



भारतीय लघु उद्योग विकास ब ंक  
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

Tender Reference: SIDBI/ROGW/Office Premise/2016

(Format for invitation of offers for acquiring office  
premises on Lease / Leave and License basis at  
Guwahati)

**Address and Contact No.:**

Small Industries Development Bank of India,  
2<sup>nd</sup> floor, IDBI Building  
ABC, G.S. Road, Guwahati – 781005.

Telephone No.: 0361-2450513, 2465240

email: [krpai@sidbi.in](mailto:krpai@sidbi.in) / [mandira@sidbi.in](mailto:mandira@sidbi.in)

Last Date and time for receipt of filled in application:  
April 22, 2016 upto 1700 hours.

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



**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**

**REQUIRES OFFICE PREMISES**

SIDBI invites offers for office premises admeasuring between 2250 sq. ft and 2750 sq.ft. carpet area in Guwahati on leave and licence / lease basis on single floor in buildings located between 6<sup>th</sup> Mile, G.S. Road and A.B.C, G.S. Road Guwahati. The premises should be readily available and preferably furnished & airconditioned or it shall be furnished / refurnished by the owner(s) at their own cost as per the Bank's requirement / specifications. Unfurnished premises may also be considered.

Interested parties having clear and marketable title to the properties built as per local byelaws and having 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 Branch In-charge, SIDBI, 2<sup>nd</sup> Floor, IDBI Building, A.B.C., G.S. Road, Guwahati – 781005. Last date for submission of offers is **April 22, 2016 upto 1700 hours**.

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. Shortlisting of premises, prima facie, meeting the above eligibility criteria shall be done on the basis of following technical parameters:

S.No.	Parameters
1	Location
2	Carpet area offered
3	Approach to the premises and surroundings
4	Visibility and Frontage
5	Present Age, Condition and maintenance/upkeep of the Building
6	Common amenities / facilities (like lifts, firefighting, security, etc) available
7	Parking Space available
8	Power Back-up (DG set facility)
9	Suitability / condition of existing Interiors/furnishing / AC
10	Willing to furnish / provide AC, as per Bank's requirement

11	Provision of Separate toilets & pantry
12	Adequate power connection
13	Time required for giving possession of furnished premises
14	Overall impression of the committee after visits / inspection

The Technical Bids (i.e. Cover 1) will be opened on **April 29, 2016 at 1500 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.

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

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.

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### 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, sections, elevations, etc, indicating dimensions of the space offered.
3. The bidders /offerers shall 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 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. or considering reasonable rates for the works carried out, the Bank may cross-check the actual expenditure and decide on proportionate rent thereof.
5. The rate quoted shall be **per sq. ft. 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 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 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 (authority and address), Small Industries Development Bank of India. Name of the site / location being offered is to be mentioned on the top of this envelope.

13. Incomplete offers 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.

**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.

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 and 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 upto 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 Service Tax 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 advance of rent deposit 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 advance / deposit shall not exceed 3 months rent.

### **d) Power and Water Connection-**

- I. I / We shall provide adequate power connection for commercial use (with separate electricity meter) for operating AC, Computers, and 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.

- II. I / we have quoted the rent for interiors assuming that the estimated cost of interiors would be approximately ₹----- 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.
- III. I / We shall complete the interior furnishing work within 2/ 3 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 alongwith interiors.
- IV. The Bank will pay monthly rent for interiors at the quoted / agreed rates for a maximum period of 10 years or till the date of earlier vacation of premises without any increase.

**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 at my/our cost before handing over the possession to the Bank. The shade will be as advised by the Bank.
- (iii) Bank shall take care of day to day maintenance / repairs of premises, 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) 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) I / We shall provide space on rooftop of the building for installation of Mast antenna.

Date:

Place:

(Sign and seal of offerer and date)



Annexure II

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

From,

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

Contact No. (Mobile and Landline)

To,

The Regional In-charge,  
Small Industries Development Bank of India  
2<sup>nd</sup> Floor, IDBI Building, A.B.C., G.S. Road  
**Guwahati - 781005**

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 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).  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	<p>Total carpet area of the premises offered (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 is not deductible. Area of Toilets exclusively constructed for the premises will be included.</p> <p>Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the Bank with dimensions.</p>	
4	Mention the floor, at which the premise is being offered.	
5	<p>Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car parkings.</p> <p>(Minimum 2 reserved car parkings)</p>	<p>Car parkings ----- nos. (covered)</p> <p>----- nos. (Open)</p>
6	Whether premises has independent and proper access for easy movement of staff, customers and Bank's assets.	<b>Yes / No</b>
7	Name of the owner (s) of the property offered (Enclose proof of ownership)	<p>1.</p> <p>2.</p>
8	<p>Whether Offerer is real owner or is he a Power of attorney holder.</p> <p>(Enclose documentary evidence)</p>	

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 purposes? (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 existing 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	



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 .....")

**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  
2<sup>nd</sup> Floor, IDBI Building, A.B.C., G.S. Road  
**Guwahati - 781005**

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 on Lease / Leave and License basis**

Sl. No.	Particulars	Details to be filled in by the offerer
1	Monthly rent <b>per sq.ft. of carpet area</b> . (Carpet area means covered floor space excluding pillars / columns walls thickness along the periphery, open verandah/ balcony,	

	<p>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 is not deductible. Area of 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 (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>Rs. .... per sq. ft.</p> <p>Rs. .... per sq. ft.</p> <p>Rs. .... per sq. ft.</p> <p>( PI write in words also )</p>
		<p>Total ( PI write in words also )</p>
<p>2</p>	<p>Lease period</p> <p>a) Initial period (minimum 5 years)</p> <p>b) Renewal period (5 years) and % increase in rent (maximum 25%)</p> <p>c) Bank shall have option to renew the lease for another term of 3-5 years at the same terms and</p>	<p>-----% ( Both figure and Words)</p>

	condition with maximum 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)	Yes/ No
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 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 / Leave and License agreement.
8	Whether rent as quoted above at Sl. no. 1 (a) should be reasonably split into basic rent and service charges. If so, at what ratio and also give details of extra amenities provided in the premises to justify such splitting.	
9	Any other charges payable (specify details)	
10	Interest free deposit ,if required (Max. 3 months)	Equivalent..... months rent (preferably to be adjusted during the last equivalent months of the lease period) .



\* 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.

\*\*\*\*\*

Sign and seal of offerer(s) and date