



### Tender Document for acquiring premises on lease basis

Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road, Cooch Behar invites sealed tenders for suitable premises on long term lease basis for carpet floor area of 900 - 1250 sq.ft. for Coochbehar branch premises from Interested Owners / Power of Attorney holders of premises in and around Pancharangi More locality preferably in the ground floor with proper front entry to the premises and with all facilities including **KVA** power connection and parking.

The Technical Bid and Financial Bid Formats can be downloaded from Bank's website [www.ubkgb.org](http://www.ubkgb.org). The formats are also available at our Head Office / Regional Office, Coochbehar and can be collected during office hours.

The minimum criteria for prequalification will be as under:

- a) The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the premises ;
- b) The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its Tax returns must be up-to-date.
- c) The building should be constructed as per the sanctioned/approved Plan of the Competent development Authority. The building should be well maintained and not older than 20 years.
- d) The Premises should be situated in good residential/commercial locality on ground floor/1<sup>st</sup> floor with proper accessibility and provision for dedicated parking.
- e) The building should be free from special Hazards like fire, water logging, flood, etc.
- f) Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
- g) The landlord should clear all the dues and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- h) The occupancy certificate of the premises (in case of Apartments) from the local authorities should be available for leasing the premises.
- i) The landlord should be in a position to give vacant procession of the premises immediately after carrying out necessary changes/alterations as required by the Bank.

1. Method of submitting Tenders: Tenders should be submitted only in sealed covers. Tender covers will have three parts.

**First cover** – Technical Bid cover – This cover should contain Part I of application duly filled and signed by the bidder/s in all pages. along with necessary enclosures. The cover should be closed and sealed and super scribed as Technical bid (as per Annexure A) for \_\_\_\_\_ branch /office premises\_ and should also contain the name and address of the bidder on the cover.

**Second cover** – Financial Bid cover – This cover should contain Part II of the application duly signed by the bidder/s in all pages. This cover should be closed and sealed and super scribed as Financial Bid (as per Annexure B) for \_\_\_\_\_ branch / Office premises\_ and should also contain the name and address of the bidder/s on the cover.

**Third cover** – Both the first and second cover should be placed in the third cover and should be super scribed as SEALED TENDER FOR \_\_\_\_\_ BRANCH/ OFFICE PREMISES and to **be addressed to UBKGB, GAD dept., Head Office,**

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2. Last date for submission of Tender: 31.03.2018 **at 5.00 P.M.**

3. Place for submission :Uttarbanga Kshetriya Gramin Bank Head Office, Sunity Road, Cooch Behar.

4. Tenders will be opened at Head Office, Sunity Road, Cooch Behar on \_\_\_\_\_ or at any date decided by the Bank in due course.

5. Bidder should ensure that the tender is received by the Bank before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the specified date and time are liable to be rejected and the decision is at the sole discretion of the Bank.

6. UBKGB reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof and also reserve the right to place the order to any technically suitable Bidder/s who may not be the lowest as it deemed fit and proper.

7. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desire of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

8. Bank will shortlist the offers based on information provided in Technical Bid tender in accordance with Bank's requirement, viz., locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities & other infrastructure provided (like lift, back up DG set etc) and other essential requirements spelt out in Technical Bid.

9. The Financial Bid would be opened after short listing of Offers based on Technical Bid. Financial bid would be opened only for those short listed offers, on a future date and will be intimated to the short listed bidders at a later date.

10. Banks decision on selection of the prospective offer is final.

11. In case of dispute the decision of the Bank will be final and binding on all.

12. **Rent:** The Bank shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to the bank's satisfaction. Joint measurement of the premises will be taken based on floor area.

13. **Execution of the lease Documents:** Once the premises is taken on lease by the Bank, the lease deed as per the Bank's Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord.

