



FAX	Email	Courier	Ordinary Post
Speed Post	Regd. Post	Spl. Messenger	SMS

DISPATCH: Balasore Bhadrak Central Coop. Bank, H.O.

The Balasore Bhadrak Central Co-operative Bank Ltd.
Head Office: O.T. Road, Balasore-756001

Letter No. BBCCB/ HRD / 4705 / 2025-26

Date- 04.10.2025

EXPRESSION OF INTEREST

Expressions of Interest are invited from the owners of Commercial Space at prominent locations on Main Road preferably on Ground Floor having independent access, good frontage and ready for occupation/to be ready within short period of time with required independent power load along with space for onsite ATM for **Khaira Branch**. The Tender documents must reach to the office of the undersigned in sealed envelope on or before 13.10.2025 latest by 05.00 P.M. Delay in receipt of Tender documents/ bids after the due date and time will not be entertained at all and the undersigned will be, in no way responsible for the same. The detailed of the tender may be downloaded from our website **www.bbccbbalasore.com**. The Authority of the Bank reserves the right to accept or reject the quotation without assigning any reason thereof.

Hez 04/10/2025
Chief Executive Officer

Memo No. 4706 / Date-04.10.2025

Copy to

- i. Concerned Branch Manager.
- ii. Notice Board of the Concerned Branch.
- iii. Website of the Bank.

Hez 04/10/2025
Chief Executive Officer



BALASORE BHADRAK CENTRAL CO-OPERATIVE BANK LTD.
NOTICE INVITING TENDER FOR KHAIRA, BRANCH-, BALASORE

OFFER OF PREMISES ON LEASE / RENTAL BASIS

- Issue of tender forms from 06.10.2025 to 13.10.2025 from Head Office, Balasore during office hours.
- Last date of submission of tender at Head Office Balasore on 13.10.2025 by 5.00 pm.
- Tenders forms to be collected from : Head Office, Balasore or Downloaded from website
- Tenders to be submitted at: Head Office Balasore
- Cost of Tender Document : NIL
- Security Deposit : NIL
- Address of Head Office Balasore : Balasore Bhadrak Central Cooperative Bank Ltd; OT Road, Balasore-756001
- Contact person : Mr.Kailash Chandra Shabar (Chief Executive Officer)
Mob. No. 9124560937





BALASORE BHADRAK CENTRAL CO-OPERATIVE BANK LTD.
NOTICE INVITING TENDER
OFFER OF PREMISES ON LEASE / RENTAL BASIS FOR KHAIRA
BRANCH, BALASORE

1. The tender document can also be downloaded from Bank's website www.bbccbbalasore.com

2. If the owner / offerors has more than one projects / premises to be offered, at different locations, separate tenders has to be submitted for each of the locations.

3. The completed tender documents (Technical Bid and Price Bid in separate sealed envelopes, duly marked as "Technical Bid" and "Price Bid" are to be placed in a single cover super scribed "Offer of premises on lease / rental basis for Khaira Branch , Balasore.

3.1 The offeror has to get three envelopes and mark the envelopes as I, II & III. Usage of envelopes will be as under:

i) Envelope marked as I: Financial bid be put in this envelope and sealed. This envelope would be super scribed as Financial Bid. The envelope will be opened if the offer is found suitable fulfilling the requirements stipulated by the Bank.

ii) Envelope marked as II: Technical Bid, duly completed in all respects, be put in this envelope and sealed. The envelope would be super scribed as Technical Bid.

iii) Envelope marked as III: The above two sealed envelopes No.I & No.II be placed in envelope No.III and sealed (i.e. envelope marked as III, will contain two envelopes marked as I, II). This envelope marked as No.III would be superscribed as "Offer of Premises on lease / rental basis for Khaira Branch", Balasore.

3.2 The duly filled in and sealed and super scribed tender envelopes must be dropped in the Tender Box placed at the Head office, Balasore latest by 13.10.2025 up to 5.00 P.M. Tender document sent through Courier/Post must reach before 05.00 P.M on 13th October 2025.

