




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

Letter No. BBCCB/ HRD / 2209 / 2025-26

Date- 24.06.2025

**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 **Basudevpur Branch**. The Tender documents must reach to the office of the undersigned in sealed envelope on or before 10.07.2025 latest by 03.00 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 Quotations (Technical Bid) so received shall be opened at 4.00 PM on 10.07.2025 in presence of bidders or their authorized representatives if any. 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.

  
**Chief Executive Officer**

**Memo No. 22/0 / Date-24.06.2025**

Copy to

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

  
**Chief Executive Officer**



**BALASORE BHADRAK CENTRAL CO-OPERATIVE BANK LTD.**

**NOTICE INVITING TENDER FOR BASUDEVPUR BRANCH-, BHADRAK**  
**OFFER OF PREMISES ON LEASE / RENTAL BASIS**

- Issue of tender forms from 25.06.2025 to 10.07.2025 from Head Office Balasore during office hours.
- Last date of submission of tender at Head Office Balasore on 10.07.2025 by 3.00 pm.
- Date of opening of tender (Technical Bid) is 10.07.2025 at Head Office Balasore at 4.00 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



*Handwritten signature/initials*



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

1. The tender document can also be downloaded from Bank's website [www.bbcbbalasore.com](http://www.bbcbbalasore.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 Basudevpur Branch , Bhadrak.

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 superscripted as "Offer of Premises on lease / rental basis for Basudevpur Branch", Bhadrak.

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 10.07.2025 up to 3.00 p.m. Tender document sent through Courier/Post must reach before 03.00 PM on 10th July 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 Ph Electrical connections to Bank.

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

8. The Technical Bids will be opened on 10.07.2025 at 4.00 p.m. at Head office, Balasore in presence of the bidders or their authorized representatives. All the bidders are advised in their own interest to be present on the date at the specified time. If Technical Bid is not opened on 10.07.2025 due to some unavoidable circumstances, the same will be opened on next working day at same time.

9. 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):

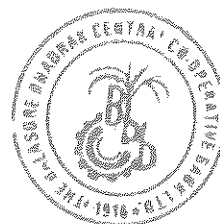
#### PART B: TECHNICAL INFORMATION

- 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/1<sup>st</sup> 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:

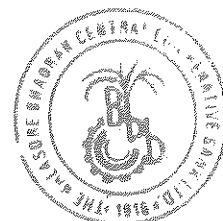
Signature

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. \_\_\_\_\_