For Uttarbanga Kshetriya Gramin Bank,

GENERAL MANAGER

**(Proforma for Technical Bid)**

**To,  
The General Manager,  
Uttarbanga Kshetriya Gramin Bank,  
Head Office, Sunity Road,  
Coochbehar-736101.**

**REG:** Technical Bid for premises at .....

**REF:** Your advertisement dated \_\_\_\_\_ published in ..... News Paper and at Bank's website.

| <b>OWNERSHIP DETAILS</b> |                                                                                                                                                |                          |       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------|
| 1                        | <b>NAMES &amp; ADDRESSES OF THE OWNERS</b>                                                                                                     | Telephone/<br>Mobile No. | email |
|                          |                                                                                                                                                |                          |       |
|                          |                                                                                                                                                |                          |       |
|                          |                                                                                                                                                |                          |       |
| 2                        | Whether P A holder has powers to grant premises on lease/sub lease : YES / NO                                                                  |                          |       |
| 3                        | Name & Address of PA holder                                                                                                                    |                          |       |
|                          | Telephone / Mobile No.                                                                                                                         |                          |       |
|                          | email address                                                                                                                                  |                          |       |
| 4                        | <b>ADDRESS OF THE PREMISES OFFERED</b>                                                                                                         |                          |       |
| 5                        | Any outstanding charges (mortgages/lease/easement/gift/any other interest in the property)                                                     |                          |       |
| 6                        | Any pending dues on the property (Arrears of taxes/electricity/telephone etc)                                                                  |                          |       |
|                          | <b>TYPE OF THE PREMISES</b>                                                                                                                    |                          |       |
| 7                        | <b>IF THE PREMISE IS UNDER CONSTRUCTION</b>                                                                                                    |                          |       |
|                          | Whether loan required? if so details                                                                                                           |                          |       |
|                          | Class of construction                                                                                                                          |                          |       |
|                          | Likely date of possession of premise                                                                                                           |                          |       |
| 8                        | <b>IF THE PREMISES IS READY FOR POSSESSION</b>                                                                                                 |                          |       |
|                          | Year of construction                                                                                                                           |                          |       |
|                          | Type of building/construction Details of Construction of the Building.<br>RCC Construction or Load Bearing Brick Construction (please mention) |                          |       |
|                          | Whether plans are approved by the local authorities (attach copy of sanctioned Bldg.Plan) – Yes/No.                                            |                          |       |
|                          | Whether NOC from the department obtained – Yes/No.                                                                                             |                          |       |
|                          | Whether occupation certificate has been received (attach copy)-Yes/No                                                                          |                          |       |

|    |                                                                                                                                                       |     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|    | Whether direct access is available from the main road – Yes/No                                                                                        |     |
|    | Whether lift facility is available – Yes/No.                                                                                                          |     |
|    | Title Deed (attach copy of title deed)                                                                                                                |     |
|    | Whether all statutory obligations are cleared (Please enclose IT Return. Municipality Tax Receipt – Current and other supporting documents) – Yes/No. |     |
| 9  | <b>Location</b>                                                                                                                                       |     |
|    | <b>Type of Building Residential/ Institutional/Industrial</b>                                                                                         |     |
|    | Details of civil amenities viz., Schools, Colleges, Hospitals available in and around the premises                                                    |     |
|    | Details of other financial institutions in and around the premises                                                                                    |     |
|    | Proximity from police station, fire station, post office and transport centre                                                                         |     |
|    | Located in an area which is not considered crime prone or vulnerable and is not an isolated area.                                                     |     |
|    | Whether the locality of the premises is free from Special Hazards like fire, flood, water logging etc. – Yes/No.                                      |     |
| 10 | <b>Floor and area</b>                                                                                                                                 |     |
|    | Built up area in sq.mtrs. / Sq.Ft                                                                                                                     |     |
|    | Carpet area in sq.mtrs. / Sq.Ft                                                                                                                       |     |
|    | <i>Ground Floor</i>                                                                                                                                   |     |
|    | First floor                                                                                                                                           |     |
|    | Other, if any                                                                                                                                         |     |
|    | <b>Total Carpet area in sq.mtrs./ Sq.Ft</b>                                                                                                           |     |
|    | Ceiling Height                                                                                                                                        |     |
|    | Details of tenancy of other floors                                                                                                                    |     |
|    | Agreeable to construct RCC strong room as per RBI specifications with security arrangements                                                           | YES |
|    | Space to install V-SAT antenna, MPLS Tower on roof-top (applicable for Rural / Semi-Urban/Urban)                                                      |     |
|    | Statutory approvals from local authorities (if applicable)                                                                                            |     |

