

Invitation of offers for acquiring office premises on
Lease/Leave and License basis at Mumbai



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

Small Industries Development Bank of India

भारतीय लघु उद्योग विकास बैंक

लीज पर कार्यालय परिसर की आवश्यकता

**Invitation of offers for acquiring office premises on Lease/Leave and License
basis at Mumbai**

Issuing Office and Address : Premises Vertical, SIDBI, MSME Development
Centre, Plot No. C-11, G-Block, Bandra-Kurla
Complex, Mumbai - 400051
Contact No. 022-67531214/1516/1154

**Last Date and time for receipt of filled in application
July 27, 2017 upto 1500 hrs.**

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website advertisement

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)

REQUIRES

OFFICE PREMISES

SIDBI invites offers for office premises admeasuring between **7500 sqft** and **8500 sqft** (approx.) carpet area on leave and license / lease basis on **single floor** in buildings located in Bandra Kurla Complex and its vicinity within 4 Kms distance (by shortest route) from SIDBI's Office at Plot No. C-11, G-Block, BKC, Bandra (East), Mumbai. The premises should be readily available and preferably furnished & air-conditioned or it shall be furnished / refurnished by the owner(s) at their own cost as per the Bank's requirement / specifications.

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 premises, may submit their offers in two separate sealed covers, one for technical bid and another for financial bid to **General Manager (Premises), SIDBI, MSME Development Centre, Plot No. C-11, G-Block, Bandra-Kurla Complex, Mumbai - 400051**. The last date for submission of complete offers is July 27, 2017 upto 1500 hrs (to be dropped in the tender box placed at reception on the ground

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floor of the building at above address). The pre-bid meeting will be held on the above address on July 18, 2017 at 1500 hrs.

The formats for technical and financial bids are attached and may be downloaded 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	Location-Should be on Minimum 30 ft wide road, free from encroachments and not prone to flooding
2	Carpet area offered
3	Approach to the premises and surroundings
4	Visibility and Frontage
5	Present Age (should not be more than 25 years) and Condition of the Building
6	Floor to ceiling clear height should be adequate
7	The premises should have adequate natural ventilation/sunlight
8	Maintenance and upkeep of the building
9	Common amenities / facilities (like lifts, firefighting, security, etc)

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	available
10	Space on roof top for installation of Wireless antenna
11	Parking Space available
12	Power Back-up (DG set facility)
13	Suitability / condition of existing Interiors/furnishing / AC
14	Willing to furnish / refurbish and provide AC, as per Bank's requirement
15	Provision of Separate toilets & pantry
16	Adequate power connection
17	Age, Quality and finish of the existing interiors (if available)
18	Time required for giving possession of furnished premises
19	Acceptance of terms and conditions of the bid document
20	Overall impression of the committee after visits / inspection

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.

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The Technical Bids (i.e. Cover 1) will be opened on July 27, 2017 at 15:30 hours 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 offers or offers received late 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.

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Newspaper Advertisement



सिडबी, मुंबई यांना (अंदाजे) चौरस फूट 8500 ते 7500 चटईक्षेत्राची एकाच माळयावर असलेली जागा लीज लिव्ह / 11-आणि लायसन्स तत्वावर त्यांच्या प्लॉट क्रमांक सी, जी ब्लॉक वांद्रे ,कुर्ला संकुल-वांद्रे ,(पूर्व) मुंबई कार्यालयापासून जास्तीत जास्त आतकिलोमीटर च्या 4(रोड मार्गे) घेण्यासाठी निविदा मागवित आहोत. तांत्रिक / आणि वित्तीय देकारासाठी तसेच इतर तपशीलासाठी विस्तृत जाहिरात www.sidbi.in वर तसेच केंद्रीय सार्वजनिक खरेदी पोर्टल (सीपीपी) <http://eprocure.gov.in/> वरून डाउनलोड केली जाऊ शकते. पूर्ण भरलेले अर्ज सादर करण्यासाठी शेवटची तारीख जुलै 27, 2017 , 15.00वाजेपर्यंत आहे स ते फक्तजाहिरातीत कुठचेही बदल असल्या . वेबसाईट वर दर्शविले जातीलसिडबीच्या. या व्यवहारात कुठलीही दलाली दिली जाणार नाही.



SIDBI, Mumbai invites offers for office premises having carpet area between 7500 sqft and 8500 sqft (approx) on leave and license/lease basis on single floor in buildings located within 4 Kms (by road) from SIDBI's Office at Plot No.C-11, G-Block, Bandra Kurla Complex, Bandra(East), Mumbai. Detailed advertisement along with requisite formats for technical and financial bids may be downloaded from SIDBI's website www.sidbi.in as well as Central Public Procurement (CPP) portal <http://eprocure.gov.in/>. Last date for submission of offers is July 27 ,2017 upto 15:00 hrs. Any changes / modifications in the advertisement will be notified on SIDBI's Website only. No brokerage will be paid.



सिडबी, मुंबई लीव एवं लाईसेंस / लीज के आधार पर उनके प्लॉट क्रमांक सी-11, जी-ब्लॉक, बांद्रा कुर्ला काम्प्लेक्स, बांद्रा (पूर्व), मुंबई स्थित कार्यालय से निकट 4 किमी तक की दूरी (सड़क मार्ग से) की इमारतों में एक ही तल पर 7500 से 8500 वर्गफुट कारपेट क्षेत्रफल (लगभग) तक के आकार वाले कार्यालय परिसरों के लिए प्रस्ताव आमंत्रित करता है। तकनीकी एवं वित्तीय बोलियों के लिए अपेक्षित प्ररूप सहित विस्तृत विज्ञापन सिडबी के वेबसाईट www.sidbi.in के साथ ही केंद्रीय सार्वजनिक अधिप्राप्ति के पोर्टल <http://eprocure.gov.in/> से भी डाउनलोड किए जा सकते हैं। प्रस्ताव प्रस्तुत करने की अंतिम तिथि जुलाई 27, 2017 को अपराह्न 15.00 बजे तक है। यदि विज्ञापन में किसी प्रकार का बदलाव किया जाता है तो वह केवल सिडबी की वेबसाईट पर दर्शाए जाएंगे । किसी भी प्रकार की दलाली का भुगतान नहीं किया जाएगा।

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**Instructions / Guidelines to Bidders / offerers for filling the Format
(to be submitted in Cover -1 along with technical bid)**

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 indicating therein the site plan, floor plans, sections, elevations, etc, with dimensions of the space offered.
3. The bidders / offerers shall submit a copy of Occupancy Certificate 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 9 meters height with necessary permission from Society and statutory 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 out through 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 service tax / GST will be paid / reimbursed

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extra. **The rate quoted should be competitive since other similar offers will be concurrently examined.**

7. Possession of premises is to be handed over to the bank as early as possible.
8. 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
9. Completed document (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 **General Manager (Premises), SIDBI, MSME Development Centre, Plot No. C-11, G-Block, Bandra-Kurla Complex, Mumbai - 400051**. Name of the premises (with location) being offered is to be mentioned on the top of this envelope.
13. Incomplete offers or offers received late may be rejected.
14. The Cover 2 of offerers not satisfying the requirement of the Bank as per the advertisement shall not be opened.
15. The offers are irrevocable and shall be valid for acceptance for 120 days from last date of submission.

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Note

- a) The 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 is handed over to the Bank along with necessary permissions required, power, water supply.
- 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) The 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 Service Tax / GST will be paid / reimbursed by the Bank as per actual. Society charges / Non occupancy charges shall also be payable by me/us.

c) Payment of advance Rent / Security Deposit

The 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 the 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 03 months rent for premises and interiors.

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Further, an advance amount of maximum upto 03 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 the 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 10 – 12 KW per 1000 sqft of carpet Area.
- (ii) I / we shall provide 24 hrs. water supply in the premises.
- (iii) The 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 specifications 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 new interiors assuming that the estimated cost of interiors would be approximately **Rs. 2000/-** 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 the interiors to be provided in the premises and will be borne by me.

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- (iii) I / We shall complete the interior furnishing work within 3/ 4 months 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 along with 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 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.

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 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.

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(iii) Bank shall take care of day to day maintenance / repairs of premises, ACs, furniture & fixtures and keep them in good condition.

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 MMRDA 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.

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- n)** Adequate reserved parking space (minimum 08 nos car parking and 15 nos two wheeler parking) shall be provided by me / us exclusively reserved for SIDBI.

Date :

Place :

(Sign and seal of offerer and date)

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

From,

.....

.....

.....

Contact No. (Mobile and Landline)

To,

The General Manager (Premises),

Premises Vertical,

Small Industries Development Bank of India,

MSME Development Centre,

Plot No. C-11, G-Block,

Bandra-Kurla Complex,

Mumbai - 400051.

With reference to your advertisement dated 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 / authorized person to offer you the premises on lease basis / leave license basis by your Bank.

SI. 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 ?	

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	Distance of the premises (by shortest road) from SIDBI's office at C-11 G-Block BKC Mumbai	
2	Present Age of premises and type of construction (mention whether 1st class RCC or load bearing 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 25 years.	
3	Total carpet area of the premises offered in sq. feet. (carpet area shall mean covered floor space excluding pillars / columns, walls thickness along the periphery, open verandah/ balcony, niches for storage below window sills, 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 dimensioned layout plan of the premises clearly indicating the portion being offered to the Bank with dimensions.	
4	Mention the floor, at which the	

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	premises is being offered (should be located on single floor / level)	
5	Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parking. (minimum 8 nos reserved car parking and 15 nos two wheeler parking).	Car parkings ----- nos. (covered) ----- nos. (Open) Two wheeler parkings ----- nos.
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 provision of fire safety as per local bye-laws. Occupancy / Completion certificate obtained or not & whether it is permitted to be used for commercial purpose? (enclose the documentary evidence)	Yes / No
10	Enclose Brief Construction Specifications and details of other amenities provided in the said premises	

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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/re-furbish as per Banks requirements at own cost .	Yes / No Yes
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 for Ladies and Gents provided within the premises <ul style="list-style-type: none"> • Existing/available • to be constructed 	Yes/No Yes/No

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19	Whether premises is readily available? Please indicate time likely to be taken for handing over possession of completed premises duly furnished.	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' c) Further option for renewal of lease for 3 – 5 yrs with maximum 15% to 25% increase in rent'	 Yes Yes Yes
21	Interest free security deposit payable (maximum equivalent to three months rent shall be paid by the bank).	-----months rent
22	Advance amount payable (for furnishing/ re-furbishing 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	Yes

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	maximum height of 9 Meters and weight around 250Kg.	
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 **MUMBAI**".
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.

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

From,

.....

.....

.....

Contact No. (Mobile and Landline)

To,

The General Manager (Premises),
Premises Vertical,
Small Industries Development Bank of India,
MSME Development Centre,
Plot No. C-11, G-Block,
Bandra-Kurla Complex,
Mumbai - 400051.

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.

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Office Premises (Address -----,)

Carpet Area----- sq.ft

Sl. No.	Particulars	Details to be filled in by the offerer
1	<p>Monthly rent per sq.ft. of carpet area. (carpet area shall mean covered floor space excluding pillars / columns, walls thickness along the periphery , open verandah/ balcony, niches for storage below window sills, 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.</p> <p>a) *Rent for the premises –</p> <p>b) Rent for the existing facilities available(Air-conditioning, 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. Rs 2000/- per sq.ft of carpet area, broad</p>	<p style="text-align: right;">Rs per sq. ft.</p> <p style="text-align: right;">Rs per sq. ft.</p> <p style="text-align: right;">Rs per sq. ft.</p> <p style="text-align: center;">(Pl write in words also)</p>

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	<p>specifications and list of approved makes are attached at Annexure - 1.</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>	
2	<p>Lease period</p> <p>a) Initial period (minimum 5 years)</p> <p>b) Renewal period (5 years) and % increase in rent only. (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 10th year, necessary provision to this effect would be made in the Agreement)</p>	<p>----- % (Both in figure and words)</p> <p>No / Yes for 3 yrs / 5 yrs with --% increase in rent</p>
3	Municipal and other Taxes are to be borne by the landlord.	To be included in monthly rent.
4	Service Tax/ 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 consumption (meter reading) the bill will be paid by	DG Set charges ` per unit

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	the Bank.	
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 3 months 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 Service Tax / GST will be paid / reimbursed by the Bank. Water and electricity charges for the rented premises will be paid by the Bank as per actual.

** 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/ refurbish / renovate the interiors periodically to keep them in good condition to the satisfaction of the Bank.

Note :

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1. This format shall be submitted in a separate sealed cover super scribing -
"FINANCIAL BID FOR OFFICE PREMISES AT **MUMBAI**"
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

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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.

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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 Cassette 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**

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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

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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.

Appendix - 1

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

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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
