INVITATION FOR OFFER

BARODA U.P.BANK invites proposal / offers in single bid system from owners / builders / developers having clear and marketable titles over land and built-up property, having carpet area of approx. 1500 sq.ft. for Christ Nagar Branch for acquiring premises for shifting of the Branch on lease/rental basis in the following areas in order of preferences:

**Location : Christ Nagar**

Preferences shall be given to offers from Public Sector Units/Banks /Undertakings and Government Departments. Location of premises should be within 01 k.m.(approx.) from the current premises. Premises should consists 2 rooms, Hall, 2 Toilets and bathrooms. Premises should be ready for possession / accommodation within a period of 3 months from the date of advertisement. Offers in one sealed envelopes in conformity with Single-bid system should contain the following details.

Envelop No. (1) marked "Financial Bid" should contain strictly Financial details viz. rate per sq.ft. on carpet area, details of Municipal taxes and expenses, occupation certificate etc. Carpet area (as per IS Code 3861-2002) shall exclude staircase, corridor and passage, shaft and 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 a minimum period of 120 days from the last date of submission. No brokerage shall be paid. The sealed covers marked as FB super scribing advertisement references and applicant name & address be put in one sealed cover addressed and submitted to Regional Manager, Baroda U.P. Bank Regional Office, J 12/140, D-1, Gulab Badi, Chauka Ghat, Varanasi- 221002 on or before 15.11.2021 by 12.00 P.M.

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.

Date: 25.10.2021

Regional Manager
### ANNEXURE-III

**SUGGESTED FORMAT FOR TECHNICAL BID**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Owner</td>
</tr>
<tr>
<td>2</td>
<td>Telephone No. / Mobile No.</td>
</tr>
<tr>
<td>3</td>
<td>Complete Address of Site / Premises Offered</td>
</tr>
<tr>
<td>4</td>
<td>Copy of ownership proof (attach copy)</td>
</tr>
<tr>
<td>5</td>
<td>Floor offered with details of Carpet area. Quote to be in Carpet area and not any other area</td>
</tr>
<tr>
<td>6</td>
<td>Year of construction</td>
</tr>
<tr>
<td>7</td>
<td>Whether said property has Municipal Approval for commercial use. (Attach Copy)</td>
</tr>
<tr>
<td>8</td>
<td>Details of sanctioned plan (Copy to be furnished on demand)</td>
</tr>
<tr>
<td>9</td>
<td>Details of completion / occupation certificate (Copy to be furnished on demand)</td>
</tr>
<tr>
<td>10</td>
<td>Whether the colony is finally approved by Govt. (Submit the proof)</td>
</tr>
<tr>
<td>11</td>
<td>Specifications of Internal Finishes</td>
</tr>
<tr>
<td>12</td>
<td>Amenities</td>
</tr>
<tr>
<td>13</td>
<td>Electrical Load</td>
</tr>
<tr>
<td>14</td>
<td>Water Supply Connection</td>
</tr>
<tr>
<td>15</td>
<td>Type of Structure – RCC / Load Bearing</td>
</tr>
<tr>
<td>16</td>
<td>Parking availability</td>
</tr>
<tr>
<td>17</td>
<td>V-SAT Antenna Space</td>
</tr>
<tr>
<td>18</td>
<td>Distance from Railway / Station etc.</td>
</tr>
</tbody>
</table>

### 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 superscribing 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_________.

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## ANNEXURE-IV

### SUGGESTED FORMAT FOR FINANCIAL BID

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Full Name of Owner</td>
</tr>
<tr>
<td>2.</td>
<td>Location of Premises</td>
</tr>
<tr>
<td>3.</td>
<td>Rental rate per sq.ft. of Carpet area. Quote to be in carpet area only and not any other area. (Only Ground floor premises to be offered)</td>
</tr>
<tr>
<td>5.</td>
<td>To be borne by landlord invariably.</td>
</tr>
<tr>
<td>6.</td>
<td>Taxes including revision in future</td>
</tr>
<tr>
<td>7.</td>
<td>To be borne by Landlord invariably.</td>
</tr>
<tr>
<td>8.</td>
<td>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.</td>
</tr>
<tr>
<td>9.</td>
<td>Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)</td>
</tr>
<tr>
<td>10.</td>
<td>Goods &amp; Service Tax (GST) on rent (to be borne by whom)</td>
</tr>
<tr>
<td>11.</td>
<td>Period of Lease</td>
</tr>
<tr>
<td>12.</td>
<td>Desired enhancement in rent</td>
</tr>
<tr>
<td>13.</td>
<td>Cost of execution of Lease Deed to be shared in proportion</td>
</tr>
<tr>
<td>14.</td>
<td>Interest free rent advance required, if any</td>
</tr>
<tr>
<td>15.</td>
<td>Loan amount required for construction / renovation of premises. If any</td>
</tr>
<tr>
<td>16.</td>
<td>Any other condition, If any.</td>
</tr>
<tr>
<td>17.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
</tr>
</tbody>
</table>

50:50
ANNEXURE-VII

OFFER LETTER TO BE GIVEN BY THE LANDLORD [S]
OFFERING PREMISES ON LEASE

From,


To,
The Manager
Baroda U.P. Bank


Dear Sir,

Sub: OFFER TO GIVE THE PREMISES ON LEASE FOR YOUR BRANCH / OFFICE.

