

**Bank of Baroda, Seychelles**  
**PO Box 124, Ground Floor, Trinity House**  
**Albert Street, Victoria, Mahe, Seychelles**  
<https://www.bankofbaroda.sc>  
**Acquiring premises for Office purpose**

**Bank of Baroda intends to acquire premises on a lease basis in two bid system for office purpose.**

**The Premises should be readily available, having carpet area of 800 Sqft or 75 Sq Mtrs (Approximately) with 24 hour access, clear visibility with 3 phase power or should initiate to provide 3 phase power within -7- days of acceptance of bid**

- 1. The proposed premises should be minimum 5 Kms away from Victoria**
2. 3-phase 25 KW power supply connection.
3. Good Flooring, toilets facility, Water connection/facility and parking facility.
4. Internet connectivity (fiber connectivity) should be feasible from leading internet service providers.

Sealed offers are invited from owners of property buildings having registered clean ownership only be considered.

Property Dealers & Brokers need not apply. No brokerage shall be paid.

Premises must be commercial. NOC / any permissions from competent authority if required will be obtained by the owner at their own cost.

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

Envelop No. (1) Marked "**Technical Bid**" (Performa enclosed) should contain full Technical details viz. Location of premises with address, details of sanctioned plan with completion / occupation certificate, copy of approval for commercial use, carpet area of portion to be leased / rented, specifications of internal finishes, amenities, electrical load, parking area etc. No indication as to price aspect be given in 'Technical Bid'. Bidder must provide Proof of ownership of offered premises.

Envelop No. (2) Marked "**Financial Bid**" (**FB**) (Performa enclosed) should contain strictly financial details, viz. Rate per sq.ft / Sq meter on carpet area for premises offered, detail of taxes and lease expenses etc.

**Both technical and financial bids enclosed in a sealed envelope should be enclosed in one bigger sealed envelope clearly mentioning " To acquire premises on lease basis in two bid system for office purpose"**

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 & Porch, 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 post, Storage Tanks, Canopies & Worship Places. The Builders or Landlords should strictly quote as per the carpet area definition.

Offers should be valid for minimum period of 120 days from the last date of submission. Both the sealed covers marked as TB & FB super scribing advertisement reference and applicant name and address, be put in one sealed cover marked "**Offer of Premises for "Office Purpose "**addressed and submitted to **Chief Executive, Bank of Baroda, Seychelles, PO Box 124, Ground Floor, Trinity House Albert Street, Victoria, Mahe on or before 29.05.2023 latest by 3.00 p.m.** The technical bids will be opened on **29.05.2023 at 3.30p.m.** at same address. **Bank reserves the right to reject any bid at any stage of process without assigning any reasons thereof.**

Any decision taken by Bank at any point of time in this connection with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained. **In case of any corrigendum/ modification, the same shall be published on Bank's website only. There shall be no newspaper notification.**

**Chief Executive**  
**Bank of Baroda,**  
**Seychelles**

**FORMAT FOR TECHNICAL BID**

1. Name of the owner :
2. Telephone No./Mobile No. :
3. Complete Address of site/premises offered :
4. Copy of ownership proof (attach copy) :
5. Floor offered with details of carpet area :
5. Rough sketch of the premises (attach copy) :
6. Year of construction :
7. Whether said property has approval  
For commercial use (attach copy) :
8. Details of the sanctioned plan  
(Copy to be furnished on demand) :
9. Details of completion/occupation certificate  
(Copy to be furnished on demand) :
10. Specifications of Internal Finishes :
11. Amenities :
12. Electrical Load :
13. Water supply connection :
14. Type of Structure – RCC/Load Bearing :
15. Parking availability :
16. TIN No. :

**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 centre applied for, 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 for Office Purpose let at \_\_\_\_\_.

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 meter 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. Government Taxes : To be borne by landlord
5. Taxes including revision in future : To be borne by landlord
6. Other charges like Maintenance  
charges/charges for Amenities etc. : To be borne by landlord
7. Tax on rent if any (to be borne by whom) :
8. Period of Lease (Minimum 5 years) :
9. Desired enhancement in rent after 5 years  
(Not more than 10%) :
10. Cost of execution of lease deed to be  
Shared in proportion : 50:50
11. Interest Free Advance required, if any :
12. Any other condition, if any :

(Signature of Owner)