



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ  
ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ  
Odisha Gramya Bank

Head Office: At-Gandamunda  
At.-Gandamunda, Po-Khandagiri  
Dist- Khurda, Bhubaneswar -751030,  
state-(Odisha),  
Phone: 0674-2353009/41  
e-mail: [gad@odishabank.in](mailto:gad@odishabank.in) ;  
website: [www.odishabank.in](http://www.odishabank.in)

TenderRef No.RFQ/GAD/Lease Premises/ 01/2024-2025

DTD.04.04.2024

**Inviting Tender (Request For Quotation) from interested premises owner  
for let out the premises for our Regional Office Baripada**

Odisha Gramya Bank (hereinafter referred to as OGB/ the Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976 and have its Head Office at Gandamunda, Po-Khandagiri, Dist-Khurda, Bhubaneswar-751030, Odisha with branches covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

**INVITATION TO BID**

**PART 1:**

**OGB invites sealed quotation for lease rent premises for our Regional Office, Baripada.**

The Bidding Document can be obtained from the Bank as under or downloaded from Bank's Website [www.odishabank.in](http://www.odishabank.in) under **Tender** and the BID should be submitted to the under mentioned office directly or by post.

- ❖ Bank reserves the right to change the dates mentioned in this RFQ document, which will be communicated to the Bidders.
- ❖ The information provided by the Bidders in response to this RFQ document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFQ and all amendments will be advised to the vendors and such amendments will be binding on them.

Please note that all the information desired needs to be provided. Incomplete information may lead to disqualification/ non-consideration of the proposal.

**DISCLAIMER**

**PART – 2**

The information contained in this Request for Quotation (RFQ) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Odisha Gramya Bank (Bank), is provided to the bidder(s) on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided.

This RFQ is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFQ is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFQ does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ. No contractual obligation whatsoever shall arise from the RFQ process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

## Section 1 - Bid Schedule and Address:

SL	Description of Information/ Requirement	Information / Requirement
1	Tender Reference Number	<b>RFQ/GAD/Lease Premises/01/2024-2025 DTD.04/04/2024</b>
2	Date of publish of RFQ	04/04/2024
3	Last date for receipt of queries, if any.	12/04/2024 15:00 hours
4	Pre Bid Meeting	15/04/2024, 15:00 hours
5	Bid Submission Mode.	OFFLINE
6	Last Date and Time for submission of bids along with supporting documents	03/05/2024 , 15:00 hours
7	Date, time and venue for opening the technical bid.	03/05/2024, 15:30 hours at the Bank's General Administration Department, Bhubaneswar. Authorized representatives of Bidders may be present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all of the Bidder's representatives.
9	Date, time and venue for opening the commercial bid	Will be intimated to technically short-listed bidders.
11	Address for Communication / Submission of Bids	The General Manager, General Administration Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
12	Contact officials for any clarification.	A.K.SARANGI, HOD, GAD-0674-2353009 RO,GAD-Jyotsnarani Behera-9437320235 Suresh Kumar Mohanty-9437935105 RM-Suchismita Tripathy-9438282917
13	Contact e-mail ID	<a href="mailto:gad@odishabank.in">gad@odishabank.in</a>

### Note:

1. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
2. If last day of submission of bids is declared a holiday under NI Act by the Government or any restriction imposed by Government, subsequent to issuance of RFQ the next working day will be deemed to be the last day for submission of the RFQ. The Bid/s which is/are deposited after the said date and time shall not be considered.
3. Bids should be submitted in the OFFLINE mode.
4. Any delay due to postal and or courier will not be considered towards relaxation in submission of physical copies of required documents.

### SECTION-2- Scope of Work

- ✓ Inviting sealed quotation for lease rent premises for our Regional Office.
- ✓ Technical bid and Price bid should be quoted by two different envelope.
- ✓ The required space of carpet area is of 3500sqft **excluding toilet area** for our Regional Office.

### **SECTION-3**

#### **1) Eligibility Criteria: Technical Bid**

Each of the following criteria should be fulfilled for further evaluation of technical bid. Not fulfilling any one of the criteria will result in rejection of bid:

Sl.No.	Eligibility Criteria	Supporting Document to be furnished by the bidder
1	Tender Copy Signed and Sealed	Bidder has to submit the tender documents duly signed and Sealed.
2.	Offer letter by the bidder	Bidder should submit offer letter in Annexure-I
3.	KYC of the bidder	Photo copy of Aadhar,PAN of the Bidder.
4.	ROR of the offered Premises. Property should be Ghara bari plot.	Photo copy of ROR should be submitted
5.	Sale deed of the offered premises	Photo copy of sale deed should be submitted
6.	Encumbrance Certificate	Bidder should submit last 13years of Encumbrance Certificate of the offered premises.
7.	Premises Approval copy	Premises should be commercially approved by the appropriate Authority. Bidder has to submit the photo copy of premises approval copy.
8.	Facility for 2toilets and one attached toilet to RM Chamber in proposed/Offered premises	Bidder has to submit have provision of consent to 2toilets and one attached toilet to RM Chamber for offered premises.
9	Consent for VSAT & RF Tower	Bidder has to submit the consent for installation of VSAT & RF Tower free of cost i.e. no extra cost will be imposed for installation of VSAT & RF Tower.
10	Provision for Parking	Bidder has to submit the consent for providing secured and sufficient parking space.
11	Consent for executing Lease dead agreement	Bidder has to submit consent for executing Lease dead agreement for 10years.
12	Spelt out the terms & Condition of enhancement of rent of lease.	Bidder has to submit the consent for enhancement of rent of leased premises after 5years of leased period.