We offer to give you on lease the premises described here below for your branch / office.

a) Full address of premises offered on lease
b) Distance from the main road / cross road
c) Whether there is direct access to the premises from the main road
d) Floor area - (Carpet Area in sq. ft. floorwise)
e) Year of construction
f) Landlord to submit stamped undertaking that construction has been done as per Local Body approved Plan and bye-laws and no illegal construction is carried out by him / her / them.
g) If the building is new, whether occupancy certificate is obtained.
h) If the building is yet to be constructed
   i) Whether the plan of the building is approved (copy enclosed)
   ii) Cost of construction
   iii) Time required for completing the construction
i) If the building is old whether repairs / renovation is required
   i. If so cost of repair / construction.

Boundaries
   East
   West
   North
   South
TERMS & CONDITIONS:

a) Rent – Floor-wise rent payable at the following rates i.e.

<table>
<thead>
<tr>
<th>Basic Rent</th>
<th>Service Charges, if any (Society charges etc.)</th>
<th>Give Details</th>
</tr>
</thead>
</table>

Floor | Carpet Area (sq.mtr.) | Rent Rate(Rs.) per sq.mtr. of Carpet Area per month |
|-------|------------------------|--------------------------------------------------|

With effect from i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation additions, payable within 5th working day of succeeding calendar month. For services etc. the respective service rent will be payable from the date the service is available.

b). Lease Period:

i). ____________ years certain and ___ years option from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc with _____% enhancement in rent after _____ years.

ii). In case I / We fail to discharge the entire loan to be (granted by the Bank for construction / repairs/ renovation / addition of the premises) along with interest within the agreed period of lease, I/We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

iii). You are however at liberty to vacate the premises at any time during the pendency of lease by giving three months notice in writing without paying any compensation for earlier termination.

c). Rates & Taxes:

All existing and enhanced Municipal Corporation Taxes, rates and cesses will be paid by me/us. This condition cannot be modified by Landlords. If any notice is received by the Bank from the Authorities concerned on a/c of default, I / We shall pay the liabilities immediately or I / We authorise you to pay the same against adjustment of future rent payable to me / us.

d). Repairs / Maintenance:

i). Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/ water meters for the purpose.

ii). All repairs including annual/periodical colour wash and annual / periodical painting will be got done by me / us at my/ our cost. In case, the repairs and or white / colour washing is / are not done by me/us as agreed now, you will be at liberty to carry out such repairs or white/ colour washing etc. at our cost and deduct all such expenses from the rent payable to us.
e). Rental Deposit:
You have to give us a sum of ______ being the advance rent deposit for _______ months which will be refunded to you during the lease period or before surrender of the premises or from the second year of lease and preferably in 12 to 24 months instalments as stipulated to me/us by you (Applicable only where no loan component is involved).

or

f). Loan:
I / We may be granted a loan of _______ (Rupees ___________________________ only) that may be sanctioned as per the norms of the Bank which will be cleared with interest within the stipulated period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction/ renovation is _____________.

Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

g). Lease Deed / Registration Charges:
If you require, I/We undertake to execute an agreement to lease/regular lease deed in your favour containing the mutually accepted/sanctioned terms of lease at an early date.
I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me/us.

h). I / We undertake to provide space for outdoor fans / units for Air-Conditioners (Split ACs).

i). I / We give permission for installation of On-site ATM within the premises including structural changes and undertake to provide space to install V-SAT antenna, Radio Mast Pole antenna, solar panels etc.

DECLARATION:

a). I / We, am / are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respect as per the specification/requirement of the Bank.

b). The concept carpet area for rental purpose was explained to me/us and clearly understood by me/us according to which the area occupied by 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/ fire fighting / electricity / telecommunication / AC, Bathrooms, Lavatories, Stilt, Covered / open parking spaces, Pump Room, Flower Bed, Watchmen / s Chowky, Storage Tanks, Chaija, Canopies & Worship Places and other uncovered area would be excluded for arriving at rental payments,
(strike out whichever is not applicable, particularly for toilet (s).

c). Bank is at liberty to surrender any part of the premises during the currency of the lease without payment of any compensation / rent for the unexpired lease for which I / We shall not have any objection.
d). The following amenities are available in the premises or I/We agree to provide the following amenities (Strike out whichever is not applicable) at our cost.