|    |                                                                                                                                                                                                                                                                                                                                                          |                            |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 11 | <b>AMENITIES AVAILABLE</b>                                                                                                                                                                                                                                                                                                                               |                            |
|    | Water facility available                                                                                                                                                                                                                                                                                                                                 | YES / NO                   |
|    | Parking facility for Bank's Staff / Customers available                                                                                                                                                                                                                                                                                                  | YES, .....sq.mtrs / sq.ft. |
|    | Whether 3 phase(__ kva) power supply available / will be supplied                                                                                                                                                                                                                                                                                        |                            |
|    | Separate toilets for ladies and gents                                                                                                                                                                                                                                                                                                                    |                            |
|    | Accessibility throughout the year                                                                                                                                                                                                                                                                                                                        | YES / NO                   |
|    | Proper Ventilation available                                                                                                                                                                                                                                                                                                                             | YES / NO                   |
|    | Details of other utilities available                                                                                                                                                                                                                                                                                                                     |                            |
|    | Frontage (at least 6- 8 mtrs. / 20-25 ft)                                                                                                                                                                                                                                                                                                                |                            |
|    | Possibility of making ramp from road to branch                                                                                                                                                                                                                                                                                                           |                            |
|    | Collapsible shutters on outer doors, grills on windows and ventilators on outer walls,                                                                                                                                                                                                                                                                   |                            |
|    | One main entrance with the regular door and an additional / collapsible gate.                                                                                                                                                                                                                                                                            |                            |
|    | Whether proper sanitary/sewage system is available.                                                                                                                                                                                                                                                                                                      |                            |
|    | Whether Power/Electric Supply - Yes/No (Adequate power supply) is available – Yes/No.                                                                                                                                                                                                                                                                    |                            |
|    | Whether anti-lightening device is provided – Yes/No                                                                                                                                                                                                                                                                                                      |                            |
|    | Whether captive power supply (generator) is available – Yes/No.                                                                                                                                                                                                                                                                                          |                            |
|    | Whether adequate water supply is available – Yes/No.                                                                                                                                                                                                                                                                                                     |                            |
|    | The tender (both Technical and financial bids) has been signed on all pages only by the authorized signatory.                                                                                                                                                                                                                                            |                            |
|    | Rent quoted shall be net inclusive of all taxes, cesses, parking charges etc. related to the premises, till the tenure of lease, including extended tenure, if any, as per financial bid format<br>only by filling up all three columns (under Rate, Carpet Area, Total Rent Payable) and signed only by premises Owner / Power of Attorney Holder only. |                            |
|    | I / We further agree to construct the strong room as per your Bank's specifications and ready to carry out modifications as required by the Bank in the proposed premises at our expenses.                                                                                                                                                               |                            |
|    | The offer submitted by me valid for Four months from the date of opening of Price Bid.                                                                                                                                                                                                                                                                   |                            |

|  |                                                                                                                        |                                                                                                                                                                                          |
|--|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Agree to execute the Lease Deed agreement in Bank's standard format (Standard format enclosed).                        |                                                                                                                                                                                          |
|  | Enhancement in rent expected after the end of the original lease period of _____ years. NOTE: Quote in percentage only | For _____ years with 5 years certain with 2 options of 5 years each with increase @ _____ % hike in rent during each option period. (only percentage and amount should not be filled up) |
|  | Any other terms and conditions (Please specify).                                                                       |                                                                                                                                                                                          |
|  | (a) Additional financial bearing:                                                                                      |                                                                                                                                                                                          |
|  | (b) Non- Financial bearing:                                                                                            |                                                                                                                                                                                          |
|  | Any other relevant information                                                                                         |                                                                                                                                                                                          |

**NOTE:**

The carpet area of any floor shall be the covered floor area worked out excluding the following portions of the building

Sanitary accommodation, except mentioned otherwise in a specific case , Verandahs, except where fully enclosed and used as internal passages and corridors, Corridors and Passages, except where used as internal passages and corridors exclusive to the unit, Entrance halls and porches, vertical sun brakes box louvers, Staircase, Shafts and machine rooms for lifts, Barsaties\*, lofts ,Garages,

Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 sq. mtrs. in area.

***Rates should not be mentioned here or anywhere in Technical Bid.***

**DECLARATION**

I / We confirm that the above particulars are correct to the best of our knowledge. I / We will give the consent as per your Banks standard Performa if you find our premises suitable.

**PLACE:**

**SIGNATURE:**

**DATE :**

**NAME**

Encl:

1. Documents for proof of owner ship (Tax receipt/Electricity Bill)
2. Location map and building map.
3. Sketch plan drawn to scale
4. Photographs showing exterior as well as interior
5. Completion certificate
6. Permission to construct
7. Building use permission
8. Certificates from competent authorities

(This is a proforma, Bank can make changes within the policy, as per the specific requirement in the location)

**(Proforma for Financial Bid)**

**To,  
The General Manager,  
Uttarbanga Kshetriya Gramin Bank,  
Head Office, Sunity Road,  
Coochbehar-736101.**

**REG:** Financial Bid for premises at .....

**REF:** Your advertisement dated \_\_\_\_\_ published in ..... News Paper and at Bank's website

Dear Sir,

In continuation with the Technical Bid submitted by me / us in respect of premises situated at .....

I / We hereby offer the premises on lease / rental basis as under :

| <i>Sl. No.</i> | <i>Floor</i> | <i>Rent per sq. m of Carpet Area</i> | <i>Total Rent (Payable per month in Rupees)</i> |
|----------------|--------------|--------------------------------------|-------------------------------------------------|
|                |              |                                      |                                                 |
|                |              |                                      |                                                 |
|                |              |                                      |                                                 |
| <b>Total</b>   |              |                                      |                                                 |

The rate quoted is inclusive of all taxes, cess, service charges, parking charges etc., per sq. ft. of carpet floor area calculated as per point \_\_\_ of Technical bid.

Yours faithfully,

( Name .....)

Place : .....

Date : .....