



**भारतीय लघु उद्योग विकास बैंक**  
**Small Industries Development Bank of India**

**आगरा में लीव और लाइसेंस/ लीज आधार पर  
कार्यालय परिसर लेने के लिए प्रस्तावों के आमंत्रण**

जारीकर्ता कार्यालय : आगरा

संपर्क दूरभाष एवं पता : 09160055860

भारतीय लघु उद्योग विकास बैंक

शॉप नं यू जी श्री नाथ जी कॉम्प्लेक् 6-5, मदिया कटरा चौराहा, नीरज डेरी के पास, आगरा-  
282002, उत्तर प्रदेश

भरे हुए आवेदनपत्र प्राप्ति की अंतिम तिथि जनवरी 11, 2018 सायं 3.00 बजे है।

**Invitation of offers for acquiring office  
Premises on Lease/Leave and License basis at Agra**

Issuing Office : **Agra**

Contact No. and Address: 09160055860

email: [agra@sidbi.in](mailto:agra@sidbi.in)

Shop. No. UG 5-6 at Upper Ground Floor, Shri Nath Ji Complex, Near  
Neeraj Dairy, Agra-282002

Last Date and time for receipt of filled in application:

**January 11, 2018, 3:00 PM**

## **SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)**

### **REQUIRES OFFICE PREMISES**

सिडबी आगरा में 800 से 1100 वर्गफीट कारपेट क्षेत्र का कार्यालय परिसर लीव और लाइसेंस/लीज आधार पर लेने के लिए प्रस्ताव आमंत्रित करता है। उक्त आमंत्रण ऐसे परिसर के लिए है, जो संजय प्लेस, आवास विकास,सिकंदरा, कमला नगर, विजय नगर, वीआईपी रोड, म जी रोड एवम अन्य इलाके में स्थित भवनों में, एक ही तल पर स्थित हो। कार्यालय परिसर कब्जा में लेने के लिए तैयार होना चाहिए और सुसज्जित और वातानुकूलित होना चाहिए या परिसर मालिक इसे बैंक की अपेक्षानुसार / दिए गए विनिर्देश के अनुसार अपने व्यय पर सुसज्जित और वातानुकूलित कर सकता है। गैर सुसज्जित परिसरों पर भी विचार किया जा सकता है।

SIDBI invites offers for office premises admeasuring between 800 sq.ft. to 1100 sq.ft. carpet area in Agra on leave and licence / lease basis on single floor in buildings located in Sanjay Place, Avas Vikas, Sikandra, Kamla Nagar, Vijay Nagar, VIP Road, MG Road etc. The premises should be readily available and preferably furnished & airconditioned or it shall be furnished / refurbished by the owner(s) at their own cost as per the Bank's requirement / specifications. Unfurnished premises may also be considered.

सुस्पष्ट एवं विपणन योग्य स्वत्व वाली ऐसी संपत्तियाँ, जो स्थानीय नियमों के अनुसार बनाई गई हो और व्यापारिक उपयोग के लिए प्रयोग की जा सके, ऐसी संपत्ति के लिए प्रस्ताव भेजने के इच्छुक मालिक दो अलग-अलग मुहरबंद लिफाफों में अपने प्रस्ताव प्रभारी अधिकारी भारतीय लघु उद्योग विकास बैंक, सिडबी, शॉप नं यू जी श्री नाथ जी कॉम्प्लेक्स 6-5, मदिया कटरा चौराहा, नीरज डेरी के पास, आगरा 282002, दूरभाष : 09160055860, ईमेल : [agra@sidbi.in](mailto:agra@sidbi.in) पर भेजें। एक लिफाफे में तकनीकी बोली और दूसरे लिफाफे में वित्तीय बोली भेजी जाएं। प्रस्ताव भेजने की अंतिम तारीख जनवरी 11, 2018 है। किसी भी प्रकार की दलाली का भुगतान नहीं किया जाएगा।

Interested parties having clear and marketable title to the properties built as per local byelaws and having occupancy certificate with permission for commercial use of the same, may submit their offers in two separate sealed covers, one for technical bid and another for financial bid to The Assistant General Manager, SIDBI, Shop. No. UG 5-6 at Upper Ground Floor, Shri Nath Ji Complex, Near Neeraj Dairy, Agra-282002, Tel : 09160055860, Email : [agra@sidbi.in](mailto:agra@sidbi.in). Last date for submission of offers is January 11, 2018,

upto 15:00 hours. (to be dropped in the tender box placed at reception at the above address). No brokerage will be paid.

