

## **WEBSITE ADVERTISEMENT**

### **REQUIREMENT OF PREMISES FOR BRANCH AT SECTOR 62 NOIDA**

Offers in two separate sealed covers containing technical details and financial details respectively are invited from interested parties, who are ready to lease their readily available premises at a prominent location at **Sector 62 Noida** and on **Ground Floor only** and preferably on **main road** with adequate parking facility. The details of center and carpet area required for premise are as under:-

Sl. No.	Name of centre/ Premises Location required	District	Category	Carpet area required
1	Sector 62 Noida	Gautham Budh Nagar	Urban	Maximum 1800 Sq. ft.

The bidder to ensure in the "Technical Bid" to provide following:-

1. Attach photograph of offered premises.
2. Copy of Title Deeds and Map and lay out of building with pillars.
3. Location map
4. To construct strong room, toilets, pantry, ATM/E-Gallery, vitrified floor tiles/any other civil work as per requirement of Bank within stipulated period at their own cost.
5. To provide sufficient space on the roof/terrace of the building for installation of V-sat/Radio Frequency Tower/Solar Panel at their cost. To provide suitable space for installation of Generator Set at their own cost.
6. To arrange 3 phase electric connection with required power load and water connection at their own cost.

The cover containing technical details should be marked **Envelope No.1** and superscribed with '**TECHNICAL BID**' and the cover containing financial details should be marked **Envelope No.2** and superscribed with '**FINANCIAL BID**'. Both these covers duly sealed should be put in a **3<sup>rd</sup> cover** superscribed with, '**Offer of Premises on lease basis for Bank of India branch at SECTOR 62 NOIDA**' and it should also bear the name and address / phone no. of the offeror. The **3<sup>rd</sup> cover** duly sealed should be addressed to **The Zonal Manager, Bank of India, Ghaziabad Zone** at the above address and submitted as detailed hereunder.

The offer as above should be submitted in Bank's prescribed format only, which can be downloaded from bank's website or may be obtained from Bank of India, Ghaziabad Zonal Office, Sandipani STC building, B32, Sector 62 Noida-201307. Tel. Nos. 0120-2400088 between 10.00 a.m. to 4.00 p.m. (on working days) from 01-05-2021 to 17-05-2021.

The sealed offers will be received at above address by our Corporate Services Department between 10.00 a.m. to 4.00 p.m. (on working days). **The last date for submission of tenders is 17-05-2021 up to 4.00 p.m.**

**The technical bids will be opened in our office at the above address on 18-05-2021 at 12.00 p.m.** All the bidders are requested to remain present for opening of the technical bids. The shortlisted bidders on opening of technical bids and after inspection of premises, shall have to deposit Earnest Money (Refundable) of Rs. 20,000/- by means of Demand Draft/Pay Order only favouring "**BANK OF INDIA**", to qualify for opening of financial bid. The Bank may forfeit the earnest money of the lowest bidder, if the bidder withdraws from the bid. The Bank reserve the right to accept /reject any / all offers without assigning any reason whatsoever. **No Brokerage will be paid by the Bank.**

ZONAL MANAGER  
GHAZIABAD ZONE



**Ghaziabad Zone**  
**Sandipani STC Building, B32 Sector 62 Noida-201307**  
**Tel: 0120-2400088 e-mail: Ghaziabad.Premises@bankofindia.co.in**

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Ref.No. ZO/GZB/VT/2020-21/361

Date: 29-04-2021

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Requirement of premises for branch at Sector 62 Noida**

Please refer to our newspaper advertisement in Amar Ujala (Noida) and Business Standard (Noida) dated 01.05.2021 regarding above referred matter.

2 You are requested to submit your offer in enclosed quotation forms in two separate sealed covers. Please ensure to submit the same to our Office on or before 17.05.2021 up to 04.00 p.m.

3. While filling the quotation forms, please ensure to follow below mentioned instructions :

- a) Fill up all the information asked for, in the enclosed form itself.
- b) Do not quote rate anywhere in part I of the form.
- c) In case you desire to stipulate any term and condition, the same should be mentioned in part I separately.
- d) Each part should be kept in a separate cover and the cover containing technical details should be marked 'Envelope No.1' and superscribed with 'TECHNICAL BID' and the cover containing financial details should be marked 'Envelope No.2' and superscribed with 'FINANCIAL BID'. Both these covers duly sealed should be put in a 3<sup>rd</sup> cover superscribed with **"Offer of Premises for Bank of India branch at SECTOR 62 NOIDA"** and it should also bear the Name, Address and Telephone No. of the offeror. The 3<sup>rd</sup> cover duly sealed should be addressed to the Zonal Manager, Ghaziabad Zonal Office and submitted before the last date mentioned above and should indicate offer of premises on lease basis on the top of the cover.

