



**Small Industries Development Bank of India**

**Issuing Office : Pune Regional Office, Pune**

Contact No. and Address : 020 25675111

**Small Industries Development Bank of India,**  
Jeevan Shree Building', Ground Floor, S.No. 1109,  
Ganeshkhind Road, Shivaji Nagar,  
Near Pune Central Mall,  
**Pune – 411 016**  
**Maharashtra.**

**Last Date and time for receipt of filled in application**

**March 27, 2015 at 1700 hrs.**

## **News Paper Advertisement**

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

#### **REQUIRES**

#### **OFFICE PREMISES**

SIDBI invites offers for office premises admeasuring around 5000 sq.ft (with+/-10%) carpet area in Pune on leave and licence / lease basis in buildings preferably facing main road or being close to the main road with clear approach, and located in commercial areas at Shivajinagar on Ganeshkhind Road, JM Road, Senapati Bapat Road and FC Road where commercial use of premises is allowed. Detailed advertisement along with requisite formats for technical and financial bids (to be submitted in separate sealed covers) may be downloaded from SIDBI's website [www.sidbi.in](http://www.sidbi.in) or obtained from the office of In-charge, SIDBI, 'Jeevan Shree Building', Ground Floor, S.No. 1109, Ganeshkhind Road, Shivaji Nagar, Near Pune Central Mall, Pune, Maharashtra. Last date for submission of offers is **March 27, 2015 upto 17.00 hours.**

**General Manager**

Website Advertisement

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

(SIDBI)

REQUIRES

OFFICE PREMISES

SIDBI invites offers for office premises admeasuring around 5000 sq.ft (with+/-10%) carpet area in Pune on lease and licence / lease basis in buildings preferably facing main road or being close to the main road with clear approach, and located in commercial areas at Shivajinagar on Ganeshkhind Road, JM Road, Senapati Bapat Road and FC Road where commercial use of premises is allowed and 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.

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 General Manager, SIDBI, 'Jeevan Shree Building', Ground Floor, S.No. 1109, Ganeshkhind Road, Shivaji Nagar, Near Pune Central Mall, Pune, Maharashtra on or before **March 27, 2015 upto 17.00 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:

<u>S.No.</u>	<u>Parameters</u>
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 (minimum 10 nos. car parking to be provided alongwith parking for approx. 25 two-wheelers)
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
15.	Facility for erecting Dish TV Antenna

Financial Bids of only shortlisted offers will be opened. The L-I 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 **April 10, 2015 at 16.00 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 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.

\*\*\*\*\*

## **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. Alternatively, SIDBI may engage a valuer to assess the fair value of work done.
5. 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) The monthly rate shall be quoted for following :
  - i. rental for space
  - ii. rental for interiors, furnishings, airconditioning, etc
  - iii. maintenance charges

Applicable service tax will be paid / reimbursed extra. The rate quoted should be competitive since other similar offers will be concurrently examined and the final bid shall be selected on the

basis of the aggregate of the above three rates quoted. If required separate agreements could be executed for rent, maintenance and interiors (within the overall approved rental approved)

6. Possession of premises is to be handed over to the bank as early as Possible (within 3 months of acceptance of the bid and approval of the interior plan
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 **General Manager Pune, 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, water supply.
- iii) The initial lease period shall be for 5 years which can be extended/ renewed 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) The lease will have lock-in period of 5 years. However, in case, the lease is terminated by the Bank and the premises is vacated at any time during said lock-in period of 5 years, the Bank will make the appropriate payments towards depreciated value of furniture work / modification in old furniture work carried out by the owner after adjusting resale / scrap value of said furniture. Depreciation at the rate of 20% per annum (Straight Line Method) would be considered.
- v) The Bank will be at liberty to terminate the lease and vacate the premises at any time during the lease period including the lock-in 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 actuals.

**c) Payment of advance Rent / Security Deposit**

Bank may 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 lease rent.

