

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

**REQUIRES RESIDENTIAL PREMISES (for Visiting Officers Flat for Senior Executives of the Bank) at MUMBAI**

SIDBI invites offers for taking on lease/leave and license basis, a residential premises (flat / house) of 3 BHK and car parking space located in the **Bandra-Kurla Complex and in the vicinity**. The premises should be readily available and should be semi furnished (with wardrobes in all the rooms and dining/drawing hall) & air-conditioned or it shall be done by the owner(s) at their own cost as per the Bank's requirement as the said flat will be used for Visiting Officers Flat [VOF] for Senior executives of SIDBI.

Interested parties having clear and marketable title to the properties and having occupancy certificate with permission for residential use [VOF] of the premises, may submit their offers in two separate sealed covers, one for technical bid along with a Demand Draft (DD) towards Earnest Money Deposit (EMD) amounting to ₹5,000/- in favour of SIDBI and another for financial bid to **Asst. General Manager (APV), SIDBI, Swavalamban Bhavan, C-11, G-Block, BKC, Bandra (E), Mumbai - 400051**. The last date for submission of complete offers is February 28, 2020 upto 1500 hrs (to be dropped in the tender box placed at reception on the ground floor of the building at above address). Offers without EMD will not be considered.

The formats for technical and financial bids are attached and may be downloaded from SIDBI Website or CPPP. 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 and also after Site Visit:

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

| S.No. | Parameters   |
|-------|--|
| 1     | Location – The building should be located in the specified areas and should be free from encroachments.  |
| 2     | Approach to the premises and surroundings  |
| 3     | Layout plan and usable carpet area available   |
| 4     | Number and size of rooms available.  |
| 5     | Present Age of the building – Preferably should not be more than 25 years. However, relaxable at the discretion of SIDBI based on the condition of the building. |
| 6     | Facilities and amenities provided in the building / accommodation  |
| 7     | The premises should have adequate natural ventilation/sunlight   |
| 8     | Maintenance and upkeep of the building / accommodation   |
| 9     | Common amenities / facilities (like lifts, firefighting, security, etc) available  |
| 10    | Parking Space available  |
| 11    | Water supply should be available round the clock   |
| 12    | Adequate power connection for operating lights, fans, ACs , geyser, etc.   |
| 13    | Power Back-up (DG set facility)  |
| 14    | Suitability / condition of existing Interiors/AC   |
| 15    | Willing to do interiors (with wardrobes) and provide AC, as per Bank's requirement   |
| 16    | Time required for giving possession of semi furnished premises   |
| 17    | Acceptance of terms and conditions of the bid document   |
| 18    | Overall impression of the committee after visit / inspection   |

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

Financial Bids of only shortlisted offers will be opened. The L-1 bidder out of the shortlisted bids as indicated above, shall be considered and invited for negotiations, if felt necessary.

The EMD will be forfeited in the event of any refusal or delay on the part of the successful bidder to sign and execute the agreement on acceptance of his offer. EMDs of unsuccessful bidders will be refunded within 30 days on finalization of successful bidder or early at the discretion of SIDBI. EMD of successful bidder will be refunded after one month from the date of taking over possession of the premises by SIDBI.

The Technical Bids (i.e. in Cover 1) will be opened on February 28, 2020 at 15:30 hours at SIDBI's office in presence of bidders who wish to remain present. Similarly, the Financial Bids (i.e. in 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.

Any changes/ modifications in the advertisement / bid document will be notified on SIDBI's and CPPP's website only.

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Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai



## Small Industries Development Bank of India(SIDBI)

Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of the Bank) on Lease/Leave and License basis at Mumbai

Issuing Office and Address : Asst. General Manager, Administration and Premises Vertical, SIDBI, Swavalamban Bhavan, C-11 , G-Block, BKC, Bandra (E), Mumbai - 400051. Contact No. 022-67531182 / 022-67531350.

Last Date and time for receipt of filled in application February 28, 2020 upto 1500 hrs.

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

**Newspaper Advertisement**

**Residential Premises (for Visiting Officers' Flat for Senior Executives of SIDBI) required on lease/ leave & license basis in Mumbai**

SIDBI invite bids for taking a residential premises of 3 BHK for Visiting Officers' Flat for its Senior Executives on lease/ leave & license basis in **Bandra-Kurla Complex and in the vicinity.**

Visit our website [www.sidbi.in](http://www.sidbi.in) or <https://eprocure.gov.in> for further details / bid formats.

The last date for submission of offers is **February 28, 2020 upto 03:00 p.m.** Modifications (if any) shall be published in above mentioned Websites only.

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

**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 indicating therein the site plan, floor plans, layout plan 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 / society at his own cost.
4. 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 (wardrobes in all the bedrooms, drawing/dining hall and kitchen) & air-conditioning etc. as required by the Bank at his own cost.
5. The rate quoted shall be per month for the residential premises (flat / house and parking space) offered and shall be inclusive of all applicable taxes (including municipal taxes), out-goings, maintenance charges, etc. Applicable 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 society charges / municipal / property tax
  - ❖ Occupancy / completion certificate and any other Clearance of Development authority/ local body obtained, if any in connection with the offered premises.
8. Completed bid document (technical and financial bid) duly signed along with necessary enclosures to be submitted to SIDBI on the above address before the last date.
9. 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, documents and terms and conditions along with EMD to be also submitted in Cover 1.
10. Commercial [Financial] Bid (FB) should be submitted in a separate cover and marked as COVER 2.

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

11. **The COVER 1 & COVER 2 shall together be put in a separate cover** and addressed to the **Asst. General Manager (APV), SIDBI, Swavalamban Bhavan, C-11, G-Block, BKC, Bandra (E), Mumbai - 400051**. Name of the premises (with location) being offered is to be mentioned on the top of this envelope.
12. Incomplete offers or offers received late may be rejected.
13. The Cover 2 of bidders 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 60 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).
- c) These instructions / guidelines are to be signed and submitted as a token of acceptance with the technical bid (Cover 1).
- 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 bidder(s) and date

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

**TERMS & CONDITIONS (to be signed and submitted in Cover 1 by the bidder/offeree)**

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 lumpsum monthly 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, interiors furniture, electronic items, etc. as detailed in the **Annexure**.
- iii) The initial lease period shall be for 11 months which can be extended further on mutually agreed terms. 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 1 month notice in writing. However, owner will have right to get the premises vacated by giving 3 months notice.

**b) Taxes / Rates**

All existing and enhanced/ future Municipal taxes and cess as also society charges will be paid by me / us. Applicable GST will be paid / reimbursed by the Bank as per actual.

**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 03 months rent.

**d) Power ,Water and other Connection-**

- (i) I / We shall provide adequate power connection with separate electricity meter for operating AC, Geyser, Lights & Fans etc. at my/our own cost.
- (ii) I / we shall provide 24 hrs. water supply in the premises.
- (iii) Bank shall bear actual charges for consumption of electricity, water, cable/DTH charges, Gas charges and Internet Charges.

**e) Maintenance / Repairs**

- (i) All repairs including seepage/leakage, repairs to plumbing lines and painting of the house will be 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.



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- (ii) The premises shall be painted with good quality Royal touch/ Luster 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 after every 3 years to the satisfaction of the Bank or the Bank may carry out the same and recover the cost from the monthly rent.
- (iii) I/we shall also take care of repairs of premises, furniture & all the electrical/electronic fixtures and and items provided by him and keep them in good condition. I/we shall also execute necessary AMC's for applicable items like Waterpurifier, Air-Conditioners, etc. In case of delay in attending any such repairs, SIDBI has the right to attend the repairs at my/our cost (charges shall be deducted from the monthly rents payable).
- f) 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.
- g) Usage of premises**  
I/we confirm that the premises offered have been approved by the Local Municipality / Development Authority for using as residential premises.
- h)** I/We understand that SIDBI is acquiring the residential premises on lease for use as Visiting Officers' Flat for its senior executives for which I/We shall have no objection.
- i)** I/We shall obtain necessary NOC/permission from the society/ builder/ condominium for leasing out the premises at my/our cost to SIDBI and its subsidiaries/ associate institutions.
- j) 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).
- k) 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.
- l)** Car parking spaces shall be provided by me / us exclusively reserved for SIDBI.

Date :

Place :

( Sign and seal of offerer and date)

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

**The Format for Technical Bid (TB)  
(to be submitted in Cover – 1 – along with supporting documents & EMD of Rs. 5000/- )**

From,

.....

.....

.....

Contact No. (Mobile and Landline)

To,

**The Asst. General Manager (APV),**  
Small Industries Development Bank of India,  
Swavalamban Bhavan,  
C-11, G-Block,  
BKC, Bandra (E),  
Mumbai – 400051

With reference to your advertisement dated ..... published in the Local Newspapers and posted at SIDBI/CPPP Website, I / We hereby submit the Technical bid for the residential premises (Visiting Officers Flat for Senior Executives) required by you. I / We confirm that I / We are the owners / authorized person to offer you the premises on lease basis / leave and 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).<br>Whether the Premises is located in the Residential / Commercial / Institutional area ?<br><br>Distance of the premises (by shortest road) from SIDBI's office at BKC. |  |
| 2       | Name of the owner(s) of the property offered (Enclose proof of ownership)   |  |
| 3       | Whether offerer is real owner or a Power of attorney holder.<br>(Enclose documentary evidence)  |  |
| 4       | Present Age of premises and type of building (whether multi storeyed apartment / independent house).  |  |