4. Please note that Quotation submitted in any other format/paper will not be entertained, by the Bank and such offers will be liable for rejection.

Note: - As per Bank's premises policy/guidelines, the rent for premises to be acquired on lease will be taken on the carpet area basis only. The carpet area means the usable carpet area and plan area of all internal removable partitions and walls, door jambs, balconies, bathrooms, lavatories, kitchen and pantry contained within the space offered. It excludes External and internal masonry walls, columns, temporarily covered and enclosed/unenclosed balconies, pantry, toilet area, common staircases, Passages, lobbies, Loft, bunk, niches under windows etc. The internal measurement of any area, say a room shall be taken from the plastered surface of one masonry wall to the plastered surface of the opposite masonry wall, so on and so forth. The finalization of carpet area will be done as per measurement by Bank's approved Architect & the charge of Architect will be borne by Landlord only.

**Bank reserves the right to accept any offer and reject any/all offers without assigning any reason thereof. No brokerage will be paid by the Bank.**

Thanking You,

Yours faithfully,

**ZONAL MANAGER  
(GHAZIABAD ZONE)**

## **TERMS AND CONDITIONS**

**Note: - PREMISES WILL BE TAKEN ONLY ON THE CARPET AREA BASIS & after completion of the below mentioned works by the premises owner on their own cost.**

As per Banks Premises policy/guidelines, the rent for premises to be acquired on lease will be taken on the carpet area basis only. The carpet area means the usable carpet area and plan area of all internal removable partitions and walls, door jambs, balconies, bathrooms, lavatories, kitchen and pantry contained within the space offered. It excludes External and internal masonry walls, columns, temporarily covered and enclosed/unenclosed balconies, pantry, toilet area, common staircases, Passages, lobbies, Loft, bunk, niches under windows etc. The internal measurement of any area, say a room shall be taken from the plastered surface of one masonry wall to the plastered surface of the opposite masonry wall, so on and so forth. The finalization of carpet area will be done as per measurement by Bank's approved Architect & the charge of Architect will be borne by Landlord only.

The CIVIL WORKS/MISC TO BE CARRIED OUT BY THE LAND LORD on its own Cost prior to handing over the possession and execution of lease deed will be as under:

**1) Strong Room Construction** (Tentative expenditure of Strong Room is Rs.2,000/- per Sq. ft.).

a) Walls: 9" Thick with Two Rows of 12mm Tor Steel staggered @ 150 centre to centre spacing in both the directions such that there is one bar for every 75 mm centre to centre.

b) Floor: 6" Thick with 12mm Tor Steel @150 centre to centre spacing staggered in both directions such that there is one bar for every 75 mm centre to centre spacing.

c) Concrete: M50 grade Mix concrete (only Machine Mix & mechanical Vibrator for compaction).

d) Roof: Ceiling should be fortified with 12mm Tor Steel @150 centre to centre spacing staggered in both directions such that there is one bar for every 75 mm centre to centre spacing.

e) A Space of 5' should be left in the wall for strong room door (as suggested in the layout plan provided) along with a ventilator opening of about 1.5' x 1.5' at the top of the door side (Doors & Ventilators for strong room will be provided by the Bank).

f) In case of construction of strong room on Ground Floor having basement beneath /Upper Floors, the structural strength & stability to sustain such a load of strong room must be ensure by the premises owner before undergoing construction of strong room. Bank will not be responsible for any after effects (if arises) out of this.

**2) Toilet Block**

a) Two toilet blocks are to be provided one for ladies & other for Gents (Area will be decided & layout will be provided).

**b) Commodities at Gents Toilet:**

- a) Urinal -02
- b) Western WC – 01
- c) Wash Basin -01

### **Commodities at Ladies Toilet:**

- a) Indian WC -01
- b) Wash Basin -01
- c) Western WC-01

### **Common Items**

- a) Complete plumbing & water supply works (continue source of water should be ensured).
  - b) Dado (Ceramic Wall Tiles up to 7 Feet Height) or as decided by the bank.
  - c) Floor Tiles (Non- Skid) Vitrified.
  - d) Wall Painting on rest of the non-tiled areas.
  - e) Provisions of Ventilators with MS iron Grills (min 10mm thick) in the toilets.
  - f) Entrance doors in both the toilets with tower bolts from inside & lock facility from outside.
- c) Provision of Pantry with Stainless Steel Sink & water connection for washing.

