



INDIAN INSTITUTE OF BANKING & FINANCE

**INVITES OFFERS
FOR
HIRING OF PREMISES
UNDER TWO BID SYSTEM
ON LEASE AT GUWAHATI**

Indian Institute of Banking & Finance,
Professional Development Centre - Eastern Zone,
Avani Heights, 2nd Floor,
59A, Jawaharlal Nehru Road,
Kolkata - 700020.
Tel: 033-46032850
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INDIAN INSTITUTE OF BANKING & FINANCE

**OFFER DOCUMENT INVITING OFFERS IN TWO BID SYSTEM
FOR HIRING PREMISES TO IIBF AT GUWAHATI**

The Offer document consists of the following:

TECHNICAL BID:

- 1. Notice Inviting Offers**
- 2. Instructions to offers**
- 3. Terms and Conditions**
- 4. Forwarding Letter**
- 5. Technical Details of the Premises Offered**
- 6. Financial Bid (Rate/Rental details of the premises offered.)**

All the above mentioned documents are to be submitted to IIBF duly signed by the offerer/s on all pages.



INDIAN INSTITUTE OF BANKING & FINANCE

INVITES OFFERS FOR HIRING OF PREMISES UNDER TWO BID SYSTEM ON LEASE AT **GUWAHATI**

NOTICE

REQUIREMENT OF PREMISES

Indian Institute of Banking & Finance invites sealed offers for premises in two bid systems for its Development Centre at Guwahati. The premises should be commercial approved or a building conforming to the conditions stipulated by concerned Government authority/ies for commercial use. Interested parties who are ready to offer their premises on lease basis may submit the proposal.

Premises required at:

Sr. No.	Name of the City	Preferable Location	Approximate carpet area
1	Guwahati	i) Guwahati-Shillong Road (GS Road) ii) Pan Bazaar, Guwahati	3000 to 4000 sq. ft.

The premises should be available with all the facilities including adequate Power, Water supply, parking space, space for signage Board, lift, generator, ramp, space for installation of V-SAT / RF antenna/**Solar Panels** at the terrace within the offered monthly rent.

1	Bid Reference No.	IIBF/PDCEZ/23-24/BID/GUWAHATI/31JAN2024
2	Date of Commencement of Bid download	01.02.2024
4	Last Date for Submission of Bid	21.02.2024 till 03.00 pm
	Date and Time of Opening of Technical cum Eligibility Bid	21.02.2024 at 04.00 pm
	Place of Physical Bid Submission & Opening of Bids	Indian Institute of Banking & Finance, Professional Development Centre - Eastern Zone, Avani Heights, 2nd Floor, 59A, Jawaharlal Nehru Road, Kolkata - 700020.
	Contact Person	Ms. Sneha Datta / Mr. T Barpanda Mobile: 9831637175 / 9717005551 Email: je.pdcez3@iibf.org.in / head-pdcez@iibf.org.in
	Validity of Bid	120 days

1. The prospective offerers meeting the above requirements are requested to download the Offer Document from the Institute's website www.iibf.co.in under head "Tender"
2. Duly filled in offers placed in a Sealed Envelope Super- scribed as "OFFER FOR HIRING OF PREMISES AT GUWAHATI" shall be submitted up to 3.00 pm on 21.02.2024 at Indian Institute of Banking & Finance, Professional Development Centre - Eastern Zone, Avani Heights, 2nd Floor, 59A, Jawaharlal Nehru Road, Kolkata - 700020.
3. Technical bids will be opened in the presence of bidders who choose to present at the time of opening the bid. The above schedule is subject to change. Any changes on the notice / corrigendum / addendum will be published on the Institute's website. The date and time of opening of the commercial bid will be intimated to the technically qualified bidders at a later date.

Instructions to Bidders

SUBMISSION OF BID:

The bids shall be submitted in two separate sealed non-window envelopes, one containing Technical Bid (envelope 1) and other Commercial Bid (envelope 2), both to be submitted together in one envelope (3rd envelope) duly sealed and super scribed as Offer of Premises for IIBF Development centre at Guwahati.

Bidders must ensure before submitting their bid that the bid document including corrigendum (if any) has been duly signed (compulsory) and stamped (if required) on each page.

The Institute reserves the right to accept/ reject any or all the bids without assigning any reason whatsoever.

Bids/applications received through brokers/ property dealers on behalf of the owner will be liable to be rejected out-rightly. No brokerage will be paid by the IIBF.

Only the bidder or authorized representative on behalf of the bidder, carrying an authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening. Corrigendum if any can be issued up to one (1) day before the date of bid submission and thereafter also. Hence, bidders are advised to visit IIBF's website regularly.

TERMS AND CONDITIONS:

1. Applicant must have clear marketable title to the property. Copy of the approved construction plan and NOC for commercial use of the premises should be submitted by the landlord along with technical bid. The charges/levies/penalties, misuse charges if any, for commercial use of the premises shall be borne by the landlord.
2. There should not be any bar by any government / Municipal body for functioning of the Institute at the premises.
3. The offered area shall be available in a single floor and lift facility should be available if the premises is not in ground floor.
4. Copy of layout plans, utilization plans should be submitted along with the bid offer.
5. The premises should be strong preferably have framed RCC structured and modern and should provide for structural safety from earthquake, theft etc. and have all civic facilities such as adequate sanitary arrangements, water and electricity, natural lights & ventilations etc.
6. Rent free parking space for at least 2 four wheelers, 10 to 15 two wheelers shall be provided.
7. Rent shall be settled purely on carpet area basis. At the time of taking possession correct measurement of the premises shall be taken and recorded in the presence of the landlord.
8. The area suggested means carpet area and the calculation of the same should be based on IS-3861-2002 (3861-1975). In broad terms, carpet area of any floor shall be the covered area worked out excluding area of walls, door and other openings in the walls, intermediate pillars within the plinth area, verandah, corridor, passage and loft, entrance hall and porch, staircase and mummy, shaft and machine room for lift, bathroom and

lavatory, air-conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.

9. Rent shall be payable from the date of taking actual possession of the premises by the Institute after execution of lease deed.
10. Initial lease period shall be for 5 years with an option with Institute for further renewal
11. Enhancement in rent after initial period of 5 years will be up to a maximum of 15% for further period of 5 years. No escalation in the rent rate shall be allowed during the currency of the total lease period.
12. Lease deed shall be executed on the Institute's standard format without any alteration.
13. Stamp duty, registration fees and other charges towards executions & registration of lease deed shall be shared equally by landlord and IIBF.
14. Sufficient space at prominent location of the building / premises shall be provided for display of Institute's signboard.
15. The landlord should not have any objections in carrying out interior work/floor chasing work etc. However no structural changes will be made.
16. Separate three phase electric connection having 20 KVA power load shall be provided by landlord for exclusive use of IIBF. The actual electrical consumption charges shall be borne by IIBF.
17. Provision of separate toilets for gents and ladies of suitable size shall be made by the landlord, as per specifications and drawing as provided by IIBF. However, the same will not be included in carpet area for calculation of rent.
18. The Landlord should provide rent free space IIBF's Sign Board, Generator set and installation of VSAT / RF antenna at the terrace.
19. The Landlord should attend all miscellaneous civil / plumbing works if any, and painting of premises before handing over the possession of the premises to IIBF.
20. Any other works which the IIBF's authorities may deem fit to be executed by the landlord to cover the conditions mentioned in the standard format of agreement to lease/lease deed with IIBF.
21. The IIBF at its absolute discretion and irrespective of the period of lease available can any time, terminate the lease, surrender/ vacate the demised premises after giving three months' notice to the landlord/ lesser in writing.
22. Landlord will get a separate water and electric meter installed for the exclusive use of IIBF. The electric energy and water consumption charges shall be borne by IIBF.
23. The Landlord will make white washing / color washing / painting etc. once in 3(Three) years and attend to all the repairs work as and when required. In case, the landlord fails to do so, IIBF shall be entitled to do the repairs and whitewashing/ painting etc. at its own expenses and deduct the same from the rent.
24. Rent shall be payable only for usable carpet area.
25. The bidder/s should have sufficient built up / covered area in order to have the required carpet area.
26. No condition be given in financial bid. It is to contain only prices in per Sq.ft of carpet area basis otherwise Bid will be liable rejection.
27. The Institute reserves the right to visit the premises before / after opening of technical bid to ascertain the suitability of the premises and the decision of the Institute will be final and binding on all concerned.

28. The financial offers of only those premises selected after inspection and technically found suitable for IIBF purposes will be opened and the lowest one (per sqft rate per month) of the same will be taken up for further discussion. Other financial bids will not be opened
29. IIBF reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
30. The following documents should be submitted along with technical bid:
 - a. Approved map of competent authority.
 - b. Copy of latest Electricity Bill, Tax Receipt.
 - c. Copy of Aadhaar Card and PAN Card of the Landlord.
 - d. Copy of Fire NOC and Completion/Occupation Certificate wherever applicable.
 - e. Proof of ownership or any other document in support of property.
 - f. NOC for commercial use of premises.
 - g. Board resolution for authorized signatories in case of company.
31. All columns of the bid document must be duly filled in and no column should be left blank.
32. All pages of the Technical and Financial Bids are to be signed by the bidder or its authorized signatory. All entries in bid form should be legible & filled clearly. Any overwriting/cutting shall be attested by the authorized signatory. The rent rate should be filled in figure as well as in word. IIBF reserves the right to reject the incomplete bids. In case property is in joint name, co-owner will have to sign the bid document.
33. All municipal taxes, property tax or any other taxes present or in future will be borne by the landlord. GST if applicable to landlord will be payable by IIBF over and above rent. In that case Landlord will raise GST invoice on monthly basis to receive the rent payment.
34. TDS will be deducted as applicable.
35. There should not be any deviation in terms & conditions as have been stipulated in the bid documents. However, in the event of imposition of any other conditions, which may lead to deviation with respect to the terms & conditions as mentioned in the bid document, the lesser is required to attach a separate sheet "List of deviation", if any.
36. Any decision taken by IIBF at any point of time in connection with this process will be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
37. The offer will be valid for minimum period of 120 days after opening of Financial Bid.

Date:_____

Signature of Owner/s

Name:

Address:

Mobile No



INDIAN INSTITUTE OF BANKING & FINANCE

FORMAT FOR OWNERS APPLICATION FORWARDING

To,

Head – PDC(EZ),
Indian Institute of Banking & Finance,
Professional Development Centre - Eastern Zone,
Avani Heights, 2nd Floor,
59A, Jawaharlal Nehru Road,
Kolkata - 700020.

Sir,

Sub: Offer of the premises on lease IIBF Development Centre at Guwahati

1. I/We have read and understood the notice and terms & conditions/instructions to the bidder and submit my / our bid as per the proforma dully filled and complete in all aspects for the consideration of IIBF.
2. I/We further understand that the selection of premises will be in accordance with the Institute's terms and conditions subject to the authority of the Institute to alter or amend the same.
3. I/We do hereby declare that the information furnished in the bids is correct to the best of my/our knowledge and belief.
4. I/We agree that the decision IIBF in the selection of bidder will be final and binding to me/us.
5. My/Our offer will be valid for a minimum period of 120 days from the date of opening of the financial bid.

Yours faithfully,

Signature of owner/s:

Name:

Place:

Date:



INDIAN INSTITUTE OF BANKING & FINANCE

FORMAT FOR TECHNICAL BID

To,

Head – PDC(EZ),
Indian Institute of Banking & Finance,
Professional Development Centre - Eastern Zone,
Avani Heights, 2nd Floor,
59A, Jawaharlal Nehru Road,
Kolkata - 700020.

Ref- Your advertisement dated in / on..... (Name of Newspaper) /
Institute's website for Premises on lease basis at -----

Dear Sir,

With reference to the advertisement for office premises on lease at ----- for the Development Centre of the Institute, I / we, offer to give you on lease the premises described below:

1	Name of the Owner/s	
2	Constitution (Individual, HUF, Partnership Firm, Trust, Private Ltd. Co., Public Ltd. Company, Govt./Local Authority/Institution, Association of persons)	
3	Share of each owner if any under Joint Ownership	
4	Telephone/Mobile Number of Owner(s)	
5	Full address of the premises offered with Pin code and land mark nearby	
6	Carpet area of the premises (in sq.ft) offered to IIBF	
7	Leasehold/freehold (if leasehold, furnish the name of the lessor/lessee, nature of lease, duration of lease, lease rent, balance period and term).	
8	Copy of site plan and lay out plan showing internal dimensions and carpet area to be enclosed	
9	Whether the owner has clear and marketable title (copy of ownership proof & relevant papers to be enclosed)	
10	Whether the offered property has Municipal approval for commercial use	
11	Type of Building (Commercial/ Residential / Mixed use)	

12	Type of construction (Load bearing/R.C.C./Steel framed structure).	
13	Rentable carpet area* available with the details of the floor. (Quote to be in the Carpet area and not in any other form). The bidder(s) should have sufficient built-up/covered area in order to have the required carpet area.	Carpet Area:_____Sq.Ft. (floor.....sq.ft.)
14	Whether the owner has clear and marketable title. (photocopy of ownership proof & relevant paper to be enclosed)	
15	Whether the offered property has Municipal Approval for commercial use. (Attach copy)	
16	Details of sanctioned plan (Copy to be furnished on demand)	
17	Year of Construction	
18	Clear floor height from floor to ceiling.	
19	Plinth height from Ground Level	
20	Basic amenities provided/to be provided.	
21	Special features, if any.	
22	Details of parking spaces available	
23	Water supply facilities available/to be provided.	
24	Sanitary facilities available/to be provided.	
25	Whether running water facility is available	
26	Whether electric power connection with minimum 20KW (as per requirement) load available. If not, landlord is required to provide the same. Energy meter is installed in whose name.	
27	Whether suitable space is available on the terrace of the building for installing instruments like V-Sat antenna, RF antenna, Radio Antenna etc.	
28	Maintenance liability and its expenses	
29	Probable time for completion and handing over possession if the premise is to be constructed/under construction.	
30	Details of sanctioned plan (copy to be furnished on demand)	
31	Details of completion/occupation certificate (copy to be furnished on demand)	
32	Sanction plan indicating the area offered (copy is to be enclosed)	
33	If the building is old whether repairs/ renovation is required.	
34	Any other information not covered above	

*The carpet area of any floor shall be the covered area worked out excluding area of walls, door and other openings in the walls, intermediate pillars within the plinth area, verandah, corridor, passage and loft, entrance hall and porch, staircase and mumty, shaft and machine room for lift, bathroom and lavatory, air-conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.

Note:

1. No indication to the price aspect is to be given in “Technical Bid” failing which the offer shall be summarily rejected
2. Technical Bid (envelope 1) and Commercial Bid (envelope 2), are to be submitted in separate sealed covers marked as “Technical Bid” “Commercial Bid” respectively with the name, address & contact number of the applicant.

Declarations:

1. I/We, am/are aware that, the rent shall be calculated as per the carpet area which will be measured in presence of landlord/s and Institute Officials after completion of the Building in all respect as per the specification/requirement of the Institute.
2. The Institute will be entitled to use the premises without any interruption.
3. The Institute will be at liberty to use all the installations/fixtures/furniture provided in the premises.
4. Installations required in the premises for functioning of Institute’s business may be installed without referring the matter to me/us.
5. Roof of the building may be utilised by the Institute for installation of instrument like V-Sat antenna, RF antenna etc.
6. I/We am/are agreeable to provide the amenities as per plan /drawing specifications provided by the Institute at the time of acceptance of my offer.
7. Required power load for the normal functioning of the Institute and the requisite electrical wiring/ points, points for telephone/ UPS/ Computers/ ACs will be provided.
8. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
9. All repairs including annual/ periodical painting will be done by me/us at my/our cost. In case, the repairs and or painting is/are not done by me/us as agreed now, the Institute will be at liberty to carry out such repairs white/colour washing etc. at our cost and deduct all such expenses from the rent payable to me/us.
10. I/we undertake to execute a lease deed, in the Institute’s favour on Institute’s standard format at an early date.
11. I/We declare that I am/we are the absolute owner of the plot/ building offered to you and having valid marketable title over the above. Documents certifying title of offerer on the premises like copies of title deed, update tax receipts, sanction plan, completion/ occupancy certificate, site plan of the premises etc are enclosed/will be provided as & when demanded.
12. The Institute is at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, partitions and other furniture put up by the Institute.
13. If my/our offer is accepted, I/we will give possession of above premises to the Institute within days from date of receipt of acceptance letter from the Institute.
14. I/ We hereby confirm that, all the above information furnished by me/ us are true in best of my/ our knowledge. Copies of site plan, sanctioned drawings, documents certifying our title on the premises etc are enclosed.

15. I/We am/are aware that the Institute is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.

Date: _____

Signature of Owner/s
Name:
Address:
Mobile No



INDIAN INSTITUTE OF BANKING & FINANCE

FORMAT FOR FINANCIAL BID

To,

Head – PDC(EZ),
Indian Institute of Banking & Finance,
Professional Development Centre - Eastern Zone,
Avani Heights, 2nd Floor,
59A, Jawaharlal Nehru Road,
Kolkata - 700020.

Dear Sir/Madam,

The financial bid details of the premises offered for the Development centre at Guwahati are as under:

	Name of the Owner/s	1. 2.
	Full address of the premises offered with Pin code	
	Tel No/ Mobile No	
	Carpet Area of the premises offered	
	Rate per sqft per month -Amount in Rs. (in figures & in words)	
	Lease period:	
	Municipal Tax, Property Tax and other present and future Taxes	To be borne by landlord invariably
	Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)	Rs. per month
	GST on rent	Applicable/ Not applicable
	Lease deed execution & registration expenses.	To be born in equal share amongst landlord & institute

The rate should be in carpet area only and not in any other area.

Date: _____

Place:

Signature of Owner/s

Name:

Address:

Mobile No