तकनीकी बोली और दूसरी वित्तीय बोली के लिए प्ररूप संलग्न हैं और (सिडबी वेबसाइट से) डाउनलोड किए जा सकते हैं या इन्हें सिडबी के उपर्युक्त कार्यालय से प्राप्त किए जा सकता है। तकनीकी बोली में किराए के बारे में कोई भी उल्लेख नहीं किया जाना चाहिए। उपर्युक्त पात्रता मानकों के अनुसार (परिसर प्रस्ताव) प्रथम द्रष्टया पूर्ण पाए जाने पर, परिसरों की छँटाई निम्नांकित तकनीकी मानदंडों के अनुसार की जाएगी:

The formats for technical and financial bids are attached and may be downloaded from SIDBI's website or from <http://eprocure.gov.in> or the same can be obtained from SIDBI office at the above address. No indication of rent should be given in technical bid. Short listing of premises, prima facie meeting the above eligibility criteria shall be done on the basis of following technical parameters:

S.No.	Parameters
1	अवस्थिति / Location - Should be on Minimum 30 ft wide road from front side, free from encroachments and not prone to flooding
2	प्रस्तावित कारपेट क्षेत्र / Carpet area offered between 800 sqft to 1100 sqft. The carpet area offered should be within the range given by SIDBI else the offers will be rejected. The landlord should enclose layout plan duly certified by the Architect/Surveyor
3	परिसर के प्रवेश का रास्ता और परिवेश / Approach to the premises and surroundings - The passage to the building should be satisfactory
4	भवन देखने में कैसा है और उसका अग्रभाग / Visibility and Frontage - Frontage should be fairly impressive/visible
5	भवन यथा तिथि कितना पुराना है, स्थिति एवं रखरखाव / अनुरक्षण, उपलब्ध सामान्य साधन / सुविधाएँ (जैसे लिफ्ट, अग्निशमन, सुरक्षा, आदि) Present Age(Should not be more than 25 years) and Condition of the Building- The Construction should be of good quality and the present condition of the building should also be good.. Floor to ceiling clear height should be adequate. The premises should have adequate natural cross ventilation/sunlight. Maintenance and upkeep of the building- the building

	should be well maintained.
6	Common amenities / facilities (like lifts, firefighting, security, etc) should be available
7	बिना तार वाला ऐनटीना संस्थापित करने के लिए छत पर जगह/ Space on roof top for installation of Wireless antenna
8	उपलब्ध पार्किंग स्थान / Parking Space available - A minimum of 01 covered car parking slots as also parking slots for 02 two wheelers should be available exclusively for SIDBI.
9	विद्युत बैकअप (डीजी सेट सुविधा) / Power Back-up (DG set facility)
10	मौजूदा अंतरिक सज्जा/ सुसज्जा, वातानुकूलन आदि की अनुकूलता/ दशा / suitability / condition of existing Interiors/furnishing / AC will be taken into account for selection of premises
11	बैंक की आवश्यकतानुसार सुसज्जा /वातानुकूल उपलब्ध करवाने की इच्छा Willing to furnish / provide AC, as per Bank's requirement
12	शौचालय/ पैंट्री के लिए अलग से प्रावधान / Provision of Separate toilets & pantry
13	पर्याप्त विद्युत सम्बद्धता (कनेक्शन) / Adequate power connection
14	सुसज्जित परिसर का कब्जा देने के लिए लगने वाला समय / Time required for giving possession of furnished premises
15	Acceptance of terms and conditions of the bid document
16	दौरों/ निरीक्षण के बाद परिसर के बारे में समिति की समग्र राय / Overall impression of the committee after visits / inspection

केवल छाँटे गए प्रस्तावों की वित्तीय बोलियाँ खोली जाएंगी। ऊपर किए उल्लेख के अनुसार केवल छाँटी गई बोलियों में से एल-1 बोलीकर्ता पर विचार किया जाएगा और आवश्यकतानुसार उन्हें विचार-विमर्श के लिए बुलाया जाएगा।

Financial Bids of only shortlisted offers will be opened. The L-I bidder out of the shortlisted bids as indicted above, shall be considered and invited for negotiations, if felt necessary.

तकनीकी बोलियाँ (अर्थात लिफ़ाफ़ा सं.1) उन बोलीकर्ताओं की उपस्थिति में सिडबी कार्यालय में जनवरी 11, 2018 को सायं 3.30 बजे खोला जाएगा, जो उस समय उपस्थित रहने के इच्छुक हैं इसी तरह, छॉटे गए बोलीकर्ताओं की वित्तीय बोलियाँ (अर्थात लिफ़ाफ़ा सं.2) उन बोलीकर्ताओं की उपस्थिति में उस दिन एवं समय में खोली जाएगी, जो बोली खोलने के समय उपस्थित रहने के इच्छुक हैं। दिन एवं समय की सूचना यथासमय भेजी जाएगी।

अपूर्ण आवेदनपत्र अस्वीकार कर दिए जाएंगे। सिडबी के पास यह अधिकार है कि वह कोई भी कारण बताए बिना किसी भी या सब प्रस्तावों को निरस्त कर दे।

भवन मालिकों के प्राधिकार पत्र के साथ एस्टेट / संपत्ति एंजेंट अपने प्रस्ताव भेज सकते हैं। एस्टेट / संपत्ति एंजेंटों को सिडबी द्वारा कोई कमीशन/ दलाली नहीं दी जाएगी।

The Technical Bids (i.e. Cover 1 ) will be opened on 11-01-2018 at 3:30 PM at SIDBI' s office in presence of bidders who wish to remain present. Similarly, the Financial Bids (i.e. Cover 2) of shortlisted bidders would be opened in presence of bidders who wish to remain present at a date and time which would be conveyed in due course .