The Bank may in addition to aforesaid rent deposit pay advance rent to me/us a sum as will be agreed to by both the parties but not exceeding 3 months lease rent, which shall be adjusted in 10 equal installments against first 10 months lease 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, Light & Fans etc. at my/our own cost. We understand that approx. power load requirement of the bank will be about 7-8 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 and layout **as per SIDBI requirements**. I understand that the major requirements (indicative and not exhaustive and subject to change) for interior furnishing are as under :

Sr No.	Particulars	Approx . Size in Sq. ft.
1	Reception	50
2	Visitors lounge to accommodate 8-10 people	100
3	GM Cabin- 1 No, With necessary table and chairs	150
4	DGM cabins- 5 Nos, With necessary table and chairs	120 each
5	Open cubicles- 6 Nos , With necessary table and chairs	80 each
6	Work stations- 30 Nos, With necessary table and chairs	25 each
7	Sufficient cabinets/ almirahs for storage	As per need
8	Conference room (for 30 people atleast), With necessary table and chairs	300
9	Discussion room ( for 6-7 people)- 2 nos, With necessary table and chairs	100
10	Toilets	Separate for Ladies and Gents
11	Pantry	50
12	Canteen, With necessary table and chairs	150
13	Server room, With related switches and connections, Cabinets.	70
14	Safe room ( for keeping safes )	100

I shall provide all the required furniture broadly as per the specification and makes given in the **Annexure** for making the said office operational at my quoted cost.

I shall provide an Architect certificate for the specifications of the furnishings existing or agreed to be provided by me in due course.

- (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.

I / We shall complete the interior furnishing work within 3 months or within the period as agreed, after receipt of approval from the bank and finalization of the furnishing requirements. 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 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, airconditioning equipment 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.

**Date :**

**Place :**

**( Sign and seal of offerer and date)**

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

**From,**

Contact No. (Mobile and Landline)

**To,**

The General Manager,  
Small Industries Development Bank of India  
Pune regional office  
Jeevan shree Building,  
Ground Floor, S.No.1109  
Plot No. 488, Ganesh Khind Road,  
Shivajinagar'  
Pune – 411 005

Sir,

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.

<b>Sl. No</b>	<b>Particulars</b>	<b>Details to be filled by Offerer</b>
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 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 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>Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the Bank with dimensions.</p>	
4.	<p>Mention the floor, at which the premises is being offered</p> <p>(should be located on single floor / level)</p>	
5.	<p>Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parkings.</p> <p>(minimum 10 reserved car parking and 25 for two wheelers).</p>	<p>Car parkings nos. (covered) ----- nos. (Open)</p> <p>Two wheeler parkings ----- nos.</p>
6.	Whether premises has independent and proper	Yes/No

	access for easy movement of staff, customers and Bank's assets.	
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	Yes / No
	b. ready to furnish as per bank requirements	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  Plus additional deposit for furnishing
22	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 )**

**(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 General Manager,  
Small Industries Development Bank of India  
Pune regional office  
Jeevan shree Building,  
Ground Floor, S.No.1109  
Plot No. 488, Ganesh Khind Road,  
Shivajinagar'  
**Pune – 411 005**

Sir,

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.

<b>SI No</b>	<b>Particulars</b>	<b>Details to be filled in by the offerer</b>
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,	

	<p>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 facilities ( air conditioners, furnishings (existing + modification/ new,)</p> <p>c) maintenance charges (for air conditioning, furnishings etc.)</p> <p>* rent for the existing proposed furnishings (provided / to be provided to the satisfaction of SIDBI)</p> <p>Architect to provide detailed specifications of present / proposed furnishings.</p>	<p>..... per sq. ft.</p> <p>..... per sq. ft.</p> <p>..... per sq. ft. (Please write in words also)</p>
2.	<p>Lease period</p> <p>a)Initial lease period (5years)</p> <p>b) Option with bank for renewal of lease for 5 years with maximum 25% increase in rent'</p> <p>c) Further option for renewal of lease for 3 - 5 yrs with maximum 25% increase in rent'</p>	<p>.....% (Both in figure and words)</p> <p>Yes / No</p>
3.	<p>Municipal and other Taxes are to be borne by the landlord</p>	<p>To be included in monthly rent.</p>
4.	<p>Service Tax</p>	<p>To be paid separately by the bank as per actuals</p>

		To be paid along with the monthly rent
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/ power back up 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 / month
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 for space 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.

\*\*\*\*\*

**Broad specifications of Interior works - Office Premises at Pune**

**A Interiors :**

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 in the following table and list of approved reputed makes of interior items in **Appendix - 1**

1	<b>Flooring</b>	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 .
2	<b>Partitions(wooden)</b>	<p>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.</p> <p>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.</p> <p>Skirting : 75 x 19 mm T.W. skirting on both sides of partitions duly finished with melamine polish or ply board laminated with laminate.</p> <p>Alternatively, in place of wooden partitions, 10 mm thick toughned glass partitions with all necessary fittings may be provided in full height partitions.</p>
3	<b>Low Ht. Partitions.</b> (1350 mm height.) For cubicles	The Half height partitions / modular work station partitions shall have the same basic frame & covering as mentioned above & to be treated both side with 1.0 mm thick laminate Green lam- <b>Fusion mapple or approved equivalent</b> , 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 may be provided. Top & sides of partition shall have 75 x 38 mm T.W. Beading / trim duly finished with malamine polish. Alternatively, 70 mm thick modular partition of reputed /

		approved brand may be provided.
4	<b>Work stations</b>	The top of the work station table shall be <b>24 mm thick board finished with Pastel Blue laminate 1.5 mm thick</b> laminate of <b>Marino Brand</b> or <b>approved equivalent</b> . All verticle 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	<b>False ceiling</b>	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 also be arranged for combination.
6	<b>Wall Finishing</b>	Brick walls, wherever appearing in the premises interiors, must be finished with cement putty / POP punning and painted with plastic emulsim paint or texture paint matching to Full Ht. wooden partition. Toilet walls shall be finished with glazed tiles of approved make & quality.
7	<b>Wall Panelling / Column cladding</b>	<b>Wall panelling or Column cladding</b> may be done wherever required as per approved design.
8	<b>Doors (Entrance)</b>	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 wherever required.
8a	<b>Cabin Doors</b>	Glass doors with locks, handles & other hardwares etc. With film.  Alternatively, 35 mm thick laminated finish door with all hardware, locks and door closer etc may be provided.
9	<b>Window Dressing</b>	Verticle blinds of standard make (Vista levelor / Mac etc) of matching / contrast shades wherever required sun control film may also be provided.

10	<b>Electrical Fixture</b>	Adequate number of 600 x600 mm Electrical fitting (with 3 CFL lamps) in open hall area as per the requirement & smaller size light fitting 300 x300 mm approx. with 2 Nos. CFL lamps 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 . Alternatively, suitable LED lamp fittings may be provided.
11	<b>Furniture &amp; Fixtures</b>	The furniture and fixtures may preferably be fabricated at the site or the same should be supplied by a contractor / 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 work stations. This would be specifically mentioned in <b>drawings &amp; estimates</b> . Modular furniture (of approved standard make) may also be considered, if feasible, convenient and cost effective.
12	<b>Chairs</b>	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	<b>Sofa</b>	2 to 3 seater sofa 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	<b>Air conditioning</b>	The requirement of airconditioning of the Premises shall be worked out properly as per the lay out plan. The combination may also be worked out by using Window A/C ,Split A/C & Ductable A/C. The best solution / option shall be provided by the Architect.
15	<b>Telephone wiring conduit</b>	Telephone wiring with 4 pair cable in 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	<b>Computer Power points / wiring</b>	All workstations / seats to be provided with computer power cabling with 2 nos. X 2.5 sq. mm and 1 no. 1.5 sq.mm all 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	<b>LAN Cabling</b>	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	<b>Earthing</b>	An exclusive earthing with copper strip / wire to be provided for Ups / computer in the premises as per relevant Indian Standard (BIS).



19	<b>Electrical cabling / fittings / fixtures</b>	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.

**B. Other equipments required in the office premises**

Adequate Fire fighting equipments like Smoke detectors, Fire Alarm, Fire Extinguishers etc.

**List of reputed Makes**

Chairs	Godrej / Eurotech / Feather Light
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
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 4	AT&T approved, D-Link, Finolex