

**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)  
REQUIRES RESIDENTIAL PREMISES AT NEW DELHI**

SIDBI, a public sector institution, invites offers for taking on leave and license / lease basis, residential premises (society flat) of 3 / 4 BHK (preferably of 4 BHK), with servant room and car parking space (preferably 2 vehicles) to be used by its top executive in a suitable residential society, located in localities of Delhi or nearby areas. Properties closer to our office at Atma Ram House, Tolstoy Marg, New Delhi as well as closer to IG Delhi Airport shall be given preference. The premises should be readily available.

Interested parties having clear and marketable title to the properties and having occupancy certificate with permission for residential use of the premises, may submit their offers in two separate sealed covers, one for technical bid and another for financial bid to The Deputy General Manager (APV), SIDBI, 3<sup>rd</sup> Floor, Atma Ram House 1, Tolstoy Marg, New Delhi – 110001. The last date for submission of complete offers is January 07, 2020 upto 15:00 hours (to be dropped in the tender box placed at the 3rd floor of the building at above address). Pre-bid meeting for clarifications, if any, will be held on December 26, 2019 at 11:00 hours at above mentioned address.

The formats for technical and financial bids are attached and may be down loaded 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 and also after Site Visit:

<b>S.No.</b>	<b>Parameters</b>
1.	Location-Should be free from encroachments and not prone to flooding / traffic jams.
2	Approach to the premises and surroundings
3	Layout plan and usable carpet area available
4	Number and size of rooms available.
5.	Availability of proper servant room with toilet facility.

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6	Present age of the building – Preferably should not be more than 15 years. However, relaxable at the discretion of SIDBI.
7	Facilities and amenities provided in the building / accommodation
8	The premises should have adequate natural ventilation/sunlight
9	Maintenance and upkeep of the building / accommodation
10	Common amenities / facilities (like lifts, firefighting, security, etc) available
11	Parking Space available (2 nos)
12	Water supply should be available round the clock
13	Adequate power connection for operating lifts, lights, fans, ACs / geyser, etc.
14	Power Back-up (DG set facility)
15	Suitability / condition of existing Interiors/furnishing / AC
16	Willing to furnish / refurbish and provide AC, as per Bank's requirement
17	Time required for giving possession of the premises
18	Acceptance of terms and conditions of the bid document
20	Overall impression of the committee after visit / inspection,

The basic required fixtures / amenities are indicated at ***Annexure I***. As part of technical bid evaluation, marks will be given to all bidders as per the matrix given at ***Annexure II***. The offers securing 70 and above marks will be shortlisted by the Committee and its decision in this regard shall be final (*Depending upon the requirement, the cut off marks may be increased / decreased by the Committee. Committee can also consider smaller houses based on suitability and other parameters*). 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 Technical Bids (i.e. Cover 1) will be opened on January 7, 2020 at 15:30 hours at SIDBI's office in presence of bidders who wish to remain present. Similarly, the

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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. Brokerage not exceeding one month's rent shall be directly paid to the estate/property agents after deducting applicable tax backed by acknowledgement from them.

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

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**Small Industries Development Bank of India (SIDBI)**

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**Lease/Leave and License basis at New Delhi**

Issuing Office and Address : Dy. General Manager (APV), SIDBI, 3<sup>rd</sup> Floor, Atma Ram House, 1, Tolstoy Marg, New Delhi – 110001  
Contact No. : 011-23448422/ 23448300/ 9984565222 .

Last Date and time for receipt of filled in application : January 07, 2020 up to 15:00 hrs.

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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, 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 rate quoted shall be per month for the residential premises (flat along with servant room 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.
5. Possession of premises is to be handed over to the bank as early as possible.
6. 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.
7. 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.
8. 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 also to be submitted in Cover 1.
9. Commercial [Financial] Bid (FB) should be submitted in a separate cover and marked as COVER 2.

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10. The COVER 1 & COVER 2 shall together be put in a separate cover and addressed to the Dy.General Manager (APV), SIDBI, 3rd Floor, Atma Ram House, 1, Tolstoy Marg, New Delhi – 110001. Name of the premises (with location) being offered is to be mentioned on the top of this envelope.
11. Incomplete offers or offers received late may be rejected.
12. The Cover 2 of bidders not satisfying the requirement of the Bank as per the advertisement shall not be opened.
13. 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). Brokerage not exceeding one month's rent shall be directly paid to the estate/property agents after deducting applicable tax backed by acknowledgement from them.
- 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

**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 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 and fittings.
- iii) The initial lease period shall be for 11 months which can be extended further on mutual 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 one month's notice in writing. Similarly, the owner will have right to get the premises vacated by giving three months' notice. The rentals during notice period will be adjusted against security deposit.

**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/ furnishing) 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 and Water 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 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 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.
- (iii) I/ We shall take care of repairs of premises, furniture & all the electrical/electronic fixtures and items provided by me/us and keep them in good condition. In case of delay in attending any such repairs, SIDBI has the right to attend the repairs at the cost of Landlord (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 of its own officers or their Camp Office 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/own cost to SIDBI.

**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)



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

From,

.....

.....

.....

