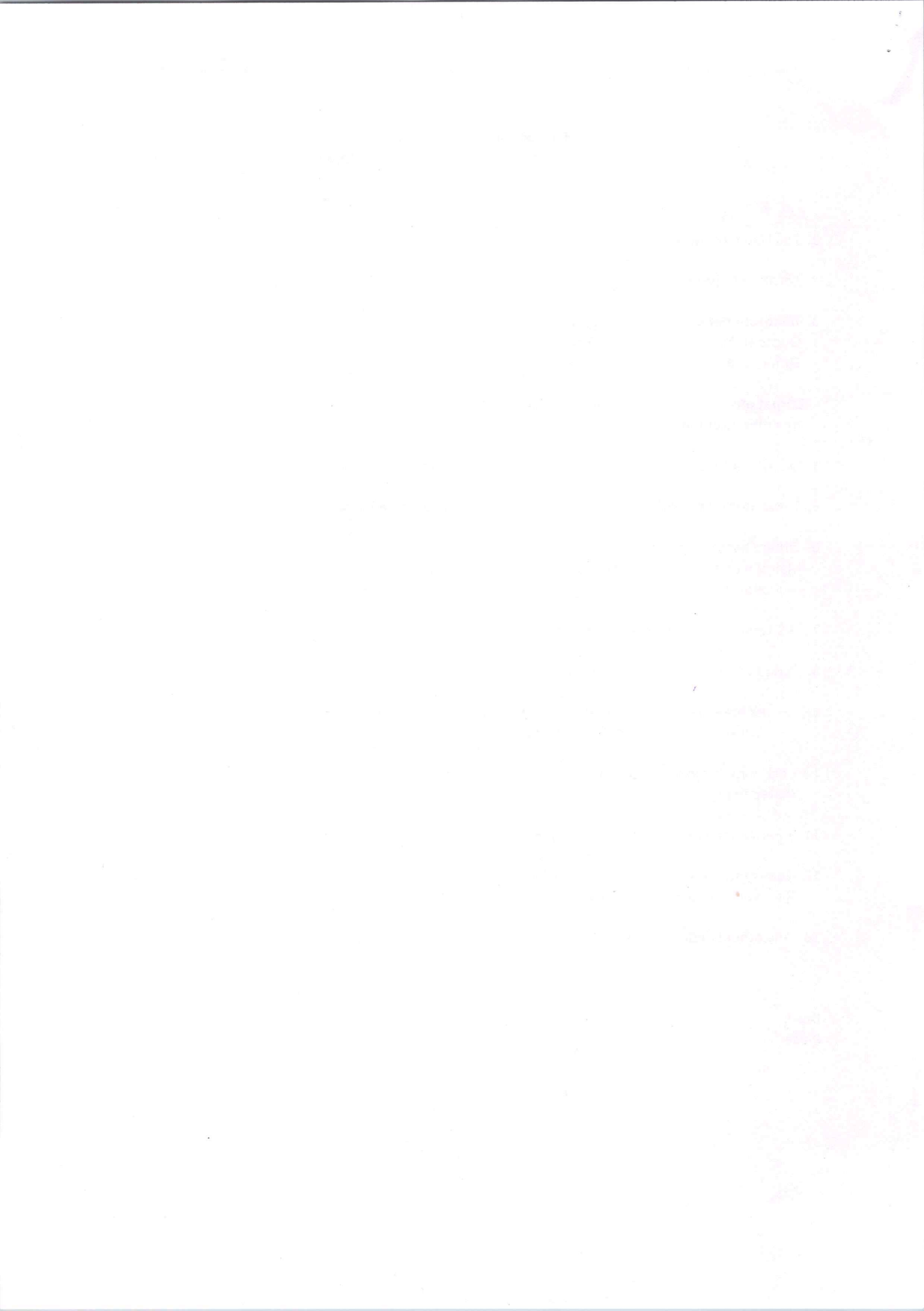
1. Full Name of owner :
2. Location of premises :
3. **Rent rate per sq.ft. of carpet area/
Quote to be in Carpet Area only and not any
Other area**

(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. G.S.T. on rent (to be borne by whom) :
8. Period of Lease (Minimum 10 years) :
9. Desired enhancement in rent after every 5 years :
(Maximum 10% after every -05- years)
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 nay :

Date:

Place:

Signature of owner





बैंक ऑफ़ बड़ौदा *Bank of Baroda*



To,

To,
The Regional Manager,
Bank of Baroda, South Delhi Region,
11th Floor, Parliament Street, New Delhi 110001

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 -120- days from the last date of submission.

Yours faithfully,

Signature of owner/s:

Name:

Place:

Date:

