

Tender Document

**Engagement of Alternate Premises on lease for Currency Chest Muzaffarpur and J L Road Branch
(Linked 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 Minimum period of 15 years or more. Important dates & Fees of tender are as follows:-

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| (a) Start date of Tender: | 01 September 2023 |
| (b) Last date of Submission of tender: | 15 September 2023 up to 05:00PM |
| (c) Pre Bid meeting: | 5 September 2023 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: | 16 September 2023 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 |

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TERMS AND CONDITIONS FOR
Engagement of Alternate Premises on Lease for Currency Chest Muzaffarpur and
Linked (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 Linked (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 tender 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 favor 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 favor 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 3300-3700 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 Exclusive 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) Prior to construction of Currency chest and linked branch, all the necessary approval must be obtained from local municipal authority.
- (21) Clearance of District Fire Officer and other concern local authority to be obtained before handing over the premises to Bank.
- (22) 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.
- (23) All other terms and conditions will be applicable as per norms of Bank and RBI from time to time.

Zonal Manager