### **3) Walls:**

- a) All the main walls separating the branch premises from outside & adjacent neighbors must be of 9” thick except the partition walls within the branch premises which may be of 4 1/2” thick or as directed by Banks Engineer/Architect.
- b) Walls of the premises should be in true line & shape (i.e well plastered) & painted with plastic emulsion with Birla White Putty with the shade & make as directed by the Bank.
- c) All the existing & constructed windows must be fitted with good quality M.S Grills fabricated in minimum 12mm Thickness & Angle Iron Frame duly coated with red oxide and Black enamel paint. If required extra grills or prefabrication of window grills has to be provided as directed by the Banks Security Department.

### **4) Floor Area**

Floor (Ground and Basement) shall be provided with the 2’x2’ size Vitrified Tiles of required Shade & make as directed by the Bank along with skirting.

- 5) A Shutter & a collapsible gate must be provided at the entrance (if Single) or else Shutter along with grills/collapsible gate as directed by the Bank shall have to be provided whenever required. Collapsible gate painted with black enamel paint and shutter with blue (Color of bank’s signage) enamel paint.
- 6) Permanent Stairs with Stainless Steel Hand Rail & granite/marble/ tile top or as directed by the bank should be provided to access the bank areas (i.e. main premises, Basement or any other such area which may require access).

**7) Structural Modifications**

Any kind of structural changes (viz; modifications/additions/alterations) to the premises as per the Banks requirement is to be done by the premises owner. Any permission from the concerned authority in this respect if required shall be taken by the premises owner. It has to be ensured by the premises owner that such works should be executed by the qualified Civil Engineers/Architects/Structural Engineers etc. as per the requirement of the Bank. Bank will not be responsible for any sort of issues (if arises) out of the said structural changes.

**8) Space for placing Diesel Generator Sets**

Proper leveled, finished & firm base with adequate safe space as per the banks requirement along with permission (if required) from the local authorities has to be provided for placing Diesel Generator for bank for power back up purpose without any rent.

9) Proper & adequate space has to be provided for installing the outdoor units of the Air conditioners installed in the Bank Premises without any rent.

10) Proper space free from any disputes shall be provided for installation of the Banks Signage's/Glow Sign Board as per the Banks requirement without any rent.

**11) Power Connection**

Adequate power connection (15-20 KVA) i.e. installation of separate meter of required rating in a proper enclosure with lock & key facility has to be provided as per the banks requirement. Cost of the Transformer if required to be installed to meet the required power load of the bank will be borne by the premises owner.

**12) Water Connection**

Separate water connection with adequate head/pressure & quantity (as per banks requirement) shall be provided along with water meter or else proper supply through boring should be provided.

13) A certificate in respect of completion of the required civil works will be provided by the Bank's appointed architect/Engineers before taking possession of the premises for deciding the date of release of the rent in full or in parts as the case may be.

14) All sort of no objection certificate (If required) must be provided by the owner to the bank at the earliest from the concerned authority at his own cost & expenditure.

15) Bank is not bound to rectify any sort of defects/breakage etc. arising out of shifting of const. Material, Lockers, Safes, and Safe Door etc. to its premises.

- 16)** Temporary space for storage of the materials, lockers, safes furniture's etc. is to be provided (if required) by the owner within the same premises at no extra cost.
- 17)** ATM 9" thick walls with roof slab for the ATM will have to be constructed by the premises owners on their cost as directed by the Bank. No Extra/Additional rent for the ATM will be given.
- 18)** The owner will have to coordinate with the vendors, agencies, architects & contractors during the course of furnishing works. The owner will bear electric & water supply during the execution of the furnishing works by the bank. Bank will not bear any expenses/cost for new connection of electricity or water.
- 19)** The Owner will provide space for VSAT/RF Tower/Solar Panel on Roof without any rent. Permissions from the concerned authorities (i.e. Police, Local Administration etc.) for executing the furnishing works which may be carried out Day & night & on holidays has to be arranged by the owner himself.
- 20)** All present and future taxes such as house tax and other taxes of the premises to be borne by the landlord only.
- 21)** The landlords have to carry out major repair works if any at their cost. The entire civil works including the vitrified tiles on the floor are to be undertaken by the landlords. They also shall carryout periodical painting of the premises (once in three years) at their cost.
- 22)** Premature termination Clause in Bank's favour: Bank reserves the right to terminate the lease prematurely by giving 3 months' notice. Lease registration charges to be borne by the landlords and the Bank in equal shares.

