

NOTICE INVITING TENDERS FOR LEASING OF OFFICE PREMISES

Indian Bank, a Public Sector Bank invites tenders under 2 (two) bid system (Technical & Financial) from owners of office premises willing to offer on lease basis **having carpet area of 3350 sqft for Currency Chest at Ground floor & 1600 sqft for Branch at 1st Floor** with parking facility for a lease period of minimum 15 years for setting up their **Branch Office**.

The tender forms can be obtained from the following address from **16.07.2021 to 30.07.2021** on payment of Rs.250/- (Non Refundable). Last date for submission of bids - **30.07.2021** and the duly filled in tenders are to be submitted in prescribed format to the same address.

Tenders are to be submitted in Two Cover system consisting of Technical Bid and Financial Bid in two separate sealed covers superscribing "Technical Bid" or "Financial Bid"

The Technical Bid should be enclosed with refundable EMD of **Rs.5000/-** and cost of tender document **Rs. 250/-** (non refundable) by way of **DD /BPO favouring, Indian Bank** to be submitted on or before **30.07.2021 at 5.00 pm**.

The Technical Bids will be opened on **31.07.2021 at 12.30 pm**

Incomplete tenders / Late tenders / tenders not accompanied by requisite EMD & Cost of tenders document/ not in the form specified are liable to be rejected.

Priority will be given to tenders from Public Sector undertaking / Govt. Organisations.

The Bank reserves the right to reject any or all offers without assigning any reasons whatsoever.

Tenders from agents / brokers will not be accepted.


Zonal Manager
Indian Bank, Zonal Office,
Om Shanti Complex
Opp. Zila School ,PO-Ramna,Muzaffarpur-842002



Tender Document

Engagement of Alternate Premises on lease for Currency Chest and J L Road Branch at Muzaffarpur

Indian Bank, a public sector Bank, invites tender in two bid system from land owner/ premises owner located within Municipal Corporation Muzaffarpur for leasing the premises for Currency Chest and branch for a period of 15 years or more. Important dates & Fees of tender are as follows:-

- | | |
|--|---|
| (a) Start date of Tender: | 16 July 2021 |
| (b) Last date of Submission of tender: | 30 July 2021 up to 05:00PM |
| (c) Pre Bid meeting: | 20 July 2021 at 11:00AM
At Zonal Office, Muzaffarpur |
| (d) Cost of Tender document: | Rs. 250.00 by Demand Draft favoring
Indian Bank, Payable at Muzaffarpur |
| (e) Earnest Money Deposit: | Rs. 5000.00 by Demand Draft favoring
Indian Bank, Payable at Muzaffarpur |
| (f) Opening date of Technical Bid: | 31 July 2021 at 12:30 PM |
| (g) Opening Date of Financial Bid: | Will be intimated separately to
Technically qualified bidders |
| (h) Place of Submission of Tender: | Indian Bank,
Zonal Office
Om Shanti Complex, Near Zila School
PO- Ramna, Muzaffarpur -842002 |

Contd..



Terms and Conditions for

Engagement of Alternate Premises on Lease for Currency Chest and

J L Road Branch at Muzaffarpur

Indian Bank, a public sector Bank, invites tenders from land owner/ premises owner for engagement of alternate premises on lease for Currency Chest and J L Road Branch at Muzaffarpur (within Municipal Corporation area). Bids are invited in two bid system i.e. Technical Bid and Financial Bid. The tender will be guided by following terms and conditions:-

- (1) The technical bid shall be accompanied with cost of tender document (in form of DD), EMD (in form of DD) and proof of ownership (latest revenue receipt/ Title deed/etc) in respect of land plot/ partially/ fully constructed premises. Format of Technical Bid (**Annexure-III**) is enclosed. An envelope containing technical bid, DDs and undertaking shall be scribed with "Technical Bid for engagement of premises on lease for Currency Chest and J L Road Branch". Bid without mandatory documents will be summarily rejected.
- (2) The technical bid shall not contain any information of rate of the premises and should be complete in all respect.
- (3) The financial bid is to be kept in a separate envelop scribing "Financial Bid for engagement of premises on lease for Currency Chest and J L Road branch". Format of financial Bid (**Annexure IV**) is enclosed.
- (4) Both the envelops i.e. of Technical bid and financial bids are to be kept in single envelop and must have details of land owner/ premises owner scribing "Tender for engagement of alternate premises on leaser for Currency Chest and J L Road Branch Muzaffarpur".
- (5) The tender will not be accepted if it has not been submitted as advised above within stipulated time frame.
- (6) Any tender receipt after due specified date & time will not be accepted. Bank will not be responsible if the tender is delivered late by post/ courier.
- (7) The bidders/ authorized representative of the bidder are required to be present at the time of opening of technical bid as specified in timing schedule above. Non present of bidder/ authorized representative will not prohibit this office in opening and processing of technical bids.
- (8) The bidder/ authorized representative who are visiting this office for submission of tender document or participate in pre-bid meeting or participate in tendering opening process of bids are advised to follow Covid-19 protocol as advised by the Govt. from time to time.



Cost of tender document is to be deposited in respect of all cases, even if the tender documents are downloaded from website, an amount of Rs. 250/- by demand draft/BPO. The demand draft shall be in favour of Indian Bank, payable at Muzaffarpur. Cost of tender document is non refundable.

- (9) The EMD (Amount Rs. 5,000.00) shall be made in the form of Demand Draft/BPO payable in favour of "INDIAN BANK, payable at Muzaffarpur. The EMD submitted by the bidder will not attract any interest thereon. EMDs in respect of bidders, who do not qualify technical evaluation, will be returned back after technical evaluation. EMD in respect of bidder who finally selected will be returned on acceptance of sanction awarded by this office. The EMD in respect for finally selected bidder will be forfeited, if the final selected bidder backs out for leasing of his/ her premises. EMD in respect of all other bidders will be returned by the bank without paying any interest thereon. Final approval in respect of a site will be accorded by the Reserve Bank of India.
- (10) The applicant should be legal owner of the premises/ land plot and shall enclose proof of ownership along with the technical bid.
- (11) Currency Chest is constructed in specific manner in accordance with the RBI guidelines. The land owner/ premises owner will have to construct Currency Chest and Branch as per Bank's requirement at his/ her own expenses.
- (12) Carpet area required for Currency Chest will be 3350 Square Feet on ground floor and 1600 Square Feet for J L Road Branch on first floor in the same building. In any case, both Currency Chest and J L Road branch will have to be housed on maximum two floors in same building in such a way that entire currency chest at one floor and branch may be co-located on the same floor or can be constructed just above currency chest on the first floor.
- (13) Lease period offered, shall be minimum of 15 years and preferably of 20 years. Rent increase shall be after a block of every 5 years, subject to maximum hike as per the Bank's Guidelines. Bidder is required to quote increase in rent demanded in Financial Bid. The same will be considered for calculation of lowest rate for deciding L-1 bidder.
- (14) Bank reserves rights to cancel the tender process at any time with or without assigning any reason thereof.
- (15) Preference shall be given to the premises/ land which is located within military cantonment area/ police station/ paramilitary cantonment area.
- (16) The premises/ land area on wide road which can permit movement of heavy vehicle/ truck will be preferred.
- (17) The land/ premises owner will have to provide minimum vitrified tiles, water and sanitation facilities (two toilet each for both CC and Branch), and place for installation of RF tower / antenna e.t.c and sufficient parking space for parking Cash Vans. No additional charges will be paid for these amenities.



- (18) Premises owner will have to get the construction map approved from municipal authority at his/ her own cost before construction/ execution of lease. The premises is to be registered as commercial building. Municipal/ water or any other tax will be borne by the owner.
- (19) The premises should have a compound wall with gate in the front in such a way that Cash van can enter inside the compound wall up to the main entrance of currency chest so that loading/ unloading of cash in cash van remains out of public view.
- (20) Clearance of District Fire Officer to be obtained before handing over the premises to Bank.
- (21) Rent of premises will be paid from the date of shifting of existing Currency Chest and Branch on execution of registered lease deed. Cost registration of lease deed will be borne by Bank and the owner of the premises on 50:50 bases.


Zonal Manager



TECHNICAL BID

**TO BE GIVEN BY THE OWNER (S) OFFERING
PREMISES ON LEASE (Technical Details)**

(To be kept in a separate sealed envelope super scribing "Technical Bid" on the top of the envelope)

From

To

Dear Sir,

Sub: Offer to give on lease the premises for your Branch/Office.

I/We refer to your advertisement dated in..... and offer to give you on lease the premises described here below for your _____ Branch/Office and furnish the technical details thereon.

a)	Name of the Owner	:	
b)	Name of the Co-Owners/ Partners/ Directors (Wherever applicable)	:	
c)	Full Address of premises offered on lease	:	
d)	Whether Freehold/Lease Hold	:	
e)	Distance from the main road/cross road	:	
f)	Whether there is direct access to the premises from the main road	:	
g)	Area Offered floor wise	:	Floor area Usable Carpet in Sq.ft.
h)	Specify whether the area is Carpet	:	
i)	Type of Construction	:	
j)	Year of Construction	:	
k)	If the building is new, whether occupancy certificate is obtained from competent local planning authority.	:	

l)	If the building is yet to be constructed i) Whether the plan of the building is approved (Copy enclosed) ii) Time required for completing the construction	:	
m)	If the building is old whether repairs/ Renovation is required i) If so time required for its completion	:	
n)	Boundaries East West North South	:	
o)	Ventilation is available from	:	No. of sides

TERMS AND CONDITIONS:

Bank at its liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

DECLARATION						
1	The following amenities are available in the premises or I/We agreeable to provide the following amenities: (pl tick the applicable item)					
a.	The strong room will be constructed strictly as per the Bank's specifications. Strong Room door, grill gate and ventilators are to be supplied by the Bank					
b.	A partition wall will be provided inside the strong room segregating the locker room and cash room.					
c.	Partition wall(s) required for provision of ATM room with rolling shutter(s).					
d.	A lunchroom for staff and stock/stationery room will be provided as per the requirement/ specifications of the Bank. A wash basin will also be provided in the lunchroom.					
e.	Separate toilets for gents and ladies will be provided.					
f.	A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside.					
g.	Entire flooring will be of vitrified tiles and wall painted.					
h.	All windows will be strengthened by grill with glass and mesh door					
i.	Required power load (3 phase – 35 kva) normal functioning of the Bank and the requisite electrical wiring /Points will be provided.					
j.	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.					
k.	Space for fixing Bank's sign board will be provided.					
l.	Shelter for security guards should be provided as per Bank's specifications.					
m.	Electrical facilities and additional points (lights, fans-power) as recommended by the Bank will be provided along A' class earthing as per IS specifications.					
n.	Sufficient space for power backup generator/s.					
2.	I/We declare that I am/We are the absolute owner of the plot/building offered to you and having valid marketable title over the above.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Yes	No		
Yes	No					

3.	You are at liberty to remove at the time of vacating the remises, all electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.	Yes	No

- The concept of carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet area means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. even though the same is given for Bank's use.
- If my / our offer is acceptable, I/we will give you possession of the above premises on _____.
- I/we further confirm that this offer is irrevocable and shall be open for _____ days from date hereof, for acceptance by you.

Yours faithfully,

(Signature of Owner/s)

Place:
Date:

Address of the owner/s

TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON LEASE – (Financial Details)
(To be kept in a separate sealed envelope super scribing "Financial Bid" on the top of the envelope)

To

Dear Sir,

Sub : Offer to give on lease the premises for your Branch / Office

I / We refer to your advertisement dated _____ in _____ and offer to give you on lease the premises described here below for your _____ branch / office.

TERMS AND CONDITIONS

1.	Rent	Carpet Area	Rent Rate per sqft	Total per month (Rs.)
	a. Basic Rent			
	b. Service Tax			
	c. Common Maintenance etc, if any (give details)			
2.	Period of lease	_____ Yrs		
3.	Escalation in rent	_____ % after _____ Yrs		
4.	Cost of lease deed to be borne by	By owner / By Bank / shared by me and Bank in the ratio of _____.		
5.	Water tax to be borne by	By owner		
6.	Corporation / Municipal / Tax to be borne by	By owner		
7.	Service tax amount, if applicable, to be borne by	By owner / Bank		
8.	Any other tax levied / Leviable by Municipal and/or Govt Authorities to be borne by	By owner / By Bank / shared by me and Bank in the ratio of _____.		
9.	Service charges / maintenance charges if any to be borne by	By owner		
11	Rental deposit	_____ months		

DECLARATION

1	I / We, am / are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of owner/s and Bank Officials after completion of the building in all respects as per the specifications / requirement of the Bank.
2.	The concept of carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet area means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. eventhough the same is given for Bank's use.
3.	The charges / fees towards scrutinising the title deeds of the property by the Bank's approved lawyer will be borne by me / us.
4.	All repairs including annual / periodical painting and annual / periodical painting will be got done by me / us at my / our cost. In case, the repairs and / or painting is / are

not done by me / us as agreed now, you will be at liberty to carry out such repairs, painting, etc. at our cost and deduct all such expenses from the rent payable to us.

- I / We further confirm that this offer is irrevocable and shall be open for _____ days from the date thereof, for acceptance by you.

Yours faithfully,

(SIGNATURE OF OWNER/S)

Place :

Address of owner/s

Date :