Bidder must comply with all above-mentioned criteria. Non-compliance of any of the criteria for the category bidder has selected, will entail rejection of the offer summarily. **Photocopies of relevant documents / certificates should be reached on or before last date of submission.** BANK reserves the right to verify /evaluate the documents by the bidder independently. Any decision of BANK in this regard shall be final, conclusive and binding upon the bidder.

1. The decision of the bank shall be final and binding in this regard. Any deviations will be ground for disqualification.
2. Bank reserve rights to ask any other document for verification purpose.

**Annexure I - Bidder Offer Form**

**OFFER LETTER**  
**LETTER TO BE GIVEN BY THE LANDLORD(S) OFFERING PREMISES ON LEASE.**

To  
 The General Manager,  
 Odisha Gramya Bank  
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**Dear Sir,**

I offer to let out/ lease my building/premises for bank at ----- in response to your query DT. ----- . I/We offer to your Bank -----sq.ft.(carpet Area) for your Branch as per the details/ terms and conditions given below.

Name and address of the owner along with telephone no. (give share of each owner if joint ownership)	
Full address of the premises offered on lease	
Carpet area in sqft.(give dimension , plan copy to be enclosed. Offered area to be marked in red). <b>Total carpet area should be calculated excluding toilet area.</b>	
Floor(Ground/1 <sup>st</sup> Floor/2 <sup>nd</sup> floor)	
Year of construction	
Type of building (commercial/Residential)	
Quality of floor(Vitrified /porcelain tiles/plain cemented flooring)	
Whether parking area available a) Covered/uncovered b) Will it be for exclusive use of Bank	
Boundaries of the building East: West: North: South:	
Lease period (Bank expects minimum of 10 years)	
% of rent enhancement after every five years	
Cost of lease deed( to be borne equally by landlord(s) and Bank)	
Electricity connection to be provided by landlord in bank's name. Monthly consumption charges to be paid by bank.	

Water connection (water storage arrangement to be provided by landlord for 24 hours water supply to Bank.)	
Provision of Toilet(two toilets one each for ladies and gents to be provided by the landlord)	
Description of other establishments in the same building.	
Water tax, Municipal tax, service tax(if applicable),any other tax levied/ to be levied by municipal and /or Govt.Authorities	To be borne by landowner
Requirement of Loan(if any) & source of Repayment	
Any other conditions	

Place:

Signature

Date:

Name(S):

Address:

### **Declaration**

1. I/We am/are aware that, the rent shall be calculated as per carpet area which will be measured in presence of landlord and Bank officials as per the specifications/ requirements of the Bank.
2. We agree to the following Terms & conditions:
  - (i) Adequate 24 hours water supply and storage thereof.
  - (ii) I/We will arrange 3 phase electricity connection of minimum 40 KVA with separate meter in the name of the Bank. Actual consumption charges to be borne by the Bank.
  - (iii) Adequate security arrangements such as MS grill gate, collapsible gate & rolling shutter will be provided for entry exit points of the premises.
  - (iv) Secured and sufficient parking space will be provided.
  - (v) Painting/ coloring of the premises will be done before delivery of possession and every three years thereafter.
  - (vi) Major repairs as when necessary will be carried out by me/us at my/our own cost. If we do not carry out such repair it will be carried out by the Bank& expenses thereof will be recovered from the rent being paid to me/us.
  - (vii) Use of terrace: Bank can use approximately 100 sqft area part of terrace free of any rental charges for installation of V sat antenna with monkey cage.
  - (viii) I/We declare that I am/ we are the absolute owner of the plot/ building and having marketable title. Copy of the ownership paper is enclosed.
3. You are at the liberty to remove at the time of vacating the premises, all electrical fittings and fixtures , counters, cabinets and other furniture put up by you.
4. If my /our offer is accepted, I/We will give possession of the above premises within ---- days of approval/ sanction.

Signature

Name of the owner:

Address & contact No:

**SECTION-4-PRICE BID**

**Annexure-II (Separate Envelop)**

SL	Description	Rate per sqft per month
	Required area -carpet area-3500sqft.( <b>Total carpet area should be calculated excluding toilet area</b> ) Bidder should quote per sqft per month for lease rent of offered premises.	

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address: