



भारतीय लघु उद्योग विकास बैंक
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)

REQUIRES

OFFICE PREMISES

SIDBI invites offers for office premises admeasuring between 4000 sq.ft. and 5000 sq.ft. carpet area on leave and licence / lease basis in Navi Mumbai preferably on single floor in buildings located within 02 kms radius from harbour line railway station between Vashi and Belapur. The premises should be readily available and fully furnished with cabins, cubicles and work stations, etc. having about 80 seats, and/ or it shall be furnished / refurnished by the owner(s) at their own cost, as per the Bank's requirement / specifications. 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 or obtained from The General Manager (Premises), SIDBI, Mumbai Office.

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 [Premises], MSME Development Centre, Small Industries Development Bank of India (SIDBI), 5th Floor, Premises Department, Plot No-C-11, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051 **on or before Sept., 26, 2011**. 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. Premises should preferably have facilities of AC with 100% power back-up as also full interior furnishing which should be in conformity with the requirement of SIDBI or interested parties should be willing to furnish it as per interior plan to be approved by SIDBI. Premises without interior furnishing may also be considered. Selection of the premises shall be on the basis of evaluation based on following technical parameters and rates quoted in financial bid-

1. Location
2. Carpet area offered
3. Approach to the premises and surroundings
4. Distance from nearest harbour line railway station
5. Present Age and Condition of the Building
6. Amenities/facilities available
7. Statutory permissions available
8. Parking Space available
9. Power Back-up
10. Provision of Interiors/furnishing
11. Air-conditioning facility
12. Provision of Separate toilets
13. Adequate power connection
14. Pantry, Dinning space water supply/drainage line, sink with necessary fittings
15. Overall impression after visits, inspection

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.

SIDBI reserves the right to reject any or all the offers without assigning any reason thereof.



भारतीय लघु उद्योग विकास बैंक
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

Small Industries Development Bank of India

**(Format for invitation of offers for acquiring office premises on
Lease/Leave and License basis at Navi Mumbai**

Issuing Office : Mumbai

Contact No. and Address

**The General Manager [Premises]
MSME Development Centre,
Small Industries Development Bank of India (SIDBI),
5th Floor, Premises Department,
Plot No-C-11, 'G' Block,
Bandra Kurla Complex,
Bandra (East), Mumbai-400 051
Phone No. 6753 1220 / 1146**

Last Date and time for receipt of filled in application :

September 26, 2011, 5 PM



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SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

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General Manager (Premises)

Instructions / Guidelines to Owners (offerers) for filling the Format

- 1) The offerers are required to complete the format in all respects with specific answers to all the questions / points.
- 2) The offerer shall enclose copy of proof of ownership of the premises. The offerer 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 offerer 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 offerer shall state the details of existing interior furnishing, amenities etc. provided and confirm his willingness to carry out the work of interior furnishing ,amenities etc. as desired by the Bank at his own cost details of which is given in technical and financial bid. In case the interior work is to be executed 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, Airconditioners etc. as per Bank's requirement. Bank reserves the right to verify/crosscheck the expenditure made on this account to arrive at reasonable rates and proportionate rent thereof.
- 5) The rate quoted shall be **per sqft. of carpet area** of the premises offered and shall be inclusive of all applicable taxes (including service tax, if any), out-goings, maintenance charges, etc.. The rate quoted shall be competitive since other similar offers will be concurrently examined.
- 6) Possession of premises is to be handed over to the bank as early as possible.
- 7) One certified copy each of the following documents to be submitted by the 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 related work.
- 8) Stamp duty, Registration charges, etc.. to be shared equally by both the parties.

- 9) Completed format with necessary enclosures to be sent 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 (authority and address), 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 such offerers who do not satisfy the requirement of the Bank as per the advertisement shall not be opened.
- 15) The offer is irrevocable and shall be open for 120 days from date hereof, for acceptance.

- N.B. 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) 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. 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.
- ii) The initial lease period shall be for 5 years which can be extended for further 5 years with 20 % increase in rent. Bank shall have option to renew the lease for another term of 3/5 years at mutually agreed terms , necessary provision to this effect would be made in the Agreement.
- iii) Bank will be at liberty to vacate the premises at any time during the lease period by giving 3 months notice in writing.

b) Taxes / Rates

All existing and enhanced/ future Municipal taxes, cess and service tax will be paid by me / us.

c) Payment of advance Rent / Security Deposit

Bank has to pay 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 rent.

d) Power and Water Connection-

- (i) I / We shall provide adequate power connection (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 12 KW per 1000 sqft. 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) 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.

f) Maintenance / Repairs

(i) All repairs including repairs to plumbing lines and painting in common area & external surface 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.

g) 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 for registering the agreement.

h) 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.

i) 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).

j) 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,

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.....

Contact No. (Mobile and Landline)

To,

The General Manager [Premises]
MSME Development Centre,
Small Industries Development Bank of India (SIDBI),
5th Floor, Premises Department,
Plot No-C-11, 'G' Block,
Bandra Kurla Complex,
Bandra (East), Mumbai-400 051

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.

SI. No.	Particulars	Details to be filled in by the offerer
1	Location of the premises (Mention full address with the landmark in the surrounding if any). Whether the Premises is located in the Residential / Commercial / 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	Total carpet area of the premises offered (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, staircase, murties, shaft and rooms for lifts, common toilets and common areas etc.). Columns area inside the rooms / hall is not deductible. Area of Toilets exclusively constructed for the premises will be included. Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the Bank with dimensions.	
4	Mention the floor, at which the premise is being offered.	
5	Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parking.	Car parkings ----- nos. (covered) ----- nos. (Open) Two wheeler parkings ----- nos.
6	Whether premises has independent and proper access for easy movement of staff, customers and Bank's assets.	Yes / No
7	Name of the owner (s) of the property offered (Enclose proof of ownership)	1. 2.
8	Whether Offerer is real owner or is he 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 purposes? (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 existing premises give the details.	

14	Whether Premises is furnished / unfurnished (b) Willing to furnish as per Banks requirements at own cost .	Yes / No 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 likely date of handing over possession.	Yes/No
20	Any other details which the offerer would like to furnish.	

(Signature of the Offerer)

(This format shall be sent 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,

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.....
.....
Contact No. (Mobile and Landline)

To,

The General Manager [Premises]
MSME Development Centre,
Small Industries Development Bank of India (SIDBI),
5th Floor, Premises Department,
Plot No-C-11, 'G' Block,
Bandra Kurla Complex,
Bandra (East),
Mumbai-400 051

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 (as applicable)

Office Premises

Sl. No.	Particulars	Details to be filled in by the offerer
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, staircase, mummies, shaft and rooms for lifts, common toilets and common areas etc.). columns area inside the rooms / hall are not deductible. Area of Toilets exclusively constructed for the premises will be included. a) *Rent for the premises –	Rs. per sq. ft.

	<p>b) Rent for the existing facilities available (Air-conditioning, interiors etc.)</p> <p>c) **Rent for interior furnishing as per the design and specifications of the bank by appointing an architect, etc. (cost of interiors may be assumed @ Rs. 1500/- per sq.ft.. Rent would be worked out proportionately depending on the final expenditure)</p>	<p>Rs. per sq. ft.</p> <p>Rs. per sq. ft.</p> <p>(Pl write in words also)</p>
2	<p>Lease period</p> <p>a) Initial period (minimum 5 years)</p> <p>b) Renewal period (5 years) and % increase in rent.</p> <p>(Bank shall have option to renew the lease for another term of 3/5 years at mutually agreed terms, necessary provision to this effect would be made in the Agreement)</p>	<p>20 % (Twenty Percent)</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 included in monthly rent</p>
5	<p>Maintenance of common area / facilities and external painting to be done by the landlord & cost thereof shall be borne by the landlord.</p>	<p>To be included in monthly rent</p>
6	<p>DG Set charges per month, if any. Based on actual power consumption (meter reading) the bill will be paid by the Bank.</p>	<p>DG Set charges Rs.. per unit</p>
7	<p>Type of agreement to be executed (cost of stamp duty & registration charges is to be borne by landlord & lessee at 50 : 50 each)</p>	<p>Lease agreement / leave and licence agreement.</p>
8	<p>Whether rent as quoted above at Sl. no. 1 (a) should be reasonably split into basic rent and service charges. If so, at what ratio and also give details of extra amenities provided in the premises to justify such splitting.</p>	
9	<p>Any other charges payable (specify details)</p>	
10	<p>Interest free deposit ,if required (Max. 3 months)</p>	<p>Equivalent..... months rent (preferably to be adjusted during the last equivalent months of the lease period) .</p>

* Monthly rent should include charges such as municipal & other taxes (viz. water tax, sewer tax, service tax etc.) maintenance of common area / facilities, parking charges and all other charges except water and electricity charges for the rented premises which will be paid by the Bank based as per accruals. Day to day maintenance / upkeep of premises as well as of furniture / fixtures will be done by the Bank. However, if any major repairs are required in the premises, the same has to be done by the owners.

** Monthly rent for interior work may be quoted considering lease period of 05 years. No rent of interior work would be payable after 05 years. Similarly, no increase in the rent would be admissible after 5 years.

Sign and seal of offerer(s) and date

The Technical bid (i.e. Cover 1) will be opened on September 26, 2011 at 5 P.M. at SIDBI' s Mumbai office in presence of bidders who wish to remain present. Similarly, the Financial bid (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.