Incomplete applications may be rejected. SIDBI reserves the right to reject any or all the offers without assigning any reason thereof.

Estate/property agents may submit their proposals along with authority letter(s) from the owners. No commission / brokerage will be paid by SIDBI to Estate/Property Agents. Any changes/modifications in the advertisement will be notified on SIDBI's website only.

### **Instructions / Guidelines to Bidders / offerers for filling the Format**

1. The bidders /offerers are required to complete the format in all respects with specific answers to all the questions / points.

2. The bidders /offerers shall enclose copy of proof of ownership of the premises. The bidders /offerers shall also enclose copies of all relevant approved drawings from Municipal Corporation/local authority indicating therein the site plan, floor plans, sections, elevations, etc, indicating dimensions of the space offered.

3. The bidders /offerers shall submit a copy of Occupancy/Completion Certificate , as applicable and arrange all permissions/ approvals (if required) from the concerned local statutory authorities at his own cost for using the premises for commercial purpose before handing over possession of the premises.

4. The bidder shall provide space on the roof top for erecting Radio Frequency (Wireless) antenna over a mast of around 9Meters height with necessary permission from authorities, if required.5.The bidders /offerers shall state the details of existing interior furnishing, amenities etc. provided, if any, and confirm his willingness to carry out the work of interior furnishing, amenities etc. as required by the Bank at his own cost details of which is given in technical and financial bid. For execution of interior work by the offerer, he shall appoint a professional architect having minimum experience of 5 years in the field and carry out interior furnishing work including supply/installation of the furniture items, Air conditioners etc. as per Bank's requirement. Based on the proof / bills, etc. submitted , the actual cost of interior work will be verified by the Bank. The Bank may also cross-check the actual expenditure incurred on interiors by considering reasonable market rates for the works carried outthrough valuation by a SIDBI/Govt. registered Valuer and decide on proportionate rent thereof.

6. The rate quoted shall be per sqft. of carpet area of the premises offered and shall be inclusive of all applicable taxes (including municipal taxes), out-goings, maintenance charges, etc. Applicable Goods and Service Tax (GST) will be paid / reimbursed extra. The rate quoted should be competitive since other similar offers will be concurrently examined.

6. Possession of premises is to be handed over to the bank as early as possible.

7. One certified copy each of the following documents to be submitted by the bidders /offerers who are finally short-listed by the Bank :

- ❖ Title document (preferably with English translation)
- ❖ Copy of proof of payment towards municipal / property tax

❖ Occupancy / completion certificate and any other Clearance of Development authority/ local body obtained, if any in connection with the offered premises.

❖ Permission for commercial use of the property

8. Stamp duty, Registration charges, etc. to be shared equally by both the parties.

9. Completed format (Technical and Financial Bid) with necessary enclosures to be submitted to SIDBI on the above address before the last date.

10. Description of property and other terms and conditions as prescribed in Technical Bid (TB) shall be submitted duly signed on each page by owner / authorized representative in COVER 1. No indication of rent/charges to be given in Technical Bid (TB).Instructions / guidelines for filling the format, declaration and terms and conditions to be also submitted in Cover 1.

11. Commercial [Financial] Bid (FB) should be submitted in a separate cover and marked as COVER 2.

12. The COVER 1 & COVER 2 shall together be put in a separate cover and addressed to the The Assistant General Manager, Small Industries Development Bank of India,Shop No.UG 5-6 at Upper Ground Floor, Shri Nath Ji Complex, Neeraj Dairy, Agra-282002. Name of the site / location being offered is to be mentioned on the top of this envelope.

13. Incomplete offers or offers received late may be rejected.

15. The Cover 2 of offerers not satisfying the requirement of the Bank as per the advertisement shall not be opened.

14. The offers are irrevocable and shall be valid for acceptance for 120 days from last date of submission.

Note

a) Bank reserves the right to reject any or all the offers without assigning any reasons at any stage.

b) Offers submitted by Real Estate consultants / Agents should be accompanied by an authority letter from the owner(s). No brokerage will be paid by the Bank and Bank does not have any Brokers.

c) These instructions / guidelines are to be signed and submitted as a token of acceptance with the technical bid.

d) No Changes should be carried out in the format . Any other details to be filled in (if required) may be furnished on a separate sheet as Annexures.

Sign and seal of offerer(s) and date



## **TERMS & CONDITIONS (to be signed and submitted in Cover 1)**

I / We hereby agree that :

### a) Rent & Lease Period

i) Lease rent shall be paid by Small Industries Development Bank of India (SIDBI) (hereinafter referred as 'Bank) on sq. ft carpet area basis in the first week of succeeding month.

ii) Lease rent shall be paid by the Bank with effect from the date on which possession of the completed premises (after interiors are over) is handed over to the Bank along with necessary permissions required, power, water supply etc. The owner of the premises shall hand over the premises to SIDBI after completion of interiors as per the plan approved by SIDBI , maximum within 45 days from the date of execution of agreement /deed. In case SIDBI is required to execute the interior works, we shall provide the premises without charging a rent for a period of 3 months .

iii) The initial lease period shall be for 5 years which can be extended for further 5 years with maximum up to 25 % increase in rent. Bank shall have option to renew the lease for another term of 3/5 years on same terms and conditions with a maximum 15% to 25% increase in rent, necessary provision to this effect would be made in the Agreement.

iv) Bank will be at liberty to vacate the premises at any time during the lease period by giving 3 months notice in writing.

### b) Taxes / Rates

All existing and enhanced/ future Municipal taxes and cess will be paid by me / us. Applicable GST will be paid / reimbursed by the Bank as per actuals. Society charges/Non occupancy charges shall also be payable by me/us.

### c) Payment of advance Rent / Security Deposit

Bank shall pay to me / us a sum, as will be agreed to by both the parties, being the interest free security deposit (at the time of giving possession of the completed premises along with interiors) which will be refunded to the Bank at the time of vacating the premises or Bank will be at liberty to adjust the amount against rent/ retain possession of the premises (without payment of rent) till the deposit is refunded. Such Security deposit shall not exceed 3 months rent for premises and interiors.

Further, an advance amount of maximum upto 3 months rent (for premises and interiors) shall be paid by the Bank at the time of execution of agreement to take up the interior works. In order to avail the same, I/We agree to provide a suitable Bank Guarantee from a Nationalized Bank in the format approved by SIDBI of a value equivalent to 110% of the advance availed. I/We also agree to pay an interest @12% per annum (on the advance amount) to SIDBI till the date of handing over the possession of completed premises. This advance shall be recoverable by the Bank in 10 equal installments along with the interest from first 10 months rent of premises and interiors.

d) Power and Water Connection-

(i) I / We shall provide adequate power connection for commercial use (with separate electricity meter) for operating AC, Computers, Light & Fans etc. at my/our own cost. We understand that approx. power load requirement of the bank will be about 12 – 15 KW per 1000 sqft of carpet Area.

(ii) I / we shall provide 24 hrs. water supply in the premises.

(iii) Bank shall bear actual charges for consumption of electricity and water.

e) Interior furnishing

(i) I / We shall provide air-conditioned premises with necessary interior furnishing as per the layout and specifications approved by SIDBI. Rent for such interior furnishing shall be paid extra by the bank as per the quoted / agreed rates. (Broad specification of interiors and list of approved makes are attached at Annexure-1 for the guidance of the Bidders).

(ii) I / we have quoted the rent for interiors assuming that the estimated cost of interiors would be approximately `Rs.1,800/- per sqft on carpet area. In case of decrease / increase in cost the monthly rent for interiors will be proportionately decreased / increased. Necessary proof of actual expenditure shall be shown to the bank, if required. I/We are aware that the cost of flooring , painting (plastic emulsion) and any other civil work will not be part of Interiors to be provided in the Premises and will be borne by me/us.

(iii) I / We shall complete the interior furnishing work within 45 days or within the period as agreed, after receipt of approval from the bank. Lease rent will commence from the date of handing over possession of the completed premises alongwith interiors.

(iv) The Bank will pay monthly rent for interiors at the quoted / agreed rates for a maximum period of 10 years (on the new interiors only) without any increase. In order to receive the rent on interiors after initial lease period of 10 years , I/We further agree to replace/re-

furbish/renovate the interiors including air conditioners periodically to keep them in good condition to the satisfaction of the Bank.

v) Since premises is being furnished by me/us, there shall be a lock in period of 5 years before which, the Bank shall not vacate the premises. In case, the Bank vacates the premises before completion of 5 years, rent for interiors for the remaining period shall be paid by the Bank . A depreciation @10% per annum shall also be applicable to work out the rent payable for the remaining period. This shall be applicable only for the cost incurred towards New Interior works. Thus, the compensation payable shall be "Actual cost of interior - Rent paid till vacation of Premises-depreciation @10% per annum on cost of Interiors".

f) Provision of Toilet and Pantry

I / we shall provide toilets of adequate size for gents and ladies and a pantry with granite top platform, water supply/drainage line, sink with necessary fittings, in the premises at my/our cost.

g) Maintenance / Repairs

(i) All repairs including seepage/leakage, repairs to plumbing lines and painting in common area & external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, Bank will be at liberty to carry out such repairs and painting etc. at my/our cost and deduct all such expenses from the rent payable to me/ us.

(ii) The premises shall be painted with plastic emulsion paint after applying cement based putty and primer at my/our cost before handing over the possession to the Bank. The shade will be as advised by the Bank. I/We shall carry out re-painting of the premises along with polishing of the interiors/furniture after every 5 years to the satisfaction of the Bank or the Bank may carry out the same and recover the cost from the monthly rent.

(iii) Bank shall take care of day to day maintenance / repairs of premises, furniture & fixtures and keep them in good condition. In case of split units, Package Units, the comprehensive AMC will be taken by the Bank. In case the Landlord takes it , the same will be reimbursable.

h) Lease Deed / Registration Charges

I / We undertake to execute lease agreement as per agreed terms and conditions on the bank's proforma at any early date. I / We undertake to bear 50% charges towards stamp duty and registration / legal charges.

**i) Usage of premises for commercial purpose**

I/we confirm that the premises offered have been approved by the Local Municipality / Development Authority for using as commercial premises.

j) I/We understand that SIDBI is acquiring the office premises on lease for use of its own office or office(s) of its subsidiaries/ associate institutions for which I/We shall have no objection.

**k)** I/We shall obtain necessary NOC/permission from the society/ builder/ condominium for leasing out the premises at own cost to SIDBI and its subsidiaries/ associate institutions. Further, I/We shall obtain necessary permission from Agra Municipal Authority or any other statutory authority to lease out the premises at our own cost to SIDBI and its subsidiaries/ associate institutions

l) Ownership & payment of rental

I/we confirm that I am/we are the owner of the premises and Bank will pay rental to me/us after deduction of applicable income tax (TDS).

m) Insurance of the Premises-

Premises and its contents provided by me/us shall be adequately insured by me/us during the lease period. No extra amount shall be payable for the same by the Bank.

n) Adequate reserved parking space (minimum 01 nos car parking and 02 nos two wheeler parking) shall be provided by me / us exclusively reserved for SIDBI.

Date :

Place :

date)

( Sign and seal of offerer and

**The Format for Technical Bid (TB)**  
**(to be submitted in Cover – 1)**

From,

.....  
.....  
.....

Contact No. (Mobile and Landline)

To,

The Branch In-charge,  
Small Industries Development Bank of India  
Shop. No. UG 5-6 at Upper Ground Floor,  
Shri Nath Ji Complex, Near Neeraj Dairy,  
Agra-282002,

With reference to your advertisement dated December ----, 2017 published in the Local Newspapers and posted at SIDBI Website, I / We hereby submit the Technical bid for the office premises required by you. I / We confirm that I / We are the owners / authorised person to offer you the premises on lease basis / leave license basis by your Bank.

Sl. No.	Particulars	Details to be filled in by the offerer
1	Location of the premises (Mention full address with the landmark in the surrounding if any). Whether the Premises is located in the Residential / Commercial / Industrial area ?.  Note: The Premises should be located in the areas specified in the advertisement else the proposal will be rejected.	
2	Present Age of premises and type of construction (mention whether 1st class RCC or tiled roof structure etc.) (Certificate from Chartered Engineer regarding structural stability / safety of the building to be produced, if demanded by SIDBI). Age of the premises should not be more than 25years.	

	Note: The age of the Building should not be more than 25 year old from the date of Occupation/Completion Certificate.	
3	<p>Total carpet area of the premises offered in sq. feet (carpet area means covered floor space excluding pillars / columns, walls thickness along the periphery, open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies, staircase, munties, shaft and rooms for lifts, common toilets and common areas etc.). Columns area inside the rooms / hall are not deductible. Area of AHUs and Toilets exclusively constructed for the premises will be included. Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the Bank with dimensions.</p> <p>Note: The area offered should be in the range indicated in the advertisement else the proposal will be rejected. The landlord should enclose layout plan duly certified by the Architect/Surveyor.</p>	
4	Mention the floor, at which the premises is being offered(should be located on single floor / level)	
5	<p>Whether reserved parking (covered / open) available? If so, give the details regarding the no. 01 of car/ 02 Two wheelers parkings.</p> <p>Note: If required, the agency may built in the parking charges in the monthly rent and quote accordingly)</p>	<p>Car parkings ----- nos. (covered) ----- nos. (Open) Two wheeler parkings ----- -- nos.</p>
6	Whether premises has independent and proper access for easy movement of staff, customers and Bank's assets.	Yes / No
7	Name of the owner(s) of the property offered (Enclose proof of ownership)	1. 2.
8	Whether Offerer is real owner or a Power of attorney holder. (Enclose documentary evidence )	
9	Whether premises is constructed as per the approved plans of statutory authorities, having	Yes / No

	provision of fire safety as per local by-laws Occupancy / Completion certificate obtained or not & whether it is permitted to be used for commercial purpose ? (enclose the documentary evidence )	
10	Enclose Brief Construction Specifications and details of other amenities provided in the said premises	
11	Whether independent water and electricity connections are available in the Owners name / in any others name (Please specify).	Yes / No Electrical power load available: ..... KW
12	Whether power back-up (DG Set) is available If yes, give details.	Yes / No Electrical power load available: ..... KW
13	Availability of AC facility, if provided in offered premises give the details.	
14	Whether Premises is (a) furnished (b) Willing to furnish as per Banks requirements at own cost .	a)Yes / No b)Yes / No
15	Whether adequate frontage for fixing signboard available.	Yes / No
16	Details of common facilities available in the building viz. lift, fire fighting arrangement, cleaning / maintenance arrangement etc.(Mention specifically on all the facilities)	
17	Whether 24 Hrs. Common Security is provided in the building ?	Yes / No
18	Whether separate toilets provided within the premises or to be constructed. a) Existing/available. b) to be Constructed	a)Yes/No b) Yes/No
19	Whether premises is readily available? Please indicate time likely to be taken for handing over possession of completed premises. (A maximum period of 45 days is permissible for the date of execution of agreement/deed)	Yes/No -----month(s)
20	Lease Period a)Initial lease period (5years) b) Option with bank for renewal of lease for 5 years with maximum 25% increase in rent'	a)Yes

	c) Further option for renewal of lease for 3 – 5 yrs with maximum 15 to 25% increase in rent'	b)Yes  c)Yes
21	Interest free security deposit/advance rent payable (maximum equivalent to three months rent shall be paid by the bank).	-----months rent
22	Advance amount payable by SIDBI (for furnishing/ re-furnishing of the premises, interest bearing advance not exceeding three months rent against BG shall be paid by the bank which is recoverable from first 10 months rent).	-----months rent
23	Availability of space on roof top for installation of Wireless antenna of maximum height of 9 Meters and weight around 250Kg.	Yes
24	Any other details which the offerer would like to furnish.	

I / We have also read and understood the terms and conditions, Instructions / Guidelines to Bidders / Offerers for filling the Format as part of this Technical Bid and the same are being submitted duly signed as a token of acceptance. We also enclose the following documents in support of our offer:

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the Offerer )



Note :

1. This format along with duly signed instructions / guidelines, declaration, terms and conditions shall be submitted in a separate sealed cover super scribing - "TECHNICAL BID FOR OFFICE PREMISES AT Agra".
2. No changes should be carried out in the format. Any other details to be filled in (if required) may be furnished on a separate sheet as Annexures.

(This format shall be submitted in a separate sealed cover super scribing - "TECHNICAL BID FOR OFFICE PREMISES AT .....

**The Format for Financial Bid (FB)**  
**(to be submitted in Cover – 2)**

From,

.....

.....  
.....  
Contact No. (Mobile and Landline)

To,  
The Branch In-charge,  
Small Industries Development Bank of India,  
Shop. No. UG 5-6 at Upper Ground Floor,  
Shri Nath Ji Complex, Near Neeraj Dairy,  
Agra-282002

Having read and understood the contents of detailed advt., Instructions, terms and conditions and Technical bid, I/we hereby submit (in separate sealed cover) our Financial Bid for the office premises and interior furnishing work offered by us on Lease/Leave and License basis.

**Office Premises**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details to be filled in by the offerer</b>
1	Monthly rent per sq.ft. of carpet area. (carpet area means covered floor space excluding pillars / columns, walls thickness along the periphery , open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies, staircase, mumties, shaft and rooms for lifts, common toilets and common areas etc.). Columns area inside the rooms / hall are not deductible. Area of AHUs and Toilets exclusively constructed for the premises will be included.  a) *Rent for the premises –	`a) Rs. .... per sq. ft.

	<p>b) Rent for the existing facilities available(Airconditioning,interiors etc.)</p> <p>c) **Rent for interior furnishing as per the design and specifications of the bank by appointing an architect, etc. ( (</p> <p>(Note: Estimated cost of interior works may be considered at approx. <b>Rs 1800/-</b> per sq.ft of carpet area, broad specifications and list of approved makes are attached at <b>Annexure - 1</b>.</p> <p>Cost of flooring, painting (plastic emulsion) and any other civil work will not be part of the interiors to be provided in the premises and will be borne by the offerer)</p>	<p>` .b) Rs..... per sq. ft.</p> <p>` c)Rs..... per sq. ft. (Please write in words also)</p>
2	<p>Lease period</p> <p>a) Initial period (minimum 5 years)</p> <p>b) Renewal period (5 years) and % increase in rent. (Max. Twenty Five Percent)</p> <p>c)Bank shall have option to renew the lease for another term of 3/5 years at same terms and conditions with maximum 15 to 25% increase in rent paid at the end of 10<sup>th</sup> year, necessary provision to this effect would be made in the Agreement)</p>	<p>a) Yes</p> <p>b) Yes----- ----- % (Both in figure and words)</p> <p>c) Yes / No for 3yrs/5yrs with----% increase in rent</p>
3	Municipal and other Taxes are to be borne by the landlord.	To be included in monthly rent.
4	GST	To be paid separately as per actuals
5	Maintenance of common area / facilities and external painting to be done by the landlord & cost thereof shall be borne by the landlord.	To be included in monthly rent
6	DG Set charges per month, if any. Based on actual power	DG Set charges `..

	consumption (meter reading) the bill will be paid by the Bank.	Rs..... per unit
7	Type of agreement to be executed (cost of stamp duty & registration charges is to be borne by landlord & lessee at 50 : 50 each)	Lease agreement / leave and licence agreement.
8	Whether rent as quoted above at Sl. no. 1 (a) should be reasonably split into basic rent and service / amenity charges. If so, at what ratio and also give details of such services / amenities provided in the premises to justify such splitting.	
9	Any other charges payable (specify details)	
10	Interest free deposit, if required to be paid by the bank (Max. equivalent to 3months rent)	Equivalent to ..... months rent

\* Monthly rent should also include charges such as municipal & other taxes (viz. property tax, water tax, sewer tax, etc.), maintenance charges for common area / facilities, parking charges and all other charges. Applicable GST will be paid/reimbursed by the Bank. Water and electricity charges for the rented premises will be paid by the Bank as per actuals.

\*\* Monthly rent for interior work may be quoted considering lease period of 10 years.

No increase in the rent of interiors would be admissible on renewal of lease. In order to receive the rent on interiors after initial lease period of 10 years, the offerer has to replace/ re-furbish / renovate the interiors periodically to keep them in good condition to the satisfaction of the Bank.

Note :

1. This format along with duly signed instructions / guidelines, declaration, terms and conditions shall be submitted in a separate sealed cover super scribing - "TECHNICAL BID FOR OFFICE PREMISES AT Agra".
2. No changes should be carried out in the format. Any other details to be filled in (if required) may be furnished on a separate sheet as Annexures.

## Annexure -1

### Broad specifications of Interior works - Office Premises

The interiors in the office premises are to be executed as per the layout plan approved by the Bank.

The broad specifications of interior works are given as following and list of approved reputed makes of interior items in **Appendix - 1**

**1 Flooring** - If the Office premises approved by the Bank does not have good quality flooring, then Vitrified tiles 600 X 600 mm of RAK/Johnson /Euro / Kajaria / Asian make, Ivory / light colour to be provided .

**2 Partitions(wooden)** - Basic framework : 50 X 50 mm Aluminium Section square /rectangular or 50 X 50 mm hard wood / Sal wood frame already treated for antitermite / boarer proof to be fixed in floor and roof slabs. Spacing of section should be atleast at 600X600mm c/c.

Covering : Double skin covering with 8 mm thick BWR ply (phenol bonded / borer proof) finished both sides with laminate (light cream /approved shade). Full ht. partitions to be provided with partial glazing with 6 mm thick plain / opaque glass above 900 mm ht. from floor up to lintel level i.e. door height. Partitions to be executed as per approved drawing / layout. All beading / moulding to be polished with melamine polish.

Skirting - 75 x 19 mm T.W. skirting on both sides of partitions duly finished with melamine polish or ply board finished with laminate.

Alternatively, in place of wooden partitions, 10 mm thick toughened glass partitions with all necessary fittings / hardware may be provided in full height partitions.

**3. Low Ht. Partitions.**

(1350 mm height.)

#### For cubicles

The low height partitions shall be made of same basic frame & covering as mentioned above above finished both side with 1.0 mm thick laminate Green lam- **Fusion mapple or approved equivalent**, uptill 900 m.m height & in between 900 & 1350 m.m combination of 6 mm thick glass & 12 mm thick soft board with fabric and white board may be provided. Top & sides of partition shall have 75 x 38 mm T.W. Beading / trim duly finished with melamine polish. Alternatively, 50/70 mm thick modular partition of reputed /approved brand may be provided.

#### **4. Work stations-**

The top of the work station table shall be **24 mm thick board finished with Pastel Blue laminate 1.5 mm thick of Marino Brand or approved equivalent**. All vertical sides of work stations shall have the same finish as of workstation partition. The work stations with L.H.Partition could also be of modular make but adhering to the colour scheme as mentioned above.

#### **5. False ceiling**

False ceiling should be provided in the entire premises except in store / records room, to be made of Gypsum Board as per specification of Gypsum India, Mfg. Co. Wherever A/C diffusers / grills or light fittings are to be installed, it should be executed according to the manufacturer's details. Ceiling should be finished with two coats of white paint as per the manufacturer's detail. Alternatively combination of Gyp Board and Mineral Fibre Tiles false ceiling of Armstrong or Equivalent make may be provided.

**6. Wall Finishing-** Brick walls, wherever appearing in the premises interiors, must be finished with cement putty / POP punning and painted with plastic emulsion paint or texture paint. Toilet walls shall be finished with glazed tiles of approved make & quality.

**7. Wall Panelling /Column cladding** - Wall panelling or Column cladding may be done wherever required as per approved design.

**8. Doors (Entrance)** The entrance door may be provided with 12 mm thick toughened glass with floor spring Lock and S.S. handle of standard quality. For security purposes channel gate / rolling shutter must also be provided.

**8a. Cabin Doors** - Glass doors with locks, floor spring, SS handles & other hardwares etc. with frosted film. Alternatively, 35 mm thick laminated finish flush door with, SS handles, locks and all hardware, door closer, etc may be provided.

9 **Window Dressing** - Vertical blinds of standard make (Vista levelor / Mac etc) of matching / contrast shades, alongwith sun control film wherever required may also be provided.

10 **Electrical Fixtures** - Adequate number of 600 x600 mm LED light fitting (with LED lamps) and spot lights in open hall area as per the requirement & smaller size light fitting 300 x300 mm approx. with LED lamps and spot lights as per the requirement in the full height cabins may be provided. The fittings may be provided from Philips, GE Wipro, etc. which are economical in the long run .

11. **Furniture** - The furniture and fixtures ( Tables, side units, storage units, etc) may be fabricated at the site as per approved design or the same should be procured from reputed manufacturers / supplier (in case of Modular Furniture). The thickness of the table top board should be 24 mm. Sizes, Beading, finishing materials etc. for top & sides shall be in line with the specifications provided for workstations. This would be specifically mentioned in **drawings & estimates**. Modular furniture (of approved standard make) may also be considered, if feasible, convenient and cost effective.

