

TENDER DOCUMENT THE JIND CENTRAL CO-OP BANK LTD.



**E-Tender Document
For
Commercial Premises Required On Lease For Narwana Branch
Of
“THE JIND CENTRAL CO-OPERATIVE BANK LTD”
Situated in Jind District.**

Date of Downloading Tender Form	:	05.12.2019 from 1000 Hrs to 18.12.2019 upto 1600 Hrs
Last Date for Online Submission of Tender	:	Upto 1600 Hrs on 18.12.2019
Date & Time of Pre-Bid Meeting	:	09.12.2019 At 1130 Hrs
Date of Opening of Technical Bid	:	19.12.2019 At 1230 Hrs
Date of Opening of Financial Bid	:	19.12.2019 At 1300 Hrs
Venue for Opening of Bid	:	Bays No.1-4, Distt. Shopping Centre, Huda Ground, Urban Estate, Jind-126102, Haryana

E-mail: cbsjind.haryana@gmail.com

Website: www.jindccb.com

NOTICE INVITING E-TENDER

E-tenders are hereby invited on behalf of The Jind Central Co-operative Bank Ltd., under two Bid system i.e. Technical and Financial for the following work to be carried out from the eligible parties as per details given below.

Ref. No.	e-Tender/Premises/Lease
Description	COMMERCIAL PREMISES REQUIRED ON LEASE AT NARWANA FOR NARWANA BRANCH OF THE BANK
Tender Fee(Non refundable)	Rs. 1000/-
E-service fees(Non refundable)	Rs. 1000/-
Start date & time of Bid preparation & online submission of tender	05.12.2019 at 10.00 A.M.
Last dated & time for Bid preparation & submission by bidders.	18.12.2019 at 4.00 P.M.
Date & time of Pre-Bid Meeting	09.12.2019 at 11.30 A.M.
Date and time of opening Technical Bid	19.12.2019 at 12.30 P.M.
Date & Time of opening Financial/Price Bid	19.12.2019 at 01:00 P.M.

The complete bidding documents, fee details, technical specifications and key dates can be viewed/downloaded from the web sites <https://etenders.hry.nic.in> and www.jindccb.com Bid through any other mode shall not be entertained.

The General Manager, The Jind Central Co-operative Bank Ltd. reserves the right to accept or reject the tendering process at any stage without assigning any reason whatsoever.

General Manager

The Jind Central Co-operative Bank Ltd.

OTHER DETAILS:

The Jind Central Co-operative Bank Ltd., Jind invites sealed offers for premises around 1200-1600 Sq ft area on Ground floor/ Basement for opening its Narwana Branch, preferable should be located on Huda Market, Railway Road, Model Town in Narwana.

Sr. No	Name of Work	EMD to be deposited	Tender Estimated Value	Tender Document Fee + E-Services Fees	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1	Commercial Premises Required On Lease For Narwana Branch of the Bank	Rs.10,000/- (Rs. Ten Thousand Only)	Rs.10,00,000 (Rs. Ten Lakh Only)	Rs.1000+Rs.1000 = Rs.2000/- (Rs. Two Thousand Only)	05.12.2019 At 1000 Hrs	18.12.2019 At 1600 Hrs

1. Bid documents can be downloaded online from the portal <https://etenders.hry.nic.in>.
2. The details of the Bid Document Cost / EMD are required to be uploaded at the time of Online Submission, the Bidders are therefore required to keep the scanned copies of prequalification and other documents of the above mentioned documents ready.
3. **SUBMISSION OF TENDER:** The tender shall be submitted online by the tenderer in the following three separate covers online:-
 - a) **Fee:** Scanned copy of Bid Document Cost / EMD.
 - b) **Prequal /Technical:** The cover shall contain scanned copies of the prequalification documents, technical parameter / technical bid to be submitted online & offline by the bidder.
 - c) **Financial:** This cover contains contract schedule of rates (BOQ) to be submitted online & offline by the bidder.

Duly signed and completed separate hard covers of Technical Bid and Price Bid are to be submitted for each proposal. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single sealed envelope super scribing “**Commercial Premises Required On Lease For Narwana Branch**” and submitted to

**The General Manager
The Jind Central Co-operative Bank Ltd.,
Bays No.1-4, Distt. Shopping Centre,
Huda Ground, Urban Estate,
Jind-126102, Haryana**

on or before 18.12.2019 upto 5:00 PM.

4. **OPENING OF BID :-** In the first instance, the cover of all the Bidders containing the Bid Document Cost / EMD shall be opened online as well as physically. If the Bid Document Cost / EMD is found proper and in order then the cover containing prequalification / Technical Bid shall be opened. The Financial cover shall be opened only of those tenderers who meet the Pre-Qualification / Technical Bid criteria as per these Bid documents. The date of opening of Financial Bid shall be fixed after the opening of Prequalification / Technical Bid.
5. The contractual agencies should submit their tender documents (Online and physical) strictly.
6. In case bid is submitted by a bidder online and technical bid, earnest money deposit or other documents as required as per the bid documents, are not submitted in physical form then the bid of the bidder would be rejected.
7. In case, the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
8. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
9. No definite volume of work to be performed during the currency of the contract can be guaranteed by The Jind Central Co-operative Bank Ltd; Jind No claim shall lie against Bank on this account.
10. The Jind Central Co-operative Bank Ltd; Jind reserves the right to accept / reject any/all the tenders without assigning any reason; the decision of the Bank shall be final and binding on tenderer.

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1. INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 1) The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates should be issued by an Approved Certifying Authority, authorised by the Controller of Certifying Authorities, Government of India.
- 2) A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.
- 3) The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.
- 4) Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 5) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 6) In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 7) The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

- ### **3. Set up of machine:** In order to operate on the electronic tender management system, the user's machine is required to be set up. The user's machine must be Java JRE 8 Update 151(32 bit), 161(32 bit), 171(32 bit), 181(32 bit), 191(32 bit), 201(32 bit) & DC setup and Internet explorer 10 and above/Mozilla Firefox 46.0.1 Version only. The link for downloading Java JRE 8 & DC setup are available on the Home page of the e-tendering Portal and a help file on setting up of

the system can also be downloaded from the home page of the website - <https://etenders.hry.nic.in>

4. Online Viewing of Detailed Notice Inviting Tenders:

The contractors can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the electronic tendering system on the government e-procurement website <https://etenders.hry.nic.in> or Bank's website <http://www.jinddccb.com/>

5. Download of Tender Documents:

The tender documents can be downloaded by the registered user from the Electronic Tendering System through the Portal <https://etenders.hry.nic.in>

6. Key Dates:

The contractors are strictly advised to follow dates and times as indicated in the Notice Inviting Tenders. The date and time will be binding on all contractors. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the Notice Inviting Tenders.

7. Online Payment e-Service fee::

The online payment for eService fee can be done using the secure electronic payment gateway by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks

8. Bid Preparation and Submission of Bids online:-

Detailed Tender documents may be downloaded from e-tender website (<http://etenders.hry.nic.in>) and tender mandatorily be submitted online.

The Payment for Tender document fee & Earnest Money Deposit (EMD) would be made online by the Bidder/ Contractor directly through debit card, credit card, Internet Banking etc. The Bidder have to submitted the scanned copies of document fee & EMD under Fee cover physically.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online Pre-equal/ Technical Cover: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Cover.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online in the Excel Format under Commercial Cover

9. Submission of actual online bids:

Contactors have to submit their bids online and upload the relevant documents. The process is required to be completed within the date and time as stated in the Notice Inviting Tenders (Key Dates). The electronic bids of only those contactors who have submitted their bid within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A contractor who does not submit his bid within the stipulated time will not be allowed to submit his bid by the E-Tendering System.

Note:- Bidders participating in e-tendering shall check the validity of his/her Digital Signature Certificate before bidding in the Tenders floated online at e-tendering website <https://etenders.hry.nic.in>

10. ASSISTANCE TO THE BIDDERS:

In case of any query regarding process of e-tenders, the helpdesk details are given in the e-tender website.

For any issues/ Clarification relating to the published tenders, Bidders are requested to contact the respective Tender Inviting Authority.

Tel: 0120-4001 002, 0120-4200 462

Mob. 8826246593

Email: - support-eproc@nic.in, eproc.nichry@yahoo.com

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnTrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be In-activated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process

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13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**)

2. SCOPE OF WORK:

The Jind Central Co-operative Bank Ltd; Jind invites online E-tendering bids for engaging the Owners/ Power Attorney Holders for providing commercial premises on lease/ rental basis for its Narwana Branch. Bank desires to acquire the premises on lease basis for a initial period of 5 (Five) years with an option to renew it for two more terms of 5 years each with an enhancement in rent after every five years from the date of lease @ 15-25%, on the same terms and conditions, within the area of Narwana Tehsil located at Jind District of Haryana. The offered premises should be ready built or bidder will have to give an undertaking that he/she will complete the building within 6 months and the premises should be on ground floor/ Basement with an adequate open / covered parking space. Preference will be given to the premises located on Huda Market, Railway Road, and Model Town, in Narwana.

Requirements:-

1. The offered premises should be in commercial and municipality area for office use at prominent place and well connected by approach road and should be easily accessible by public transport system.
2. Preference will be given to the exclusive building/floor having ample parking space in the compound / basement of the building. Preference will also be given to the buildings on the main road.
3. There should not be any water logging inside the premises and surrounding area.
4. Bidder to provide adequate parking space for Bank staff and customers vehicle. The premises should have good frontage and proper access.
5. The premises offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The building should have adequate fire safety measures and security measures as per legal requirement. The property should be insured against all types of damages during the entire period of contract.
6. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. The title report proving ownership and clear marketability is to be enclosed
7. The Bidder have to construct the strong room as per the RBI specification at their own cost. The owners of such premises will have to hand over the possession of premises within one months of the acceptance of their offer by the Bank duly completing the strong room and other Civil / Electrical works as required by the Bank.
8. The Bidder have to construct the ATM room of 8*8 ft in the front of building.
9. Adequate and uninterrupted water supply – preferably municipal water supply – to the premises shall be arranged with required capacity of underground tank/ over head tank and pump. In case, Municipal water supply is not adequate, alternate potable water source shall be made available. Bank will bear the actual consumption charges only.
10. The rent shall be inclusive of basic rent plus all taxes / cess present and future – House tax, property tax, and Municipal taxes. Maintenance charges and service charges like society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent.

11. Proper sewerage connection, all sanitary fittings, Toilet for Ladies and Gents.
12. The Bidder during the currency of the lease shall carryout major structural civil, sanitary, and electrical, repair/maintenance works for the premises and to make the building tenatable and leak proof / water proof as per the requirement.
13. Plastic paint, oil bound distempering and painting etc. as per the Bank's instructions shall be done after every three years failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.
14. All windows, ventilators and cut outs will be provided with strong steel grills as per Bank's specifications. Main door and Safe room door will be provided with Collapsible grill gate
15. Bank can make additions and alterations/dismantling if necessary without involvement of basic design at any stage during currency of lease.
16. The Bidder at their own cost, shall arrange for separate electricity meter/sub meter having three phase electric connection up to 8 KW of load depending or actual requirement of the Bank and electric points including power/AC points required for the branch as per Bank's requirements. Actual electricity charges and water charges or as per mutual agreement shall be borne by the Bank. The Bidder shall also arrange the space required for installation and running of the generator, provision of installation of AC outdoors units, Bank's signage at front & side fascia, earth stations, installation of V-SAT antenna on roof top floor, etc. at their own cost.
17. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
18. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All other taxes and service charges except service tax/ GST, if applicable, shall be borne by the land lord. While renewing the lease, the effect of subsequent increase/decrease in taxes and GST shall be taken into account for the purpose of fixing the rent.
19. The bidder/lessor shall obtain/submit the proposal to Municipal Corporation/ Collector/ Town Planning Deptt. etc. for the approval of plans immediately after receipt of approved plans.

Important points of Parameters

1.	Floor area	Approximately 1200-1600 Sq ft area on Ground floor/ Basement.
2.	Frontage	Approximately 12-14 Sq ft
3.	Covered parking space	Preferably a dedicated parking space. It is desirable to have parking space for atleast 4 fourwheelers and 10 two-wheelers for staff and customers.
4.	Open parking area	Sufficient open parking area for staff/customers
5.	Amenities	24 hours water supply, 8 KW electrical power supply connection.
6.	Possession	Ready built to possession or have to give an

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		undertaking to complete the work within 6 months and have to deposit Rs 1,00,000 as Security.
7.	Desired location	The offered office space should be located on Huda Market, Railway Road, Model Town, in Narwana.
8.	Preference	<p>i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority.</p> <p>ii) Ground floor/ Basement</p>
9.	Initial period of lease	Initial 5 years with two options to renew it for two more terms of 5 years at predetermined increase in rent @ 15-25 % after expiry of each term of 5 years, at the time of renewal
10.	Validity of offer	The offer should remain valid at least for a period of one months to be reckoned from the last date of submission of offer
11.	Stamp duty / registration charges	To be shared in the ratio of 50:50 between the lessor (s) and Bank.

3. Eligibility Criteria for Bidders:

S.No.	Clause	Documents required
1.	Processing fee for Tender should have been submitted.	The payment of Tender Document Fee INR 1000/- (One Thousand Rupees Only) and eService Fee Rs. 1000/- (Rupees one thousand only (Non-refundable) would be made by eligible bidders/ Lessors online.
2.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. 10,000 (Rs. Ten Thousand Only) would be made online by the bidders.
3.	The Bidder shall arrange all the statutory permissions: A) Whether plans are approved by Local Authorities B) Whether Completion or Occupation certificate is available C) Whether Municipal Licence/NOC from local authorities is obtained for	Attach Copy of Completion Certificate or occupation certificate from Municipal authorities Attach Copy of Layouts/ maps/ drawings etc. of the building/ premises approved from Concerned Authority.

	Commercial usage of the building	
4.	Bidder must have legal owner/power of attorney holders of the offered premises.	Proof of ownership or copy of duly constituted Power of Attorney, If the bidder is Power of Attorney Holder of the owner
5.	The offered premises must be vacant, free from all encumbrances/claims and legal or other disputes etc.	Affidavit stating that the premises is free from any dispute and litigation.
6.	The Bidder should have valid PAN No.	Copies of PAN No.

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.

4. Price Bid:

- a. Price Bid PROPOSAL shall be submitted under **Annexure 4**.
- b. Prices should be quoted in Indian Rupees and indicated in figures only.
- c. Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straight away and EMD of such vendor will be forfeited.
- d. Prices will be fixed and it includes all the applicable taxes (GST etc.)
- e. The rates quoted by the selected firm and approved by the Bank shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.

Rent:-

Level of Floor	Floor Area (sq.ft.)	Rent per sq. ft. per month (Rs.)	Total rent per month (Rs.)
Basement			
Ground Floor			
		Total Rent	

Authorized Signatory

Name:

Seal:

Place:

Date

7. Vendor Assessment Methodology:

L1 will be decided on the basis Technical & commercial evaluation as below:

The proposals will be evaluated on QCBS (Quality Cost Based Selection) basis. Following is the evaluation methodology:

Technical Weightage: 50%

Commercial Weightage: 50%

Formula :

$$S = (ST*50\%) + (SC*50\%)$$

ST = Technical Score of Bidder

SC = Commercial Score, where

$$SC = 100 * LC / C$$

LC = Lowest Commercial

C = Commercial Under Consideration

However bank does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all of the tenders, either in whole or in part without assigning any reasons for doing so.

Annexures

Annexure 1

LEASE AGREEMENT

This rent agreement made onin the State of Haryana between..... herein after called of the first party.

and

2. The Jind Central Coop. Bank Ltd; Jind through its Branch Manager, B/O _____ herein after called of the second party.

This agreement shall be with the following terms and conditions:-

WHEREAS Party of the first part is the owner of the commercial building constructed on _____ and was willing to let out the same for commercial purposes and the second party was in need of the building for banking business for its Branch Office and the parties have agreed to letting out and taking on rent the premises on the following terms and conditions but no formal rent note has been executed and hence this agreement is being executed which shall govern the terms and conditions and which shall be binding on the parties their heirs, executors, administrators and assigns.

1. that the area of the building being let out is _____ Sq.feet on the ground floor/ Basement and the party of the second part shall be entitled to use the stairs for going to roof top floor for v-set antenna setting or for any other issue and first floor will be used by the second party. The premises on the first floor is bounded as under which shall be part and partial of the premises let out under this agreement.

EAST _____ WEST _____
NORTH _____ SOUTH _____

2. That the rent of the said premises shall be payable by the second party to the first party @ _____ per month w.e.f. _____ and which shall be paid every month regularly and punctually on the last working day of every month by credit to the S.B. A/c No. _____ with _____ of the first party and such payment on being credited to the account of the landlord/owner shall be deemed as valid receipt/acknowledgement of rent by the owners.

3. That the amount of rent so settled include the amount of house tax, property tax and any other tax that may be levied by the Govt./Local Bodies/Local Authorities etc. and tenant shall not pay any such taxes. However, charges of electricity, water, sewer etc. for such consumption, clearness etc. shall be paid by the tenant i.e. part of the second party.

4. That the painting work shall be got done by the owner at his own cost after every three years.

5. That the party of the second part shall use the premises only for banking business i.e. for running its branch office at the spot and shall not sublet the said premises in any case.

6. That the second party shall be liable to return the vacant possession of the property to the owner after vacating the same.

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7. That the agreement shall be terminate-able at any time at the behest of the second party to the agreement with three months notice in advance;
8. The Bank will be offered_____ Sq. feet of floor area on Basement/ Ground Floor. No rent will be charged for parking area in front of the building and for first floor.
9. That first party will renovate the building as per the Bank's requirements including ATM room as per plan approved by the Bank as and when required. First party will have no objection if ATM is installed by the Bank in the building including V-sat antenna, monkey-cage on the top of the roof.
10. The lease deed will be executed for an initial period of 5 years with an option in favour of Bank to renew it for two more terms of 5 years each with an enhancement in rent after every five years from the date of lease @ 15-25% and on the same terms and conditions. However, the Bank shall have the right to vacate/de-hire/sub-lease in full or part at any point of time by giving three months notice. However the rent after 15 years shall be settled with mutual consent of both the parties.
11. Necessary arrangements for continuous water supply, and independent underground and overhead water tanks of sufficient capacity will be provided along with electric pump for lifting of water to have continuous water supply.
12. Proper sewerage connection shall be arranged by first party for the Bank.
13. Bank can make additions and alterations/dismantling if necessary without involvement of basic design at any stage during currency of lease.
14. First party will arrange to provide all sanitary fittings as per requirements of the Bank.
15. This offer is subject to the Obtention of No Objection Certificate by first Party from the appropriate authority regarding commercial use of the proposed building.
16. First party will carry out major structural civil, sanitary, and electrical, repair/maintenance works, if required at his own cost and first party will also ensure the roof remains water-tight. In case the above repairs are required and the first party fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of first party.
17. There shall be no objection if a glow sign board in front or at top of the building is installed by the Bank as per the Bank's requirements.
18. First party will give approx 100 sq.ft. of pucca open/covered area for placing generator depending on Bank's requirements or more at roof top or any other place approved by the Bank for which no rent will be charged.
19. Main door and Safe room door will be provided with Collapsible grill gate.

TENDER DOCUMENT THE JIND CENTRAL CO-OPERATIVE BANK LTD, JIND, HARYANA

20. All windows, ventilators and cut outs will be provided with strong steel grills as per Bank's specifications.

22. Record/stationery room, Safe/Locker Room as per RBI specification and ATM Room will be constructed with Brick walls.

In witness whereof, we hereby affix our hands hereunto these presents in the presence of witnesses:-

Party No.1

Party No.2

Signature

The Jind Central Coop. Bank Ltd; Jind.

Name:

Address:
(owner)

WITNESS:

1.
Signature

2.
Signature

Name:

Name:

Address:

Address:

Annexure 2**Technical Bid****A). General information:-**

1	Location	
2	Name of the building	
3	Door No. and Name of Street	
4	Name of City with Pin Code	
5	I. Name of the Owner (s) II. Address III. Name of the contact person IV. Mobile No. V. E-mail address	

B). Technical information:-

1	Building	Load bearing/ RCC Framed Structure.....
2	Type of building	Residential/ Commercial/ Institutional/ Industrial/ Mixed Land use.....
3	No. of floors in the building	
4	Year of construction	

<u>Sr.No.</u>	<u>Level of Floor</u>	<u>Floor area</u>
1	Basement	
2	Ground Floor	

C). Amenities Available

a)	Building ready for occupation:	<i>Yes/No</i>
b)	Electrical power supply (3 Phase) with separate meter	<i>Yes/No</i>
c)	Running Water Supply/Sanitary facility	<i>Yes/No</i>
d)	Whether plans are approved by the local authorities(Enclose copies)	<i>Yes/No</i>
e)	ATM room of 8*8 ft specification	<i>Yes/No</i>
f)	Whether Occupation certificate has been received(Enclose copies)	<i>Yes/No</i>
g)	Whether space at the rooftop for provision of V-Sat Antenna/Generator is available	<i>Yes/No</i>
h)	Whether parking space for customers/staff available If yes, no. of four wheelers_____ & no. two wheelers_____	<i>Yes/No</i>

Parameters based on which technical score will be assigned by Bank

Sr. No.	Parameters	Actual situation	Marks Criterion	Details	Marks Obtained
1.	Built up area as per requirement	1200 Sqft \pm 10% : 10	10		
2.	Premises location	On Main road : 10 inner side from Main road : 5	10		
3.	Frontage	12-14 Sqft = 10 >12 Sqft= 05	10		
4.	Parking Space	Sufficient Parking Space : 10 In adequate parking space: 5 No parking : 0	10		
5.	Surrounding of building	Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 05 No Ventilation: 0	10		
6.	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	50		
	Total		100		

(Signature of the bidder)

Name and Address (with seal)

Annexure 3

Eligibility Criteria for Technical Bid

(Checklist to be enclosed with Technical bid)

I/We M/s _____ have enclosed documentary evidence for fulfilling the Eligibility in the Technical Bid and other requirement laid in the tender document.

S.No	Documents Required	Documents Submitted (Yes/No)
1.	Completion/Occupancy certificate/ Possession Certificate from Municipal authorities.	
2.	Receipt of latest Property Tax and Receipt of latest Electricity Bill.	
3.	Copy of Layouts/ maps/ drawings etc. of the building/ premises approved from Concerned Authority.	
4.	Proof of ownership or copy of duly constituted Power of Attorney, If the bidder is Power of Attorney Holder of the owner	
5.	Affidavit stating that the premises is free from any dispute and litigation.	
6.	Self-attested copy of PAN Card.	

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation

Yours faithfully,

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory: _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 4

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)

With reference to your advertisement in the.....dated .. /.../ 2019 and

having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid .I/we offer the premises owned by us for housing your Narwana Branch on lease basis on the following rent.

General Information:-

1	Location	
2	Name of the building	
3	Door No. and Name of Street	
4	Name of City with Pin Code	
5	I. Name of the Owner (s) II. Address III. Name of the contact person IV. Mobile No. V. E-mail address	

Rent:-

Level of Floor	Floor Area (sq.ft.)	Rent per sq. ft. per month (Rs.)	Total rent per month (Rs.)
Basement			
Ground Floor			
		Total Rent	

The GST, if levied, on rent paid by us shall be reimbursed by the Bank, to us on production of such proof/ challan of payment of tax to the Govt.

Declaration

We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted.

Place:

Date:

Name & Signature of bidder/ Lessor (s) with seal, if any