4. Documents pertaining to building approval / location must be submitted along with Technical Bid.

5. Carpet area calculation will be as per Bank norms.

6. Land lord to provide minimum Electrical Load is 20 KW, 3 Phase Electrical connections to Bank.

7. Landlord needs to construct Strong Room of "B" Class as per RBI Specification.

8. Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever at any stage.



1.17.1 Strong room in branches:

Branches should have minimum B class strong room. Strong Room should have clear height of 9 ft. Bank should adhere to the Indian Standard IS 15369:2003 stipulated by the Bureau of Indian Standards as under:

- a. wall thickness – 300 mm
- b. floor/roof thickness – 300 mm
- c. Concrete mix for construction of wall, floor and roof should confirm to M20 minimum.
- d. Reinforcement steel bar - 12mm
Reinforcement grid mesh in mm- 150 x 150 x 150
CTC
- e. Tang bars- not mandatory



OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

FORMAT OF TECHNICAL BID

With reference to your advertisement in the local daily/ Bank's website/ dated _____, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

PART A: GENERAL INFORMATION

- I. Name of the owner/s:
- II. Share of each owner, if any, under joint ownership:
- III. Location:
 - A. Name of the building/scheme:
 - B. Sector No.:
 - C. Street:
 - D. Full Address along with PIN code & prominent landmark
 - E. Locality
(Residential/Commercial/Industrial/Mixed):

PART B: TECHNICAL INFORMATION

- I. Building
A. Carpet Area of the premises (in sq.ft):
Whether ready to offer area as required by Bank?

Dimension (LxWxH) in feet	Carpet Area (Sq.Ft)
i. Hall	
ii. Toilet/Washrooms	
iii. Strong Room, if any.	



B. Floor particulars

(Basement/Ground/Lower or Upper ground/Mezzanine/1st floor): (give area of each floor)

C. Age of the building:

D. Frontage in feet:

E. Access /distance from Main Road: (Mention whether it is on main road)

F. Type of Building: (Residential/Commercial/Industrial)

G. Type of Construction

(Load bearing/RCC/Steel framed)

H. Pillars in premises offered

(specify no.) I. Floor numbers

and height of each floor

including Basement, if any:

(Clear floor height from floor to ceiling)

PART C: OTHER PARTICULARS:

1. Lease period offered

2. Amenities available / proposed:

(a) Separate electricity meter

(b) Sanctioned Electrical

power/ load (c) Car Parking

facility:

(d) Continuous water supply

(e) Water supply facility

(Municipal supply/Well/Bore well):

(f) No. of toilets:

3. Whether separate water meter is provided:

4. Whether plans are approved by local authorities:

5. Time required for giving possession:

6. Whether agreeable to provide for rooftop for installation of V-SAT/Solar panels/Tower any other bank's equipment's (YES/NO) :

7. Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Address_____

Phone No._____



OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID

With reference to your advertisement in the local dailies/banks Website/ dated _____, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

PART A: RATES OFFERED

Rate per sq.ft. (Carpet area) / Lump sum monthly rent:

PART B: OTHER DETAILS

- i. Amount of Municipal/ Panchayat/ Local Taxes per annum:
- ii. Monthly Maintenance charges
(like society charges/charges for amenities, etc):
- iii. Any other charges per
month: (please specify)
- iv. Municipal/ Panchayat/ Local Taxes to be borne by: *
- v. Maintenance charges to be borne by: *
- vi. Any other charges to be borne by: *

* Please mention (landlord or Bank)

PART C: TOTAL DEMAND (per month)

- | | | |
|--|-------|--------------|
| I. Rent. | : Rs. | |
| II. Municipal/ Panchayat/ Local Taxes: | Rs. | |
| III. Maintenance charges | : Rs. | |
| IV. Any other charges | : Rs. | V.Total: Rs. |

Place:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____

