



ओडिशा ग्राम्य बैंक
ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ
Odisha Gramya Bank

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

TenderRefNo.OGB/GAD/Lease Premises/05/2024

DTD.28/08/2024

Premises space required for Shifting of Gandamunda Branch (0134) on Lease basis

Odisha Gramya Bank invite offers for suitable premises space of **2200 sq ft(Approx.) with±10% of the area** on long term lease basis for our captioned branch. The offer is solicited from owners of premises with clear and marketable title to the property. NOC for Commercial usages required for locations confirming to development authorities norms. Interested owners of premises at **Gandamunda** Locality preferably at Ground Floor with proper front entry and all facilities including power and parking space may submit the bids under two bid system – **Technical & Financial** in prescribed format in 2 separate sealed envelopes super scribing the name of the indicating either Technical Bid (Part A) or Financial Bid (Part B), on top of cover to **The General Manager**, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri,Bhubaneswar-751030 as scheduled of this advertisement. Applicants should enclose DD (non-refundable) of Rs. 1000/- in favour of “Odisha Gramya Bank” payable at Bhubaneswar with the above Technical and financialBid. ***(Bid to be submitted by landlord / landlady or power of attorney holder only. Bid found in double or more of same property submitted by third party other than landlord/landlady or power of attorney holder will be rejected).***

Application form & detailed terms & conditions can be downloaded from our website www.odishabank.in

Application form received without DD will be rejected.

Tender will be opened on the same day/ Next working Day

Bank Reserves the right to reject any / all offers without assigning any reasons. No brokerage payable.

General Manager

Public

Part:1

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 2:

OGB invites Proposal from interested premises owner for lease rent premises for our Gandamunda Branch.

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

- ❖ Bank reserves the right to change the dates mentioned in this tender document, which will be communicated to the Bidders.
- ❖ The information provided by the Bidders in response to this tender document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this tender 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 – 3

The information contained in this tender 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 tender document and all other terms and conditions subject to which such information is provided.

This tender 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 tender is to provide the Bidder(s) with information to assist the formulation of their proposals. This tender 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 tender 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 tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender. No contractual obligation whatsoever shall arise from the tender 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	OGB/GAD/Lease Premises/05 /2024,DTD.28/08/2024
2	Date of publish of tender	28/08/2024
3	Last date for receipt of queries, if any.	31/08/2024, 5:00 PM
4	Pre Bid Meeting	03/09/2024, 3:00 PM
5	Bid Submission Mode.	Offline
6	Last Date and Time for submission of bids along with supporting documents	13/09/2024,5:00 PM only by Postal/by courier
7	Date, time and venue for opening the technical bid.	13/09/2024, 6:00 PM at the Bank's General Administration Department, Bhubaneswar. Authorized representatives of vendors 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.	M.parida,Manager GAD-0674-2353009
13	Contact e-mail ID	gad@odishabank.in

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 as holiday under NI Act by the Government or any restriction imposed by Government, subsequent to issuance of tender the next working day will be deemed to be the last day for submission of the tender. In case of pre-bid meeting is declared as holiday under NI Act by the Government or any restriction imposed by Government, subsequent to issuance of tender the next working day will be deemed to be scheduled of the meeting. 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 proposal from interested premises owner for lease rent premises for our Branch/Offices. Required premises should within the radius of 2KMs.

- ✓ Technical bid and Price bid should be quoted by two different envelopes.
- ✓ The required space of carpet area is of **2200 sq ft(Approx.) with±10% of the area excluding** Balcony common passage, walls including strong room walls and other uncovered area, Verandah, Pillars and toilet area to be excluded for Branch.



ओडिशा ग्राम्य बैंक
ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ
Odisha Gramya Bank

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

TenderRef No.OGB/GAD/Lease Premises/05/2024

DTD.28/08/2024

Technical Bid Document (Part A)

Ref: News Paper advertisement/ Web site of Odisha Gramya Bank/Oral enquiry for our **Gandamunda Branch (0134)**

Offer for the Premises:(Name of Locality)(Complete address of the premises)	
Name and address of the land lord/ land lady of premises with Phone number / mobile no. (Enclose copy of Title Deed Document)	
Location and exact postal address with PINnumber of the offered premises	
Landlord / Landlady of power of attorney holder.Enclose the latest Legal Heier copy along with original power of attorney.	
Constructed area (in sq ft.)→Carpet area (in sq. ft.), Balcony common passage, walls including strong room walls and other uncovered area, Verandah, Pillars and toilet area to be excluded while computing carpet area.	
Whether Ground Floor/First Floor(Preferably ground floor)	
Whether adequate parking space for staff / customers is available	
Building is strong enough to bear the load of safe room/Locker Cabinets/Safe etc.	
Permission from competent authority held for commercial use of premises. (Copy of permission enclosed)	
Whether premises is ready for occupation. If not,time required for making it ready for occupation	
Whether the premises is free from encumbrances.Enclose copy of encumbrances certificate. If not, whether NOC from mortgagor is available.	
The land lord to construct strong room as per RBI specifications or safe room with Grill Gate and door (Area 400 sq ft. approx), a record and stationery room and two toilets as per Bank's specifications at their cost.	
Three phase connection with required power load (minimum 40KVA) to be provided by landlord in the name of bank.	

