

**JHARKHAND RAJYA GRAMIN BANK  
(A Government of India Undertaking)**

**Head Office: Ranchi  
Accounts Department  
NOTICE INVITING TENDERS  
TWO-BID TENDER SYSTEM**

<b>TECHNICAL &amp; PRICE-BID FOR PRE-QUALIFICATION FOR LEASING OF OFFICE PREMISES FOR RANCHI REGIONAL OFFICE FOR TENDER No.11/2021-22</b>	<b>TENDER No.11/2021-22 06.12.2021</b>
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**TENDER SCHEDULE**

Date of download of Tender Document	<a href="http://www.jrgb.in">www.jrgb.in</a>	From 06.12.2021
Last Date of RECEIPT of Sealed tenders	Up to 4.00 P.M 27/12/2021	3 <sup>rd</sup> floor, market complex, Zila Parishad Bhawan Near Kutchery Chowk, Ranchi-834001
Date of OPENING Technical Bids	At 10.30 AM 28/12/2021	
Price Bid opening	Shall be informed after technical bid evaluation	Representatives shall attend on price-bid opening
Requirement	Office Space	About 1500 Sft
Period of Lease	Initial 5 + 5 years	5 + 5 years with an option to renew for a further period of 5+5 years.

Part- 1 – Technical Bid: 1-7 Pages

Part- II – Price Bid: 1-2 Pages

Contact Officers: V.K.SINGH:7209614867

**To be submitted to:  
THE GENERAL MANAGER-I  
JHARKHAND RAJYA GRAMIN BANK  
HEAD OFFICE:RANCHI,  
3<sup>rd</sup> floor, Market Complex,  
Zila Parishad Bhawan  
Near Kutchery Chowk,  
Ranchi-834001  
Email: hoaccounts@jrgb.in**

# **JHARKHAND RAJYA GRAMIN BANK**

**(Sponsored by State Bank of India)**

**Head Office :: RANCHI**

## **PREMISES REQUIRED ON LEASE**

**JHARKHAND RAJYA GRAMIN BANK (JRGB)** invites offers from owners/Power of Attorney holders for premises on lease rental basis for Commercial / Office use having Carpet area of about 1500 Sqft for Ranchi Regional Office within Ranchi Town Area under **Ranchi Municipal Corporation**.

The Premises should have all facilities including adequate power load, water supply, parking space, space for keeping generator, V-SAT, good frontage (free of cost). The entire space should preferably be on Ground, 1st & 2<sup>nd</sup> floors. Premises should be ready for possession / occupation.

### **Tender Document Availability**

The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from JRGB website [www.jrgb.in](http://www.jrgb.in) from 06/12/2021 to 27/12/2021.

### **Submission of Tender**

The offers in a sealed cover complete in all respects should be submitted to the General Manager-I, Jharkhand Rajya Gramin Bank, Head Office, 3<sup>rd</sup> floor, Market Complex, Kutchery Chowk, Ranchi-834001 on or before 4.00 PM on 27.12.2021

The JRGB reserves the right to accept or reject any or all offers without assigning any reason therefore. Brokers will not be entertained.

**General Manager- 1**

**TECHNICAL BID (COVER- A)**  
**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**

**JHARKHAND RAJYA GRAMIN BANK,**

**Head Office :Ranchi ,**

**3<sup>rd</sup> floor, Market Complex,**

**Kutchery Chowk,Ranchi-834001**

**OFFER/LEASING OF OFFICE PREMISES**

This tender consists of two parts viz. the **Technical Bid** having terms and conditions, details of offer and the **Price Bid**.

The Technical Bid and Price Bid for the proposal should be kept in separate sealed envelopes and these two envelopes be placed in a single cover super scribing "**Tender for leasing of Premises for Ranchi Regional Office**" and submit to JHARKHAND RAJYA GRAMIN BANK, Head Office, 3<sup>rd</sup> floor, Market Complex, Kutchery Chowk,Ranchi-834001, through post/courier or submitted to the Chief Manager, Accounts on the abovementioned address.

**Important points of parameters: -**

1	Carpet Area (As per BIS Code IS:3861-2002 (Second Revision))	Approximately 1500 Sqft for Ranchi Regional Office Preferably at Ground, First & Second Floors
2	Covered Parking Space	Preferable - 300sft
3	Open parking area	Approx 500 Sft in open parking area for customers to be provided free of cost/rent/premium.
4	Amenities	24hourswaterfacility,Generatorpowerback up, Electricity, LIFT, Facility to install RF tower(connectivity)on the roof, etc
5	Possession	Ready possession /occupation
6	Premises under construction	It should be ready for occupation
7	Desired location	Within Ranchi Town Area under <b>Ranchi Municipal Corporation</b> .
8	Preference	Premises duly completed in all respects with required occupancy certificate and other statutory approvals of local civic authority
9	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.
10	Initial period of lease	5 + 5 years with an option to renew for a further period of 5+5years.
11	Selection procedure	Techno-commercial evaluation by mark base. The bid which will have 70 marks out of 100 marks in the evaluation will be eligible for opening of price bid , However committee's decision will be final in this regard.
12	Validity of offer	4 months from the date of submission of the offer
13	Stamp duty / registration charges	To be shared in the ratio of50:50.
14	Fitment Period	Building should be ready to shift availability

**The successful bidder shall handover the vacant possession of the premises to the Bank within 60 days before commencement of lease for carrying out interior furnishing works as per Bank's requirement. It is clarified that Bank shall not be liable for any rent/ premium etc. to the successful bidder during the aforesaid period of 60 days.**

## TERMS AND CONDITIONS

- 1.1 The successful bidder should have clear and absolute title to the premises. The Bank shall obtain legal title investigation report from the JRGB empanelled advocate at own cost which shall be reimbursed by the successful bidder. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the JRGB for the purpose, and the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank. The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the tenure of the lease by serving three (3) months prior notice. As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 +5 years.
- 1.2 Tender document received by the JRGB after due date and time i.e. 27.12.2021 after 4.00 PM shall be rejected.
- 1.3 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as Technical or commercial as the case may be (TECHNICAL BID AND PRICE BID) duly filled in with relevant documents/information at the following address: All columns of the tender documents must be duly filled in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any overwriting or use of white ink is to be duly initialed by the tenderer. The JRGB reserves the right to reject the incomplete tenders.
- 1.4 The offer should remain valid at least for a period of 4 (four) months to be reckoned from the last date of submission of offer i.e. 27/12/2021
- 1.5 There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet "list of deviations", if any.
- 1.6 The Technical Bid will be opened on 28/12/2021 at 10.30 AM in the presence of tenderers who choose to be present at JHARKHAND RAJYA GRAMIN BANK, Head Office, 3<sup>rd</sup> floor, Market Complex, Kutchery Chowk, Ranchi-834001. All tenderers are advised in their own interest to be present on that date at the specified time.
- 1.7 The JRGB reserves the right to accept or reject any or all the tenders without assigning any reason thereof. In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.
- 1.8 Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
- 1.9 The short-listed bidder/lessor will be informed by the JRGB for arranging site inspection of the offered premises.
- 1.10 Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building.
- 1.11 The selection of premises will be done on the basis of techno commercial evaluation .Techno-commercial evaluation will be mark base . The bid which will have 70 marks out of 100 in the evaluation will be eligible for opening of price bid , However committee's decision will be final in this regard. The score finalized by Committee of the JRGB in respect of technical parameters will be final and binding to the applicant.
- 1.12 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes shall be taken into account for the purpose of fixing the rent. However, the landlord will be required to bill the Chief Manager, Accounts at Head Office , JRGB every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the GST number of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of GST otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the JRGB to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord. Income Tax and other statutory clearances shall be obtained by the

lessors at their own cost as and when required. All payments to the landlord shall be made by Account Payee Cheque, Direct transfer to account or RTGS/NEFT.

1.13 Mode of measurement for premises is as follows: Area of the premises should be clearly mentioned as Carpet area which could be always measured jointly by the Bank and the landlord.

1.14 The floor wise area viz. Ground, First, Basement if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately.

1.15 The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) Banking activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Bidder/Lessor should also obtain the completion certificate from Municipal authorities after the completion of interior furniture work. The required additional electrical power load of approximately 15 KW/KVA or as required will also have to be arranged by the bidder/lessor at his/her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and 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, V-SAT & RF Towers, etc will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank.

1.16 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.17 The landlord shall obtain/submit the proposal to Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior renovation work can commence, in case of unfurnished premises.

1.18 After the completion of the interior works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation of the premises by the Bank. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.19 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra at applicable rate and manner. However, while renewing the lease, the effect of subsequent increase/ decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.

1.20 Electricity charges will be borne by the Bank but water supply should be maintained by the Landlord/owner within the rent.

1.21 All civil works such as Toilets, Store room etc with all accessories and doors etc. as per Bank's requirements, Rolling shutter, collapsible grill door at entry, with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, inside and outside painting with acrylic emulsion paint/synthetic enamel paint etc., windows, safety grill etc as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank, Landlords will submit approved plan, Competent Authority permission, structural stability and soundness certificate before possession by the Bank.

1.22 All openings/windows to have glazed lockable windows preferably of Aluminum or UPVC with security M.S. grills by landlords' at their own cost

1.23 Interior works like loose furniture, dry wall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signages, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

1.24 The inner walls should be finished with wall care putty . The walls should be painted with at least two coats of premium interior plastic emulsion paint of reputed brands . All wood/M.S are to be painted with two coats of Enamel paint. The shade/colour to be approved by Bank.

1.25 Premises should have an independent/direct access from road and not through some other establishment. Premises should have 24x7 free access.

1.26 The offers considered for site inspection shall be visited by the Committee and after through scrutiny of the available amenities, area, location, quality of construction, etc. the Committee will identify suitable properties for opening respective Price Bid, recording the reasons for rejecting the other offers.

1.27 It should be ensured that necessary approval from the concerned local authorities i.e. Municipality / Municipal Corporation / Development authorities / landlord and the plans are duly approved. It should also be ensured that no violation has taken place in construction and these needs to be verified. The completion certificate and occupation certificate of the building as applicable is obtained from the concerned local authority and permission is available for the specific commercial usage of the premises. This is particularly important when the use of the premises after Bank's leasing changes from its original use e.g. from residential apartment to commercial of from the residential to institutional.

1.28 If only one offer is received and technically qualified or only one offer is technically qualified out of several offers received, then technically qualified single price bid can be opened on the committee's approval.

1.29 Rent will start accruing immediately on the handing over the premises to the Bank by the landlord and the latter's acceptance of the same. Hence, before the building is taken over for occupation and payment of the rent takes effect, it shall be ensured that the following requirements are fulfilled:

a) The Building is inspected thoroughly and found to be actually ready for occupation by the Bank. The work required to be carried out by the lessor, which have a bearing on the suitability of the building of occupation, is complete in all respects. If the lessor's work are not completed but the rent has to be paid, the clear scope and time frame for completion of such works should be indicated in the confirmatory Letter of acceptance / Agreement along with a liquidated damage clause. A suitable reduction in the rental should be effected for which suitable provision should be made in the agreement.

b) The occupation certificate of the Building from the local municipal authority is available for the specific usage for which the Bank will put the same. This is particularly important when the use of the premises after Bank's leasing changes from its original use e.g. from residential apartment to commercial, from residential to institutional and so on.

c) The fire safety requirements as per Bank's usage norms are fully met by the lessor and a certificate is available from the local fire authority for the said usage, wherever such certificates are mandatory for occupation of premises e.g. Jharkhand .

d) The planning and the installation of the additional service for which separate rental is payable like air-conditioning, additional of exclusive lift etc. are actually in process if not completed, and undertaking obtained from the landlord that these services will be completed with time bound programme. Otherwise, in addition to non payment of rental proportional to these services, suitable liquidated damage should also be levied, for which also, provision should be made in the Acceptance letter / Agreement.

e) The landlord to ensure sanction of required Power from the concerned Authorities. Expenditure incurred in this connection, including Cash Deposit if any towards sanction of Power and installation of Transformer / V Set should be borne by the landlord, and this shall be clearly spelt out in the Agreement. Any deviation in this regard should be referred to the Internal Committee of Executives for approval

**1.30 No advance rents shall be paid.**

### **MODE OF SELECTION OF PREMISES**

1) All Technical bids will be first opened and applications will be screened. All the premises will be visited by the committee to verify the suitability and the premises will be awarded marks based on following criteria

<b>S. No</b>	<b>Criteria</b>	<b>Marks</b>
1	Location/Prominence Within 5 kilometers of Albert Ekka Chowk :15 Above 5 kilometers to within 10 kilometers of Albert Ekka Chowk:10 Above 10 kilometers of Albert Ekka Chowk :5	15
2	surroundings of the premises Adequate natural light and ventilation:05 In-adequate natural light and ventilation:00	5
3	Frontage/elevation >= 40 feet = 10 >= 30 feet =07 >= 20 feet =05	10
4	Age of the Building (max.marks-10) New:10 1- 5 years old :8 5-10 years old :6 10-15 years old :4	10
5	Availability of entire area in one floor On ground floor:20 GF + immediate Upper floor with internal lift +stair: 10 GF + Immediate Upper Floor with internal stair:05	20
6	Parking (max.marks-10) Coveredparking:10 Openparking:5	10
7	Government Authorities approval for the premises	10
8	Landlord's readiness for constructing/modifying premises as per Bank specification	10
9	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	10
	<b>Total Marks---100</b>	

**The premises getting less than 70 marks will be summarily rejected. Committee's decision in this regard is final.**

2) Price bids of the only shortlisted premises will be opened and negotiation will be held with L1 (lowest) bidder.

I undertake to construct/modify the building in accordance with the above specifications and as per layout plan provided by the Bank. In case it is found at any stage after the building is taken over by the Bank that any of the above work has not been executed by me, I undertake that the same may be carried out by the Bank at my cost.

Place:

Date: ..... /12/2021

Name & Signature of bidder/lessor

## **OFFER LETTER**

General Manager-I  
JHARKHAND RAJYA GRAMIN BANK,  
Head Office :Ranchi ,  
3<sup>rd</sup> floor, Market Complex,  
Kutchery Chowk,Ranchi-834001

With reference to your advertisement in the local Newspapers dated..... and the Tender No. dated 06/12/2021 placed in the Bank's website, www.jrgb.in, I/ we hereby offer the premises owned by us for Ranchi Regional Office on lease basis:

A	General Information:	DETAILS
1	Name of the Landlord	
2	Mobile No.	
3	Location of premises offered	
4	Floor of the premises offered, i.e GF/FF/....	
5	Name of the building	
6	Door No.	
7	Name of the street	
8	Name of the city	
9	Pin code	
<b>B</b>	<b>Technical information:</b>	
1	Building – Load bearing or Frame structure	
2	Type of building– Residential/Institutional/Industrial	
3	No. of floors	
<b>C</b>	<b>Status of premises:</b>	
<b>1</b>	Building ready for occupation– Yes /No	
<b>2</b>	If No, how much time will be required for completion/occupation	
<b>3</b>	Carpet area	
<b>D</b>	<b>Amenities available:</b>	
1	Electrical power supply – Yes / No	
2	Running water supply – Yes /No	
3	Whether plans are approved by the local authorities – Yes /No	
4	Whether NOC from the department obtained – Yes /No	
5	Whether occupation certificate has been received – Yes /No	



6	Whether direct access is available from the main road – Yes /No	
7	Whether captive power supply is available – Yes /No	
8	Whether fully air-conditioned or partly air-conditioned	
9	Whether lift facilities are available –Yes	
	Whether sufficient space is available on the ROOF for installation of V-SAT or RF Tower for	
11	Mention the list of any other amenities which are provided	
12	Any additional information	

Enclosures:

1. Copy of Approved Plan
2. Location Map
3. Copy of property document
4. Photo of the premises

1. ....
2. ....

Signature (s) of the owner (s)

Name: _____	Name: _____
Mobile No:	Mobile No:
Email:	Email:

# **JHARKHAND RAJYA GRAMIN BANK**

(A Government of India Undertaking)

Head Office : **Ranchi**

**Accounts Department**

**NOTICE INVITING TENDER FOR PREMISES ON LEASE**

## **PART-B**

**(To be submitted in separate cover)**

**PRICE- BID (COVER)**

**OFFER OF PREMISES ON LEASE**

**Ranchi Regional Office**

**AT**

**Within Ranchi Town Area under Ranchi Municipal Corporation**

**Last Date for Submission: 27/12/2021**

**The General Manager-I**  
**JHARKHAND RAJYA GRAMIN BANK**  
**3<sup>rd</sup> floor, Market complex, Zila Parishad Bhawan ,Near Kutchery Chowk, Ranchi-834001**  
**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**

JHARKHAND RAJYA GRAMIN BANK,  
 3<sup>rd</sup> floor, market complex,  
 Zila Parishad Bhawan ,  
 Near Kutchery Chowk,  
 Ranchi-834001

With reference to your advertisement in the local daily & website [www.jrgb.in](http://www.jrgb.in) 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 your Ranchi Regional Office .

**General Information:**

**Location:**

1	Name of the Building	
2	Door No.	
3	Name of the street	
4	Name of the city	
5	Pin code	
6	i. Name of the Landlord ii. Address iii. Name of the contact Person iv. Mobile Number v. Email address	

**Rent:**

Level of Floor	*Carpet Area(sq.ft)	Rent per sq. ft. per month(Rs.)	Total rent per month of floor area(Rs.)
Ground Floor			
First Floor			
Second Floor			
Third Floor			
Total Rent			

\*Carpet Area shall be the area worked out as above excluding the area of the following portion: Verandah, Corridors/passages, entrance hall/Porch, Staircase and Stair cover, Bathroom/lavatory ,store, AC duct & Plant room and Shaft for sanitary/water supply/garbage chute/electrical & fire-fighting/AC/telecommunication/lift etc. In a Hall or Basement areas of portion 1(one) meter beyond the last step shall be part of the staircase.

We also understand that the income tax and other taxes as applicable will be deducted at source by JRGB while paying the rentals per month .All taxes shall be borne by us(landlord). However ,the GST if levied on rent is paid by us, shall be reimbursed by the JRGB,(to the landlord) on production of such payment of Service tax/GST 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: ..... /12/2021

.....  
 Name & Signature of bidder/ Lesser (with seal if any)