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|    |  |                              |
|----|--|------------------------------|
|    | Age of the premises should be preferably not more than 25 years.   |                              |
| 5  | Accommodation offered.<br>- No. of Bedrooms, toilets, store & balcony  |                              |
| 6  | Total carpet area of the premises offered in sq. ft.<br>(carpet area shall mean covered floor space excluding pillars / columns, walls thickness along the periphery, open verandah/ balcony, niches for storage below window sills, etc.)<br>Area of balcony / terrace, if any, provided with the house.<br>Enclose a copy of dimensioned layout plan of the offered premises clearly indicating the accommodation being offered to the Bank with dimensions. |                              |
| 7  | Mention the floor, at which the premises is being offered  |                              |
| 8  | Whether reserved parking (covered / open) available? If so, give the details.  |                              |
| 9  | Whether lift(s) is provided? & nos of lifts .  | <b>Yes / No - ( ___ Nos)</b> |
| 10 | 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 residential (Visiting Officers' Flat) (enclose the documentary evidence, if any )   | <b>Yes / No</b>              |
| 11 | Enclose Brief Construction Specifications and details of other amenities provided in the said premises   |                              |

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|    |  |  |
|----|--|--|
| 12 | Whether independent water and electricity connections are available in the Owner's name / in any others name (Please specify).   | <b>Yes / No</b><br><br>Electrical power load available: ..... KW |
| 13 | Whether power back-up (DG Set) is available If yes, give details.  | <b>Yes / No</b><br><br>Electrical power load available: ..... KW |
| 14 | a) Availability of AC facility, if provided in offered premises, give the details.<br>b) Willing to provide AC as per requirement?   |  |
| 15 | Whether Premises is<br>(a) furnished with wardrobes in all the bedrooms, drawing/dining hall and kitchen)<br>(b) Willing to carry out above fixtures?  | <b>Yes / No</b><br><br><b>Yes / No</b>                           |
| 16 | Details of common facilities available in the building viz. fire fighting arrangement, swimming pool / garden / cleaning & maintenance arrangement etc. (Mention specifically on all the facilities) |  |
| 17 | Whether 24 Hrs. Common Security is provided in the building ?  | <b>Yes / No</b>  |
| 18 | Whether premises is readily available? Please indicate time likely to be taken for handing over possession of completed premises duly furnished.   | <b>Yes/No</b><br><br>-----month(s)                               |
| 19 | Lease Period<br><br>a) Initial lease period (11 months)<br><br>b) Option with bank for renewal on mutually agreed terms  | <br><br>Yes<br><br>Yes   |

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|    |   |                  |
|----|---|------------------|
| 20 | Interest free security deposit payable (maximum equivalent to three months rent shall be paid by the bank). | -----months rent |
| 21 | 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 terms & conditions shall be submitted in a separate sealed cover super scribing - "TECHNICAL BID FOR RESIDENTIAL PREMISES (FOR VISITING OFFICERS' FLAT FOR SENIOR EXECUTIVES) 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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**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

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

From,

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

To,

**The Asst. General Manager (APV),**  
Small Industries Development Bank of India,  
Swavalamban Bhavan,  
C-11, G-Block,  
BKC, Bandra (E),  
**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 residential premises (Visiting Officers' Flat for Senior Executives) offered by us on Lease/Leave and License basis.

**Residential Premises ( Address -----,**

**Accommodation ----- BHK / Carpet Area.----- sq.ft**

| Sl. No. | Particulars   | Details to be filled in by the offerer |
|---------|---|--|
| 1       | <b>Monthly rent.</b><br><br>*Rent for the semi furnished (with wardrobes in all the bedrooms, drawing /dining hall & kitchen and air conditioned) premises. | ₹ Rs ..... .                           |

**Invitation of offers for acquiring residential premises (for Visiting Officers Flat for Senior Executives of SIDBI) on Lease/Leave and License basis at Mumbai**

|   |  |   |
|---|--|---|
| 2 | Society charges / Municipal and other Taxes are to be borne by the landlord.   | To be included in monthly rent.                             |
| 3 | GST  | To be paid separately by Bank as per actual, if applicable. |
| 5 | 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.              |
| 6 | Any other charges payable (specify details)  |   |
| 7 | 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.), society / maintenance charges for common area / facilities, parking charges and all other charges. Applicable GST, if any, will be paid / reimbursed by the Bank. Water, Electricity, Gas, DTH, Internet charges for the rented premises will be paid by the Bank as per actual.

Note :

1. This format shall be submitted in a separate sealed cover super scribing - "FINANCIAL BID FOR RESIDENTIAL PREMISES (FOR VISITING OFFICERS' FLAT FOR SENIOR EXECUTIVES OF SIDBI) 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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**Annexure**

**Broad specifications of Interior / furnishing / AC works - Residential Premises**

The interiors in the residential premises are to be executed as per the requirement / specification approved by the Bank. Broadly, the following work / items to be provided:-

1. Painting with good quality Royal Touch/ Luster paint of approved shade.
2. Wardrobes with hangers, dressing table & full length mirror in each bedroom.
3. Kitchen cabinets/ Modular Kitchen.
4. Curtain rods / pelmets with Good Quality Fabric Curtains.
5. AC units in each bedroom and drawing room (New or in good working condition)
6. Geysers & exhaust fans in each toilet and kitchen
7. Ceiling fans, Lights, decorative lamps & other necessary electrical fixtures in each room
8. Mosquito net in all windows
9. Safety door and window / balcony grills
10. Toilets with European WC with all necessary good quality plumbing & sanitary fittings

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