Contact No. (Mobile and Landline)

To,

Dy.General Manager (APV),  
SIDBI,  
3rd Floor,  
Atma Ram House,  
1, Tolstoy Marg,  
New Delhi – 110001

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 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.

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 / Institutional area ?  (a)Distance of the premises (by shortest road) from SIDBI's office at Atma Ram House 1, Tolstoy Marg.  (b)Distance from IGI Delhi Airport.	
2	Name of the owner(s) of the property offered (Enclose proof of ownership)	

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3	Whether Offerer is a real owner or a Power of attorney holder. (Enclose documentary evidence)	
4	Present Age of premises and type of building (multi storeyed apartment/ Number of floors/ Number of blocks/ total flats in the Society). Age of the premises should not be more than 15 years.	
5	Accommodation offered. -No. of Bedrooms, servant room, toilets, store & balcony	
6	Total carpet area of the premises offered in sq. ft. (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.) Area of balcony / terrace, if any, provided with the house. 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. (Preferably 2 nos required)	
9	Whether lift(s) is provided? & ____ nos.	<b>Yes / No</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 / commercial purpose? (enclose the documentary evidence)	<b>Yes / No</b>
11	Enclose Brief Construction Specifications and details of other amenities provided in the said premises	
12	Whether independent water and electricity connections are available in the Owners name / in any others name (Please specify).	<b>Yes / No</b> Electrical power load available: <b>KW</b>
13	Whether power back-up (DG Set ) is available If yes, give details.	<b>Yes / No</b> Electrical power load available:

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		KW
14	Availability of AC facility, if provided in offered premises give the details.	
15	Whether Premises is (a) furnished (please provide details of fixtures etc.) (b) Willing to furnish/re-furbish as per Banks requirements at own cost.	Yes / No  Yes / No
16	Details of common facilities available in the building viz. fire fighting arrangement, security, proximity to market/shops, park/garden, lifts, ventilation, cleaning & maintenance arrangement, etc. (Mention specifically on all major facilities available)	
17	Whether 24 Hrs. Common Security is provided in the building ?	Yes / No
18	Whether separate servant room with toilet provided with the accommodation?	Yes/No
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 (11 months ) b)Option with Bank for renewal on mutually agreed terms	Yes  Yes
21	Interest free security deposit 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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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 AT **NEW DELHI**".
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

, Dy.General Manager (APV), SIDBI, 3rd Floor, Atma Ram House  
1, Tolstoy Marg, New Delhi – 110001

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 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>  *Rent for the premises –	₹ .....

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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.
4	Maintenance of all the amenities/ fixtures/ electrical & electronic appliances /facilities and painting to be done by the landlord & cost thereof shall be borne by the landlord.	To be included in monthly rent
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 AT NEW DELHI"
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 I

**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 to meet the stature of its senior Executives. 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 (including servant room).
3. Kitchen cabinets/ Modular Kitchen
4. Curtain rods / pelmets with Good Quality Fabric Curtains.
5. Water purifier & Utensil Stand in kitchen.
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
11. Cloths Drying Stand/ Cloths Drying Arrangement.

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**Scoring Matrix for Technical Bid Evaluation**

<b>Technical Bid – Criteria</b>		
<b>Sl. No.</b>	<b>Criteria</b>	<b>Max Marks</b>
1	<b>Location/Prominence</b>	10
	i. Locality in residential area having at least 3 residential complexes in near vicinity: 10	
	ii. Locality in residential area having less than 3 residential complexes in near vicinity: 5	
	iii. Locality in non- residential area: 0	
2	<b>Age of Premises</b>	10
	i. Upto 10 years: 10	
	ii. More than 10 less than 15 years: 5	
	iii. More than 15 years: 0	
3	<b>Distance from Tolstoy Marg, New Delhi</b>	10
	i. Upto 15 kms: 10	
	ii. More than 15 kms and upto 25 kms: 5	
	iii. More than 25 kms: 0	
4	<b>Distance from IGI Delhi Airport</b>	10
	i. Upto 10 Kms: 10	
	ii. Upto 15 Kms: 5	
5	<b>Condition and maintenance/ upkeep of the Building</b>	10
	i. Excellent: 10	
	ii. Good: 5	
	iii. Average: 0	
6	<b>Availability of Parking</b>	10
	i. Covered parking for two cars: 10	
	ii. Covered parking for one car :5	
	iii. Open parking : 0	
7	<b>Carpet Area Offered</b>	10
	i. 2500 sq. ft and above: 10	
	ii. 1800 upto 2500 sq. ft: 5	
8	<b>Availability of common facilities</b>	10



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	i. Availability of common and regular facilities inside the complex: 10	
	ii. Availability of common and regular facilities outside the complex in near vicinity: 5	
9	Overall Impression of the Premises Selection Committee (PSC) after visits /Inspection (as assessed by the PSC)	20
	<b>Total Marks</b>	<b>100</b>
<p>Bidders / premises securing 70 marks and above shall be technically qualified and those whose marks are less than 70 will be rejected. The marks awarded by the PSC will be final &amp; binding. However, SIDBI reserves the right to relax the qualifying marks depending on the number of bids getting qualified.</p>		