12. **Chairs-** The chairs to be provided may be of Godrej / Eurotech / Featherlite or other standard approved brand. All cabin chairs to be revolving high back with hand rest, gas lift and tilting. Officers chairs and meeting room chairs to be same as cabin chairs but with medium back. All visitors chairs (each cabin minimum 2 nos.) to be low back revolving chairs, with hand rests.

13. **Sofa-** 2 to 3 seater sofas to be provided in the cabins and one sofa set of 5-6 seats with side / centre table in reception / waiting area. The fabric of sofa to be matching with interiors.

14. **Air conditioning** -The requirement of airconditioning of the Premises shall be worked out properly as per the lay out plan and heat load. The combination may also be worked out by using Cassettee ACs, Split A/C & Ductable A/C. The best solution / option shall be provided by the Architect. Necessary power cabling / points and drainage line for AC to be provided. Alternatively, Central AC wherever available alongwith necessary AHU, ducting, grills, control panels may be provided for proper cooling.

#### 15. **Telephone wiring conduit**

Telephone wiring with 4 pair cable in concealed PVC conduits to be provided with one outlets points at all the workstation and 2 points in all the cabins / cubicles. All the cables to be terminated at one point in a crone type tag block of 25-50 pairs at the place where EPBX to be installed.

#### 16. **Computer Power points / wiring**

All workstations / seats to be provided with computer power cabling through UPS DB with 2 nos. X 2.5 sq. mm and 1 no. 1.5 sq.mm PVC insulated multistrand copper cable in PVC conduits. A set of 3 nos. X 6 / 16 AMP modular type sockets with switches to be provided in all W/S seats. Each circuit of computer / UPS wiring should not have more than 2 sets of 6/16 Amp. Socket (i.e. 2 seats). All circuit wiring to be

terminated in a DB controlled by Incoming ELCB and outgoing MCBs of suitable rating to be installed in UPS Room.

17. **LAN Cabling** -From UPS / Switch room to all the workstations / seats LAN cabling

with CAT - 6 approved make cable to be provided in PVC conduit alongwith suitable modular type outlet boxes and RJ-45 connectors.

18. **Earthing- Besides a separate earthing for main Panel, an exclusive earthing with copper strip / wire to be provided for UPS / computer in the premises as per relevant Indian Standard (BIS).**



#### **19. Electrical cabling / fittings / fixtures**

All circuit wiring for light fans points to be in 2.5 sq.mm multistrand copper wires in PVC conduit and point wiring to be in 1.5 sq.mm copper wire. One switch should not control more than 4 lights. All power points (16 AMP) and 25 AMP for ACs to be with 4 sq.mm copper cable. All switches sockets / outlets to be modular type.

20. **Fans** - A few no. Of ceiling / wall fans of reputed make should be provided which can be used in case power supply is running on DG Set.

#### **21. Other equipments required in the office premises**

Adequate Fire fighting equipments like Smoke detectors, Fire Alarm, Fire Extinguishers and CCTV etc. to be provided. Sprinklers to be provided wherever needed as per Fire Norms.

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**List of reputed Makes**

Chairs -Godrej / Eurotech / Feather Light- Different for various grades of Officers and Visitors

False Ceiling- Gypsum Board from India Gypsum, Mineral Fibre tiles ceiling from Armstrong

Blinds -Vista Levelor / Mac / Aerolex

Paint- ICI /Berger /Asian /Johnson & Nicholson

Putty- Shalimar / Berger /Asian / Birla/ JK

Texture Paint- Spectrum / Unitile / Heritage

Flush Doors- Duro / Alpro / Swastik / Anchor / ISI Mark

Door Closer -Dorma/ Haffle / Everite / Hardwin/ Godrej

Brass hardware- Sigma / Earl behari/ Godrej

Locks -Godrej /Golden /Secure / Vijayan / Dorma

Hardware -Sigma / Everite

Aluminium Hardware- ----Do-----

Glazed Tiles- Johnson / Somani / Kajaria/ Nitco

Laminate- Greenlam / Marino / Century

Ply & Board- Duro /Alpro /Century /Kit / Anchor

PVC Flooring- Armstrong / Krishna Vinyle Ltd.

Venition Blind Tracks -Vista Levelor / Mac / Aerolex

Glass / Mirror- Modiguard /Ashai /Atul / fish /Saintgobain

Resin based Adhesie -Fevicol / Vemicol

Melamine polish- Asian / Berger / ICI

Vitrified tiles -Johnson / Euro / Asian / Bell/RAK

Modular Furniture -BP Ergo / Godrej / Featherlite / PSL

ACs -Voltas, Carrier Aircon, LG, BlueStar, Videocon

Modular switches / sockets /plates -Anchor Roma / Crabtree / MK Schneider

PVC wire / cable -Finolex / Polycab / RPC / ICI

LAN Cable Telephone cable - Cat 5/6 AT&T approved, D-Link, Finolex

**\*Note: Other materials , if any shall be reputed one with ISI certification or as approved by SIDBI.**

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