

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

From,

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 Contact No. (Mobile and Landline)

To,

The Branch In-charge,
 Small Industries Development Bank of India

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 / 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 ?.	
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).	
3	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, mummies, 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.	
4	Mention the floor, at which the 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 parkings. (minimum ----- reserved car 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	
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 .	Yes / No 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 for Ladies and Gents provided within the premises or to be constructed.	Yes/No
19	Whether premises is readily available? Please indicate time likely to be taken for handing over possession of completed premises.	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 25% increase in rent'	 Yes Yes Yes
21	Interest free security deposit/advance rent payable (maximum equivalent to three months rent shall be paid by the bank).	-----months rent
22	Any other details which the offerer would like to furnish.	

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*To be decided by respective BO / XBO before floating the advertisement

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)

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

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

From,

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 Contact No. (Mobile and Landline)

To,

The Branch In-charge,
 Small Industries Development Bank of India,

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

Sl. No.	Particulars	Details to be filled in by the offerer
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, 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. a) *Rent for the premises –	₹ 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. (cost of new interiors considered at ₹ ----- per sq.ft.approx.)</p> <p>(Note: Estimated cost of interior works may be considered between ₹ 1000-1500 per sq.ft.)</p>	<p>₹ per sq. ft.</p> <p>₹. per sq. ft.</p> <p>(PI 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 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>Yes / No</p>
3	Municipal and other Taxes are to be borne by the landlord.	To be included in monthly rent.
4	Service Tax	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 the Bank.	DG Set charges ₹.. 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 -- 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. 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 rent of interior work would be payable after 10 years. Similarly, no increase in the rent of interiors would be admissible on renewal of lease.

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