Public

Separate water connection (with municipal or alternate water supply arrangement) to be provided for Bank with dedicated water storage tank of adequate capacity	
Adequate space to be provided free of cost for keeping/ installation of Generator Set/Space for Antenna/ dish for connectivity, Bank board etc. Bank may install solar panel on the roof top for which no extra rent will be given.	
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.	
Consent for executing Lease dead agreement: Bidder has to submit consent for executing Lease dead agreement for 10years.	
Collapsible Gate/Rolling Shutters to be provided at the Main Gate ATM room etc. Vitrified tiles on the floor to be provided by land lord at his cost.(Bank reserves the right to install onsite ATM within the rented premises without any extra rent.)	
Aadhar, PAN of the Bidder. Enclose photocopy.	
Details of latest tax paid particulars and copy thereof.	
Any other information to be provided by land lord (specify)	
Place of submission of Bid Documents: Bank will not be responsible for late receipt either by post or by courier. The bid document can also be delivered personally at Head Office address between office hours on working days.	The General Manager, General Administration Department Odisha Gramya Bank Head Office, Gandamuna, Khandagiri, Bhubaneswar-751030.

Date:

Signature of Landlord/Landlady



ओडिशा ग्राम्य बैंक
ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ
Odisha Gramya Bank

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

Tender Ref No. OGB/GAD/ Lease premises/05/2024-25,

Date: 28/08/2024

Financial Bid Document (Part B)

Ref: News Paper advertisement/ Web site of Odisha Gramya Bank/Oral enquiry for our
Gandamunda Branch (0134)

Offer for the Premises:(Name of Locality)	Rate Quoted Rupees / sq.ft, (GST if any applicable on rent will be borne by Bank)
Constructed area (in sq ft.) → Carpet area (in sq. ft.). Balcony, Verandah, Pillars and toilet area to be excluded while computing carpet area. Carpet Area (in sq.ft.) (Pillars / Toilets area/ Staircase, Verandah balcony common passage, walls including strong room walls and other uncovered area to be excluded for measurement / rent purpose.) Vitrified Tiles to be provided on the Floors.	
Lease period: Minimum 10 Years (5+5) with increase in rent upto20% after five years	
The Landlord to agree to provide Colour, white Washing with approved colour / Shade (with Putty on Walls / Ceiling / First Grade paint of approved colour /Shade after the furnishing work by Bank is over (first time) and at an interval of three years thereafter	
Municipal and other Statutory Taxes: To be borne by Land Lord	
Stamp Duty & Registration Charges: The Lease deed to be registered with Sub Registrar Office. Charges will be borne by Bank and Land lord on 50:50 basis.	
Landlord to agree for Execution of Lease Agreement in the Bank's Standard Format. The format can be obtained from Bank's Branch / Regional Office for verification	
Financial Bid (Part B) will be opened only for premises shortlisted by Bank at their discretion.	

Date:

Signature of Land lord / Landlady

Public

MAJOR TERMS & CONDITIONS/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 official after completion of the building in all respects as per the specification/requirement of the Bank OR shall be on lump sum basis as agreed.
- b) I understand the concept of carpet area, according to which the area occupied by toilets, staircase pillars, balcony common passage, walls including strong room walls and other uncovered area, would be excluded for arriving at rental payments.
- c) The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities:
- i) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, and ventilators are to be supplied by the bank. grill gates are to be supplied by the Landlord.
 - ii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
 - iii) Where bank decides to have a safe room instead of a strong room, the same should be constructed as per our specifications with channel gate and steel / iron doors.
 - iv) **A lunch room** for staff and record & stationery room will be provided as per the requirement / specification of the bank.
 - v) Separate toilets for gents and ladies will be provided.
 - vi) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside separate rolling shutter to be provided for the onsite ATM space.
 - vii) Entire flooring will be of vitrified and walls texture painted.
 - viii) All windows will be strengthened by grills with glass and mesh doors as per Bank's specifications.
 - ix) Required power load of around minimum 40 KVA for the normal functioning of the bank and the requisite electrical wiring/points will be provided.
 - x) 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.
 - xi) Space for fixing Bank's sign boards will be provided.
 - xii) Separate suitable space with proper enclosures will be provided for installation of generator set.
 - xiii) If required, bank will use the roof top for installation of **solar panels for electricity requirement** for which no separate rent will be paid by the bank.
 - xiv) Landlord to agree for fixing antenna dish/V-sat for bank's connectivity at the roof top without any extra cost. For which no separate rent will be paid by the bank.

- xv) All repairs including annual/periodical plastic emulsion and annual/periodical painting will be got done by me/us at any own cost. In case, the repairs and/or distempering/painting is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs plastic emulsion/painting etc. at our cost and deduct all such expenses along with applicable interest as may be prescribed by the bank from the rent payable to me/us. Common area maintenance charges to be borne by the landlord as per the demand of maintenance agency.
- xvi) Structural alteration as suggested by **our Bank** should be carried out by the landlord.
- xvii) Landlord will be submit for verification the land documents and other connected papers to our satisfaction.
- d) I/We undertake to procure at my/our costs the power load as may be required by the bank from time to time and agree to sign necessary documents/applications etc required there for.
- e) All existing, enhanced and future Municipal /Corporation taxes, GST, rates and cesses including charges for misuse of property (charges for non-conforming usage of the premises), if any, levied/ leviable by any authority, will be paid by me/us.
- f) I/We declare that I am/We are the absolute owner of the plot/building offered to you having valid marketable title over the above.
- g) The charges /fees towards scrutinizing the title deeds of the property by the bank approved lawyer will be borne by me/us.
- h) The bank shall have the exclusive right on the parking space in the building for parking of the vehicles of staff members and customers and the same shall not be disturbed, obstructed or encroached in any manner by any persons whatsoever.
- i) The bank shall have the right to utilize the said premises for any of its various needs, liberty to under lease, sublease the said premises or part thereof to any of its subsidiaries, or to any other party.
- j) 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, grills, collapsible gates, rolling shutters, partitions and other furniture and equipments etc put up by you.
- k) If my /our offer is accepted, I/We will give possession of the above premises within ----- days of approval/ sanction.

(Signature of property owner)