Encl: Bid forms in two parts

**PART – I (TECHNICAL BID)**

The Zonal Manager,  
Bank of India,  
Ghaziabad Zone.

Dear Sir,

The details of premises, which I/We offer to lease to the bank are as under:

- 1) Name of Owner/s :
- 2) Share of each owner, if any,  
under joint ownership
- 3) Location:
  - a) Name of the building
  - b) Number and Street
  - c) Ward/Area
- 4) Building:
  - a) Type of Building :  
(Residential/Commercial/Industrial/Mixed)
  - b) Type of Construction :  
(Load bearing/RCC/Framed structure)
  - c) Clear floor height from floor to ceiling:
  - d) Carpet Area offered to Bank (in sq.ft.)

Ground Floor	:	
Total Area	:	
  - e) Specification of Construction
    - 1) Floor
    - 2) Roof
    - 3) Walls
    - 4) Doors & Windows
    - 5) Are M.S. Grills provided to Windows? Yes/No
  - f) Running Water facility available Yes/No
  - g) Sanitary facilities available Yes/No
  - h) Electrical supply with separate meter available Yes/No
  - i) Parking facility Yes/No

I/We have clear legal title in respect of the property offered to the Bank.

I/We agree to construct/alter the premises as per Bank's requirement

I/We agree to execute Lease Deed in Bank's standard format.

I/We enclose plan of the premises.

My/our offer will be valid for next six months from the date of offer.

I/We have clear legal title in respect of the property offered to the Bank.

I/We, also agree as under:-

- 1). Construction of Strong Room/any other civil work such as ladies and gents toilet, pantry, e-lobby, vitrified floor tiles etc. as per requirement of the bank at our cost and after obtaining necessary permissions from concerned authorities;
- 2). To arrange 3 phase electric connection with power load as per requirement of bank to the premises.
- 3). To provide sufficient space on the roof/terrace of the building for installation of V-sat/Radio Frequency Tower/Solar Panel at our cost.
- 4). To provide suitable space for installation of Generator Set at our cost.
- 5). To obtain the title verification report from our Bank's panel advocate, paying the required amount towards professional fees/other expenses if any.
- 6). If our premises is shortlisted on opening of technical bids and after inspection of premises, we agree to deposit Earnest Money (Refundable) of Rs. 20,000/- by means of Demand Draft/Pay Order favoring "Bank of India" to qualify for opening financial bid. We also agree that Bank may forfeit the said Earnest Money Deposit, if we withdraws from the bid on selection as lowest bidder.
- 7). I/We have fully understood the above terms and conditions and fully agree to it.

**Signature of the owner / s**

Place :

Name:

Date :

Address:

Telephone No.:

Mobile. No.:

Email address:

Encl: Plan of premises, Copy of O.C., permissions, NOCs etc., from the concerned authorities with details as given below.



**PART –II (FINANCIAL BID)**

The Zonal Manager,  
Bank of India,  
Ghaziabad Zone.

Dear Sir,

I / We offer to lease my / our premises located at \_\_\_\_\_  
\_\_\_\_\_ (other details of which are given  
in Part –I) at following rate:-

Type of Floor (Ground / First etc.)	Carpet Area (In Sq.ft.)	Rate Per Sq.ft. (Rs.)	Total Rent per month (Rs.)

I / We agree to :

- i) Execute Lease Deed in Bank's Standard Format : YES / NO
- ii) Bear the cost of execution and registration of Lease Deed : YES / NO
- iii) Bear all present and future taxes/cesses related to the premises: YES / NO
- iv) To lease the premises in favour of bank for \_\_\_\_\_ years with \_\_\_\_\_ options of 5 years each with 15 % of increase in rent at each option.

Do you require loan for construction of premises/building : YES / NO

If yes, then: Estimated cost of construction : Rs. \_\_\_\_\_

Loan amount required : Rs. \_\_\_\_\_

My / Our offer will be valid for next six months from the date of offer.

I/We have fully understood the above terms and conditions and fully agree to it and have quoted the rent accordingly.

I/We agree for fixation of rent according to the carpet area concept referred above and will not insist on increase of rent/carpet area in future on the plea that the term was misinterpreted by me/us.

Place :

**Signature of the owner/s**

Date :

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_