i). The strong room area will be constructed strictly as per the Bank’s / RBI’s specifications and size. Strong room door, grill gate, tangbar, ventilators are to be supplied by the Bank.

ii). A partition wall will be provided inside the strong room segregating safe deposit vault and cash room.

iii). A lunch room for staff and stock room will be provided as per the requirement / specification of the Bank/A wash basin will also be provided in the lunch room.

iv). Separate toilets for gents and ladies will be provided.

v). A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.

vi). Entire flooring will be of vitrified tiles and walls distempered.

vii). All windows will be strengthened by grills with glass and mesh doors.

viii). Required power load of ________ KVA for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.

ix). Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary electric motor of required capacity will be provided.

x). A suitable space for fixing sign boards on the front walls of the building will be provided at no extra cost.

xi). Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.

e). I / We declare that I am/are the absolute owner of the plot/building offered to you and having valid marketable title over the above. I/We also confirm that there is no litigation / court order against this property.

f). The charges/fees towards scrutinising the title deeds of the property by the Bank’s approved lawyer will be borne by me/us.

g). You are at liberty to remove at the time of vacating the premises all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.

h). If my/our offer is acceptable, I/We will give you possession of the above premises by ________________ (Date)

i). I/We further confirm that this offer is irrevocable and shall be open for ________________ days from date hereof, for acceptance by you.

Yours faithfully,

Date:
भवन स्वामी द्वारा प्रदत्त सहमति पत्र

मैं एतद्वारा निम्नांकित सहमति प्रदान करता हूँ कि—

01. मेरे ह्वारा भूल/प्रयम तल पर स्थित मेरे भवन परिसर को बड़ीदादा युपी. बैंक, शाखा जनपद———को हेतु प्रति वर्षफीट किराये की दर से लीज पर आवश्यक पर किस्मत रहती हैगी। मेरा भवन परिसर प्रग्राम/मोहल्ला पोस्ट———को हेतु प्रति वर्ष फीट की दर से देय व्यापक किराये हेतु स्थानिक प्राप्ति शासन के आदेश पर बैंक निर्माण एवं शाश्त्र के आदेश पर देने के लिए सहमति हुई है। इसके 5 वर्ष पश्चात् जिसमें प्रतिरूपदाता की जामी के अधिकार युद्ध की जाती है। मेरा भवन परिसर को किस्मत देने हेतु निर्धारित लीज बैंक सम्मानित करने के लिए सहमति है, जिस पर होने वाले कुल खर्च का 50 प्रतिशत मेरा ह्वारा बहन किया जायेगा।

02. पूजा अवश्य करवाया जा रहा है कि प्रसाधन भवन की छत को बैंक द्वारा वीडियो, नांदी कंटक एवं सोलर पाइल्ट स्थापित करने के लिए प्रमाण किया जायेगा एवं इसके लिए अतिरिक्त मूल्य/किराया देने नहीं होगा। मेरा ह्वारा उत्तर प्रधान पर सहमति यहाँ की गयी है।

03. मैंने अपने भवन परिसर में बैंक द्वारा अल्पकार्यकाल तथा स्थापना किये जाने के लिए अपनी आपत्ति नहीं है। इसके लिए बैंक द्वारा स्वयं बनाए जिन्हें लेने वाले स्थान भरे भवन में दीवारी/अन्य जगहों पर लाकड़ी/लोहे के भेंड लगवाये जा सकेंगे। इस हेतु कौई मूल्य/किराया भवन द्वारा देय नहीं होगा।

04. मैंने कोई अतिरिक्त मूल्य/किराया देय नहीं किये जायेगा।

05. मेरे ह्वारा बैंक को कोई अतिरिक्त मूल्य/किराया प्राप्त किया जा सकेगा एवं इसके लिए अतिरिक्त मूल्य/किराया देय नहीं होगा।

06. बैंक शाखा परिसर को अंदरूनी/बाहरी स्थल में पैटर्न रचना कर सकेगा।

07. बैंक किसी भी मूल्यपद्धति पर स्थापना के अन्दर/बाहर एवं छत पर साइन बोर्ड/इंडिकेटर बोर्ड लगा सकेगा, जिसके लिए किसी फ्रेम को मूल्य/किराया देव नहीं होगा।

08. मेरे ह्वारा बैंक किसी भी प्रकार के अन्य उपकरण/पंट भिनी किसी किराये के शाखा परिसर के अन्तर/बाहर/छत पर स्थापित कर सकेगा।

09. मैंने अपने भवन परिसर को किसी भी भाग को बैंकिंग उद्देश्य के लिए अन्य बैंक को किस्मत देने पर नहीं दिया.

10. मेरे ह्वारा बैंक में पुरुषों एवं महिलाओं के लिए अलग-अलग प्राधिकृत भवन की व्यवस्था करा दी गयी है।

स्थान:

दिनांक: